

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, December 14, 2021

1. **Call to Order:** by W. Schickling at 6:39 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace
 OPL representatives: Edward Elsner, OPL Librarian; Deborah Standish, OPL Treasurer
 Public: none present
3. **Approval of Agenda:**
 - a. Motion to approve the agenda, made by M. Niess, 2nd by J. Sgarlata , All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** J. McManus e-mailed report:
 The FOL has two new board members, Kris Bushey and Jacob Dodd. They will be reviewing the library's budget request during their next meeting on Monday December 20,2021. They will be gift wrapping at the River's End Bookstore.
6. **Approval of Minutes:**
 - a. Motion to approve the minutes for the November 9, 2021 regular meeting made by Dr. J. Sgarlata, 2nd by W. Schickling, All in favor, None opposed.
7. **Committee Reports:** Questions and Comments
 - a. **Finance:**
 - i. Treasurer: D. Standish reported: The board was sent reports via e-mail. Reports were reviewed and discussed. It was pointed out that the CD with Pathfinder (Line item 1173.9) will be maturing in February.
 - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
 - iii. Motion to receive and file the November financial reports made by J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
 - b. **Building and Grounds:** no report
 - c. **Personnel:** C. Fatiga reported
 - i. E. Oberst has added an introduction to the city hall library director advertisement. Salary range and where to advertise was discussed.
 - ii. Motion to approve the advertisement for Library Director I position made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
 - d. **Policy:** Dr. J. Sgarlata reported. He and E. Oberst are in the process of revising the bylaws.
 - i. The description of the Secretary's position has been revised.
 - ii. A new description is needed for the Safety & Security committee before it can move from ad hoc to standing committee.
 - iii. A description for the ad hoc Children's Services committee needs to be written.
 - iv. The nominating committee is proposed to become ad hoc at the call of the board president, and the policy committee is looking for clarification on which members can serve on the nominating committee.
 - v. There is consideration of changing the name of the Policy committee to Governance committee and updating the description of duties.
 Dr. J. Sgarlata and E. Oberst will follow up at the next regularly scheduled meeting.
 - e. **Nominating:** no report
 - f. **Technology:** no report
 - g. **Safety & Security:** Louis Schmunk, from ICU, started as OPL's new security guard on November 24, 2021.

h. **Children's Services:** H. Wallace reported.

C. McVearry and I met to discuss how to proceed. A parent representative was identified. The history of the summer reading program in Oswego was reviewed with a clerk who has participated in the past programs. The details of hiring the summer reading assistant during winter break was discussed. The details of updating the children's room bathroom to include a changing table was discussed.

8. **Director's Report:** E. Elsner reported, see Director's report for details.

- a. Information highlighted included: OPL offering free replacement cards this month, events and programs being advertised in the Palladium Times and Oswego Shopper, inservices attended by Children's room staff, follow up on electrical work as per motions from meeting, cross promotion activities with the CMOO, upcoming mini golf on MLK day by FOL, and proposed purchase of eBooks.
- b. Motion to accept a \$500 donation from Jane Swinehart in memory of Catherine Marsden, \$100 from John McCarthy, and \$100 from Jiancheng Huang in honor of the Oswego Co. Health Dept. Management Team. Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
- c. Discussion of pay rates for employees related to years of service.
- d. Motion to give a \$50.00 gift card to each employee for a holiday bonus. Motion made by Dr. J. Sgalata, 2nd by E. Oberst, All in favor, None opposed.

9. **Old Business:**

- a. Legal Matter: C. Fatiga reported that the board president and vice president have a future meeting with counsel.
- b. Bond Refinancing: W. Schickling reported that the bond refinancing is complete and the board approved of the press release regarding the process and savings.
- c. Bylaw Changes: discussed earlier under 'Policy'.
- d. Director Search: discussed earlier under 'Personnel'.
- e. Strategic Plan: E. Oberst will be organizing a committee, she and W. Schickling will initiate looking for professional consultants and getting bids.
- f. Comp Time Policy:
 - i. The majority of staff members with accumulated comp time are in the process of using it before January 1, 2022.
 - ii. The custodian will be paid for additional time required to answer alarm calls and perform snow removal, etc. Overtime will be paid if hours are greater than 40 hours/week.
 - iii. Motion to eliminate Comp Time (Policy 4.2) for all employees effective December 31, 2021. Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
 - iv. Motion to pay out any unused comp time as of December 31, 2021. Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

10. **New Business:**

- a. Naming donation levels: Gift Policy (formerly 3.6) now 5.6. has been revised. Changes included minor edits; the addition of "The minimum donation for naming plaque in the amount of \$1,000.00 to be determined at the discretion of the board."
Motion to accept revised Gift Policy 5.6 made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
- b. Accepting Catherine Santos' resignation: Motion to accept with regret the resignation of C. Santos as OPL Trustee. Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
- c. Filling vacant trustee position: The board discussed prospective candidates to fill the rest of C. Santos' term.
- d. Changing Table:
Motion to approve the purchase of supplies and installation of a changing table in the child restroom in the children's room at a cost not to exceed \$700. Motion made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.

e. *Hiring Summer Reading Assistant*

Motion to approve the hiring of Brooke Crespo as Summer Reading Assistant at a rate of \$13.50 for the month of December 2021 and January 2022.

Motion made by W. Schickling, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

11. **Adjournment:**

Motion to adjourn at 9:00 p.m. made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.

Next Regular Meeting: Tuesday, January 11, 2022 at 6:30 p.m.