

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, February 2, 2021
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 7:00 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
OPL representatives: Ann Allen, FOL Rep. ; Andrea Ross, OPL PT Interim Director; Deborah Standish, OPL treasurer
Public: Zachary Vickery, Archivist Librarian at SUNY Oswego
2. **Approval of Agenda:**
Motion to approve the agenda made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:** no comment.
4. **Friends of the Library:** Ann Allen reported: The FOL will be meeting next week; they are beginning to send out membership renewals. OPL expressed their thanks to the FOL for their participation on the search committee for the new director.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the January 5, 2021 Regular meeting made by Cindy Fatiga, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
6. **Financial Report:**
 - a. Treasurer: no comments. Mercedes Niess questioned line items for Pathfinder trust, and vacant staff positions of Vol Coord. and Library Aide. Deb Standish will follow up with Cindy Tascarella and Rosemary Scullen.
 - b. Paid/unpaid bills: Dr. Joseph Sgarlata reported that all the bills are paid up to date.
 - c. Motion to receive and file the January 2021 financial report made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Building:** Bill Schickling reported:
 - i. Boiler repair is ongoing, service visit scheduled for this Thursday
 - ii. There is a quote for the sprinkler maintenance that will need to be signed.
 - iii. Bill Schickling will be attending NCLS webinar re: user costs for cooperative services
 - iv. A National Grid rep. did an analysis re: OPL converting to LED lighting. Building committee is waiting to review the reported results.
 - c. **Personnel:** Cathy Santos reported
The search for the new director is complete, board will discuss results during executive session
 - d. **Policy:** Dr. Joseph Sgarlata reported that he has updated the Policy & Procedure Manual and will need board approval of revisions.
 - e. **Library Services:** vacant, no report
 - f. **Technology** - no report
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** vacant, no report
 - i. **Safety and Security:**
 - i. The security alarm was triggered in the past month, OPL is reviewing service providers regarding the alarm system process.
 - ii. There was an incident outside OPL between a staff and a patron wanting to enter the building.

8. **PT Interim Director's Report:** Andrea Ross reported
Andrea continues to monitor invoices and is assisting in the board president with the 2020 NY State Report
9. **Old Business:**
 - a. Director Search: Cathy Santos reported that the search process is complete and results will be discussed during executive session.
10. **New Business:**
 - a. OCSD Vote & Gov. Cuomo's Ruling: Kathy Mantaro reported that petitions for running for the OPL Board of Trustees will be available to be picked up as of March 1, 2021. The OCSD secretary will get back to her on the deadline for submitting the petitions and the budget request. The voting for those positions as well as the budget request will be held in person on May 18, 2021 unless the state changes.
 - b. Motion to move to Executive Session at 7:28 p.m. to address personnel matters leading to the appointment and employment of a particular person made by Mercedes Niess, 2nd by Bill Schickling, All in favor, None opposed.
 - c. Motion to adjourn executive session and return to regular meeting at 8:21 p.m. made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
11. **Motions:**
 - a. Motion to approve the yearly annual employment contract for the position of the Oswego S.D. Public Library Director. Under board policy guidance and direction from the Library Board, the director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Oswego S.D. Public Library. These duties include budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.
Motion made by Bill Schickling, 2nd by Dr. Joseph Sgarlata. Kathleen Mantaro and Cathy Santos recuse. 5 votes in favor, None opposed. Motion passes.
 - b. Motion to approve the hiring of a library director at the annual salary of \$68,000. The salary will be prorated from the first day of the official employment start date (to be determined) through June 30, 2021.
Motion made by Bill Schickling, 2nd by Dr. Joseph Sgarlata. Kathleen Mantaro and Cathy Santos recuse. 5 votes in favor. None opposed. Motion passes.
 - c. Motion to approve the financial audit provided by Fust Charles Chambers LLP for the July 1, 2019 through June 30, 2020 fiscal year.
Dr. Joseph Sgarlata moves to table the motion, 2nd by Mercedes Niess, All in favor, None opposed. There will be a special meeting scheduled to discuss the results before voting.
12. **Adjournment:** Motion to adjourn at 8:31 p.m. made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.

Special Board Meeting scheduled for Tuesday February 9, 2021 at 6:00 p.m. to discuss the audit.

Next Regular Board Meeting: Tuesday March 2, 2021, time to be determined.