

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday July 2, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, Dr. Joseph Sgarlata, Mercedes Niess, George DeMass, Bill Schickling, Heather Wallace

Absent:

Others:

Visitors: Katie Godici (FOL)

1. **Call to Order** 7:00 p.m. by Cathy Santos
2. **Approval of Agenda:** motion by Mercedes Niess, 2nd by George DeMass, All in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:**
FOL Rep. Katie Godici
Group is considering purchase of a mini golf course, getting a quote and looking for storage space; talked about flowers in the planters out front, 'Learn To' classes will resume in September; fundraising ideas (Burritt Motors, wine and chocolate, raffles, calendar sale)
5. **Approval of the Minutes:** Motion to approve minutes from OPLBoT meeting June 4, 2019 by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, none opposed
6. **Financial Report:** it is the beginning of a new fiscal year, Mercedes Niess briefly explained to new members how the budget works and the process for paying bills
 - a. paid/unpaid bills: Carol Ferlito was not present to report
 - b. motion to receive and file June budget by George DeMass, 2nd by Dr. Joseph Sgarlata
7. **Committee Reports:**
 - a. Finance: Mercedes Niess reported a review is underway, Carol Ferlito has a deadline to avoid an extension, everyone will get a copy
 - b. Building: Cathy Santos reported
 1. Signs have been printed, uncertain of delivery
 2. Elevator is out of order due to hydraulic fluid problem. The company to fix it has been notified but is unavailable to make repair until end of next week (week of July 8th). This affects increase volume of patrons signing up for Summer Reading Program, parking of strollers, door propping due to security). Volunteers will be needed to help with library traffic.
 3. Locks: have been installed on lower level bathrooms, may need to be changed; OPL is looking into a news article with joint statement from Chief of Police to inform public
 4. Window shades for main floor: unknown status as Carol Ferlito and Edward Elsner are both out of town.
 - c. Personnel: Kathy Mantaro stated there is no report at this time
 - d. Policy: 1.4a Emergency, At this point there is no change to the policy, Carol Ferlito will need to submit before we can discuss and vote
 - e. Library Services: no report
 - f. Technology: no report
 - g. Art Gallery: no report
 - h. Nomination:
 1. Dr. Joseph Sgarlata voiced a concern regarding the by-law term limits

2. Slate of officers: George DeMass made a motion to nominate Heather Wallace for position of secretary and Dr. Joseph Sgarlata for position of fiscal officer. He declared vacancies for position of President and Vice President. 2nd by Mercedes Niess. All in favor. None opposed.

Note: Leadership of meeting continued by Dr. Joseph Sgarlata

i. Safety/security: Carol Santos reporting as a member of the board stated that posters regarding rules of conduct are up, locks are on lower level bathroom doors, plans from April are progressing. Security guard Kerrie_____ has found residue in the bathrooms.

8. Director's Report:

a. Donations in memory of Muriel Harrison (see note in previous email to members, there are no questions)

9. Old Business: no report

10. New Business:

a. Jones Charitable Trust: Kathy Mantaro has contacted Kimberly Steele (local attorney) re: 'daily purpose' to determine how to spend this money; the next board president will be requested to ask attorney Joe Eisner if building maintenance can be interpreted as 'daily purpose'; Mercedes Niess/financial committee would like the item of 'assets held in charitable trust' off of the budget.

b. Motion to approve the cost of \$685.00 to Fraden Lock Company for the installment of new locks on the lower level bathroom doors. The locks are installed. Motion by Bill Schickling, 2nd by Heather Wallace, All in favor. None opposed.

c. Motion to approve the cost of \$1,000.00 for the replacement of the hot water tank. Motion by Bill Schickling, 2nd by Heather Wallace. All in favor, none opposed.

d. Mandatory Compliance Training: for staff, volunteers and board of trustees members. Kathy Mantaro referred to e-mailed list of topics for professional development that can be completed on-line. She will ask the new president to add topics as needed.

11. Executive Session

a. Motion to move to Executive Session made by Dr. Joseph Sgarlata, 2nd by George DeMass

b. Motion to adjourn out of Executive Session into 'Special Meeting' made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess at 9:04 p.m.

Special Meeting of OPL Board of Trustees July 2, 2019

Call to order at 9:05p.m. by Dr. Joseph Sgarlata

Purpose: Appointments to fill two vacant positions on the OPL Board of Trustees

1. George DeMass makes a motion to appoint Cathy Santos to the position of President for a 1 year term, and to appoint Kathleen Mantaro to the position of Vice President for a 1 year term. 2nd by Mercedes Niess. All in favor. None opposed.

2. Due to the fact that the library director and head librarian are out of town and the President and Vice President will be unavailable Mercedes Niess makes a motion to empower Bill Schickling with Board discretion for any action needed in the library on Saturday July 6th. 2nd by George DeMass. All in favor. None opposed.

Adjournment: George DeMass makes a motion to adjourn the meeting. 2nd by Dr. Joseph Sgarlata. All in favor. None opposed.
end time 9:15.

Next regular board meeting scheduled for Tuesday, August 6, 2019 at 7p.m.