

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, January 11, 2022

1. **Call to Order:** by W. Schickling at 6:35 p.m.
2. **Attendance:** Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Dr. Joseph Sgarlata, Heather Wallace; Excused: Elizabeth Oberst  
 OPL representatives: Edward Elsner, OPL Librarian; Deborah Standish, OPL Treasurer, Ann Allen FOL rep.  
 Public: none present
3. **Approval of Agenda:**
  - a. Motion to approve the agenda, made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** Ann Allen reported: Membership is good as they are retaining members and adding new ones. No current programs planned. The annual indoor mini-golf event is post poned due to COVID concerns and may possibly be held outside during the spring. They will be meeting at the end of the month.
6. **Approval of Minutes:**
  - a. Motion to approve the minutes for the December 14, 2021 regular meeting made by M. Niess, 2nd by Dr. J. Sgarlata, 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.  
 Follow up on the 24 month CD with Pathfinder (Line item 1173.9): it will be maturing on February 22,2022. W. Schickling will make an appointment with the bank to research options.
    - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
    - iii. Motion to receive and file the December 2021 financial reports made by , 2nd by , All in favor, None opposed.  
 Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
  - b. **Building and Grounds:** The boiler is awaiting parts for repair.
  - c. **Personnel:** C. Fatiga reported:  
 A search committee needs to be formed with representatives from the board, staff, FOL, and community to interview candidates for the library director.  
 There is currently one applicant for the position. Promotion and marketing are continuing in order to increase the number of applications.
  - d. **Policy:** Dr. J. Sgarlata reported that the committee is still in the process of updating the by-laws and committee descriptions.
  - e. **Nominating:** no report
  - f. **Technology:** E. Elsner reported that computer software has been updated and there are two new chrome books through google non-profit license.
  - g. **Safety & Security:** Last week there was an incident with a patron requiring the ambulance to be called for medical intervention.
  - h. **Children's Services (ad hoc):** The committee will be having its first official meeting later this month. Planning for summer reading program has begun.
8. **Director's Report:** E. Elsner reported, see Director's report for details.
  - a. Information highlighted included: OPL has a new subscription to Motivos magazine printed in English and Spanish, and a subscription to Bookpage. Staff is participating in Sirsi Workflow training and annual required in-services. We were updated on the status of the boiler repair and the electrical upgrades have been completed. The yearly maintenance contract for the Stanley door auto-opening system is here. A list of donations was presented as well as requests for circulation policy updates.

- b. Motion to accept a \$500 donation from Ashley & Ben Ocean, \$100 from Roseanne Conaway, and \$50 from Lake City Victoria Chapter of the Order of the Eastern Star.

Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.

**9. Old Business:**

- a. Director Search: discussed earlier under personnel
- b. Strategic Plan: W. Schickling reported:  
W. Schickling, E. Elsner, and E. Oberst met to discuss initiating the plan. E. Oberst contacted P. Roes from NCLS for more information. The committee feels strongly that OPL should invest in professional assistance and will be seeking proposals. There is money in the OPL budget for this.

**10. New Business:**

- a. Reinstating curbside service:
  - i. Staff have noted a need for curbside service for customer service. The interim director has researched reserving and marking a parking space for curbside pick-up and has received verbal approval from City of Oswego Planning.
  - ii. Motion to reinstate curbside pick up for library holds, to include a reserved parking space. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
- b. Motion to move to Executive Session at 7:21 p.m. for discussion regarding the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. (As per NYS Open Meeting Law, section 105, item F).  
Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- c. Motion to move from executive session to the Board of Trustees January 11, 2022 regular meeting at 8:03 p.m. made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- d. Motion to appoint Mary McGowan as OPL trustee to serve out the term ending June 30, 2022.  
Motion made by W. Schickling, 2nd by M. Niess, All in favor, None opposed.
- e. Motion to extend the contract for the Technology Assistant at the current rate of \$20.00/hour until April 15, 2022.  
Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- f. Motion to appoint Deborah Standish as OPL treasurer beginning January 1, 2022 through December 31, 2022 at a salary of \$3,000.00.  
Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

**11. Adjournment:**

Motion to adjourn at 8:09 p.m. made by Dr. J. Sgarlata, 2nd by C. Fatiga , All in favor, None opposed.

Next Regular Meeting: Tuesday, February 8, 2022 at 6:30 p.m.