

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, March 8, 2022

1. **Call to Order:** by W. Schickling at 6:34 p.m.
2. **Attendance:**  
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace; excused: Mary McGowan  
 OPL representatives: Edward Elsner, Librarian/OPL Interim Director; Deborah Standish, OPL Treasurer; Ann Allen, FOL rep.  
 Public: none present
3. **Approval of Agenda:**
  - a. Motion to approve the agenda made by C. Fatiga, 2nd by J. Sgarlata, All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** Ann Allen reported: FOL is in the process of selling tickets for the upcoming pancake breakfast on March 20, 2022 at the Elks Club. They are also selling quilt raffle tickets.
6. **Approval of Minutes:**
  - a. Motion to approve the minutes for the February 8, 2022 regular meeting made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
  - b. Motion to approve the minutes for the February 11, 2022 special meeting made by M. Niess, 2nd by C. Fatiga, 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.
    - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
    - iii. Motion to receive and file the February 2022 financial reports made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
  - b. **Building and Grounds:**
    - i. E. Elsner reported that we are up to date on services and payments to J&A Boiler.
    - ii. M. Niess discussed that she will contact the Mayor regarding a request to develop the green space on the hill on the south side of OPL.
  - c. **Technology:** E. Elsner reported that OPL is getting four new staff computers that run Windows 11.
  - d. **Personnel:** C. Fatiga will discuss director search under Old Business.
  - e. **Policy and Governance:** Committee will discuss the policy and procedure manual update under New Business.
  - f. **Children's Services (ad hoc):** H. Wallace reported: The boat and other pieces of furniture and displays have been rearranged. The boat is now a centerpiece as you enter the room and there is increased play space in the corner. C. McVeary has received a lot of positive feedback about the changes being made and has observed much more parent/child interaction since the play area is opened up and there is a table to sit at. H. Wallace and C. McVeary have met with a vendor from Oswego Quality Carpet about options and estimate for flooring; and the owner of Minetto Painting regarding estimate for painting the walls. C. McVeary has contacted a vendor for a consult on reading area furniture. OPL will begin to investigate funding sources.
8. **Director's Report:** E. Elsner reported, see Director's report for details.  
 Information highlighted included: steadily increasing visits, great attendance at children's room programs during winter break, increase in use of the community room for group meetings and programs, and staff development activities. He reported a letter that OPL is the recipient of Bullet aid in the amount of \$5,000 from Assemblyman William Barclay, and has received a \$200 grant from NCLS for a book walk.

- a. **Insurance Benefits** - E. Elsner received quotes from B. Wright at KBM regarding the cost to add dental and vision coverage to OPL's insurance plan available for full time employees. Board discussed. Motion to add dental and vision coverage to insurance benefits for full time employees, made by E. Oberst, 2nd by C. Fatiga, 5 votes in favor, 1 abstain.
- b. **Mask Mandate** - The topic of a mask mandate for unvaccinated employees was discussed. It was decided that mask wearing will be optional for all employees and they may wear them at their own discretion. All employees will still be encouraged not to come to work if they are not feeling well.

9. **Old Business:**

- a. **Director Search:** C. Fatiga and E. Oberst reported.
  - i. The search committee has interviewed four candidates (via Zoom). They highlighted the strengths and weaknesses of each candidate.
  - ii. The committee would like to bring three of the candidates to OPL for an in person interview by the search committee to include the candidates' presentation of their three month plan, time to meet with and interact with the staff and the board, and a tour of the town.
- b. **Strategic Plan:** E. Oberst led discussion.
  - i. The board reviewed the list of challenges and aspirations from the February 11, 2022 special meeting.
  - ii. Each board member will have a hard copy of the Libraries Transforming Communities Workbook
  - iii. E. Oberst is going to draft a letter to submit to the Shineman Foundation to begin the process of requesting a grant for a Strategic Planning consultant.
- c. **Election information** for the Board of Education, Oswego City S.D.  
Motion to ask for a 2% increase in OPL's tax levy on the Oswego City School District ballot. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.

10. **New Business:**

- a. **Permanent appointment** of Children's Librarian  
Motion to approve the permanent appointment of Cathryn McVeary as Children's Librarian. Motion made by H. Wallace, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- b. **Policy Book** - W. Schickling reported:  
The Policy and Governance committee met to review and update the P&P Manual. The Table of Contents has been changed and reflects that policy numbers have been changed and reorganized, minor edits have been made to a few policies, and the manual includes all updated policies and bylaw changes recently approved by the OPL board of trustees. Further review and revision of individual policies will be ongoing.  
Motion to approve the Policy & Procedure Manual as modified as of March 8, 2022. Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- c. **Donations**
  - i. Motion to accept with great appreciation a donation of \$350 in memory of Kimberly Maroney from Dennis & Kerry Dorsey, Bill Reilly, Mindy Ostrow, Jack & Kathy Bonner, Lee & Carol Fayette, Steve & Barb Howard, Bonnie Cutrow, Suan & Charles Talamo. Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
  - ii. Motion to accept with great appreciation a donation of \$30 from Dahavel Patel of New York City. Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- d. **NYS Annual Report** - E. Elsner presented the report, the board reviewed the report.  
Motion to confirm the Oswego SD Public Library operated in accordance with all provisions of Education Law and Regulations of the Commissioner for the review of the 2020-2021 Annual Report.  
Motion made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.

11. **Adjournment:**

Motion to adjourn at 8:26 p.m. made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

Next Regular Meeting: Tuesday, April 12, 2022 at 6:30 p.m.