

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, April 12, 2022

1. **Call to Order:** by W. Schickling at 6:31 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mary McGowan, Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace
 OPL representatives: Cathryn McVeary, Librarian/OPL Children's Room Director; Deborah Standish, OPL Treasurer; Janet Hutcheson 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:** Janet Hutcheson reported: The pancake breakfast fundraiser was successful; the FOL Annual Meeting is Monday April 18th at 4:30; and they are having a "Countdown to Summer" raffle ticket sale during the month of May and will have a drawing everyday June 1st - 26th, ending Sunday June 26th with the Mini Golf event in the library.
6. **Approval of Minutes:**
 Motion to approve the minutes for the March 8, 2022 regular meeting made by Dr. J. Sgarlata, 2nd by E. Oberst, 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 with special attention to the budget versus actual expenses.
 - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
 - iii. Motion to receive and file the March 2022 financial reports made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
 - b. **Building and Grounds:**
 - i. Upper level Children's Room bathroom - Changing table installation and painting has been completed.
 - ii. Motion to release the unused computer carrels from the main floor for recycling. Motion made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.
 - iii. OPL Hillside - M. Niess has initiated contact with the mayor regarding landscaping of the green space on the south side of the building and will continue to follow up.
 - c. **Technology:** M. Niess reported that she attended an Institute of Museums and Library Services conference and was introduced to the "Our Story Bridge" program; a concept of using technology to develop an audio community story project. OPL Librarians E. Elsner and C. McVeary will investigate further.
 - d. **Personnel:** C. Fatiga will defer report until Executive Session
 - e. **Policy and Governance:** Dr. J. Sgarlata will defer report until New Business
 - f. **Children's Services (ad hoc):** H. Wallace/C. McVeary presented a vision board of the plans for painting, flooring and furniture in the Children's room along with cost quotes from vendors.
 - i. Motion to spend \$10,000 for painting all of the walls, carpeting the craft area, and purchasing one chair. Motion made by E. Oberst, 2nd by M. Niess, All in favor, None opposed.
8. **Director's Report:** see E. Elsner's Interim Director's report for details.
 C. McVeary reported additions:
 - a. OPL is in the process of digitizing the Pall Times. There is a cost associated with doing this. It was suggested that E. Elsner consult with Mary Kay Stone as she may be able to assist.

- b. Brooke Crespo is returning from college and will be available to work at OPL.
Motion to hire Brooke Crespo as OPL Summer Reading Assistant for the months of May, June, July, and August 2022. Her compensation will be \$15.00/hour for up to 30 hours/week. She will be hired as an independent contractor. Motion made by M. McGowan, 2nd by C. Fatiga, All in favor, None opposed.

9. **Old Business:**

- a. **Director Search:** C. Fatiga reported that the Director search is completed. One candidate came for the second interview in person. References were checked. Further discussion during Executive Session
- b. **Strategic Plan:** E. Oberst reported that she and E. Elsner attended a Shineman workshop and she will have a letter of application for a Shineman Foundation grant for review at the next board meeting.

10. **New Business:**

- a. **Policy Book Update** - Dr. J. Sgarlata reviewed the P&P Manual in its entirety.
- i. He made a number of editorial edits.
 - ii. He added 2 sections to the Table of Contents: 9.6 NYGMU Law 103 Advertising for Bids, and 9.7 Memos of Understanding under which NCLS and ICU Security documents will be inserted.
 - iii. He revised policy 3.7 Jury Duty and created policy 6.13 Copying & Printing
Motion to accept revised policy 3.7 Jury Duty and new policy 6.13 Copying & Printing. Motion made by M. McGowan, 2nd by E. Oberst, All in favor, None opposed.
- b. **Accept Donations**
- i. Motion to accept the following grants:
\$1,000 toward Summer Reading from Stewart's Shops
\$5,000 state aid from Assemblyman Will Barclay
Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
 - ii. Motion to accept the following monetary donations:
\$10 from Diane Lind
\$100 from the Book Club Girls in memory of Kathy McGowan
\$100 from the Book Club Girls in memory of Martha Riley Andreo
\$200 from the Winter Club for large print books
Donation from the estate of Barbara McCormack in the amount of \$1,500 without restrictions.
Motion made by C. Fatiga, 2nd by Dr. J. Sgarlata , All in favor, None opposed.
 - iii. Motion to accept the donation of a magnolia tree from the Scullin family in memory of Rosemary Scullin.
Motion made by C. Fatiga, 2nd by Dr. J. Sgarlata , All in favor, None opposed.
- c. Motion to move to **Executive Session** at 8:02 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 C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
- d. Motion to move **from Executive Session** to the Board of Trustees April 12, 2022 regular meeting at 8:40 p.m. made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
- i. Motion to accept the personnel committee recommended candidate for the Library Director I position. C. Fatiga will follow up with an offer and contract (to include a six month probationary period.)
Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, 6 votes in favor, 1 abstain, 0 opposed, motion passes.
 - ii. Motion to accept the recommendation of the personnel committee to raise the hourly wage of one staff member by .65/hour to achieve pay equity among library staff. Motion made by M. McGowan, 2nd by M. Niess, All in favor, None opposed.
- e. **Other:** E. Oberst brought up changing our mask policy to Masks are Encouraged, per CDC guidance for high transmission areas. Oswego County is currently the #1 county in New York State. The board agreed with that recommendation and asked Betsy to draft a notice that can be posted.

11. Adjournment:

Motion to adjourn at 8:53 p.m. made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.

Next Regular Meeting: Tuesday, May 10, 2022 at 6:30 p.m.