

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, December 1, 2020
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:03 p.m.
Announcement: This meeting is being recorded and the public will be muted before and after public comment.
Attendance taken:
Board members present: Kathleen Mantaro, Catherine Santos, Cynthia Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace
Board members excused: n/a
OPL representatives: Theresa Slosek, FOL Rep.; Andrea Ross, OPL PT Interim Director
Public: none
2. **Approval of Agenda:**
There will be a 4th motion added under new business.
Motion to approve the amended agenda made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Theresa Slosek reported: The FOL budget meeting is upcoming and they need OPL's funding request. Kathy Mantaro will respond. The FOL will be purchasing poinsettias for the library for the holiday season as is their usual tradition. They would also like to recognize the OPL staff for Christmas, due to pandemic precautions safe options will be discussed.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the 11/04/20 Regular meeting made by Cindy Fatiga, 2nd by Bill Schickling, All in favor, None opposed.
 - b. Motion to approve the minutes for the 11/12/20 Special board meeting made by Dr. Joseph Sgarlata, 2nd by Cindy Fatiga, 6 in favor, 1 abstains.
6. **Financial Report:**
 - a. paid/unpaid bills: all the bills are paid up to date.
 - b. Motion to receive and file the financial reports up through November 30, 2020 made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Building:** Bill Schickling reported
 - i. There is still an adequate supply of PPE and sanitizing products.
 - ii. Protective shields are needed for the circulation desks for when the library opens to patrons.
 - iii. The boilers broke. One has been fully repaired. The second is scheduled to be repaired this week.
 - iv. New flags and rope will be needed for the building tower.
 - v. Historical front doors are in need of maintenance.
 - vi. Volney Multiplex has a new process to notify OPL regarding the fire and security alarms.
 - c. **Personnel:** Cathy Santos reported
 - i. Individual staff meetings to discuss personnel files have been completed
 - ii. Staff are completing required annual training webinars
 - iii. Personnel committee will meet later this week to review and revise relevant personnel policies as needed.
 - d. **Policy:** Dr. Joseph Sgarlata is in process of reviewing the Policy and Procedure Manual for accuracy and continuing to write and update policies in light of pandemic guidelines as noted in the last meeting.
 - e. **Library Services:** vacant, no report
 - f. **Technology** - Bill Schickling reported
 - i. Copying and printing service is going well
 - ii. Erin is researching STEM projects and kits to purchase for community use when the pandemic ends

- g. **Art Gallery:** vacant, no report
 - h. **Nomination:** vacant, no report
 - i. **Safety and Security:**
The OPL sign with library hours and curbside information has been vandalized. The custodian is looking into how to fix it. The security guard will be reviewing camera footage.
8. **PT Interim Director's Report:** Andrea Ross reported
Andrea continues to monitor invoices and assist as needed
9. **Old Business:**
- a. **Director Search:** Applications for the director position have been received. They will be sent to city hall for eligibility confirmation. Cathy Santos will meet with the staff to discuss the interview process.
10. **New Business:**
- a. **Progress Report:** Cathy Santos reported
The 5 Year Report is due 12/31/2020. Cathy Santos sent board members a link that describes the 14 Library Standards and will be reaching out to board members for assistance.
 - b. **Employee Insurance 2021:** Cathy Santos reported
 - i. The new insurance policy will begin January 1, 2021. Cathy Santos has spoken with eligible staff members.
 - ii. Kathleen Mantaro, Cathy Santos, and Cindy Fatiga attended a webinar about employee insurance on Nov. 30, 2020 to learn more. OPL will be exploring other options for the upcoming year.
 - c. **Purchase of ST View Scan:** Kathleen Mantaro reported
OPL has an old microfilm machine with contract. Instead of renewing the contract, OPL has chosen to purchase a new machine with more options and remote use capability. There is a mentor to assist in teaching how to use the machine and staff members who have expressed interest in being responsible for learning and assisting others with its use.
11. **Motions:**
- a. Motion to approve an employee request to reduce hours of employment by 10 hours per week, beginning January 1, 2021. Motion made by Cathy Santos, 2nd by Mercedes Niess. All in favor, None opposed.
 - b. Motion to accept, with regret and appreciation, the resignation of Karen Swartz as Children's Program Coordinator, effective December 1, 2020 for the purpose of retirement. Motion made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess. All in favor, None opposed.
 - c. Motion to approve the purchase of one ST View Scan for the sum of \$3,000.00 to be paid in two installments of \$1,500.00 each in December 2020 and January 2021. Motion made by Bill Schickling, 2nd by Cathy Santos. All in favor. None opposed.
 - d. Motion to approve Brooke Crespo as Children's Room Intern from December 7th through January 15, 2021 not to exceed 20 hrs. per week at \$12.05 per hour. Motion made by Dr. Joseph Sgarlata, 2nd by Cathy Santos. All in favor. None opposed.
12. **Adjournment:** Motion to adjourn at 6:54 p.m. made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, January 5, 2021 at 6:00 p.m.