

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, July 7, 2020
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 5:59 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
Visitors: Jeanne Brown (FOL Rep.), Mark Slosek
2. **Approval of Agenda:**
Motion to approve the agenda made by Cathy Santos, 2nd by Mercedes Niess, All in favor, None opposed.
3. **Public Comment Period:** Mark Slosek, Oswego Historian, Trustee for the Association of Public Historians of NY State, and Vice Chair of the Oswego Heritage Association speaking - Mark has an application to acquire a plaque from the Pomeroy Foundation for buildings on the National Register. He is requesting permission to submit the application and display the plaque on or in front of the OPL. Cathy Santos would like the OPL Board building committee to review the idea more fully before taking action. Mercedes is familiar with the Pomeroy Foundation and its mission of historic preservation and cited other buildings in the Oswego community with plaques.
4. **Friends of the Library:** Jeanne Brown reporting - FOL is excited OPL is open for curbside service. The FOL have not met recently and all events are on hold due to the challenges of Covid-19.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for each of the five meetings held on 06/02/20, 06/15/20, 06/20/20, 06/25/20, and 06/30/20, made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
6. **Financial Report:**
 - a. paid/unpaid bills: Dr. Joseph reported bills are up to date.
 - b. The financial report for June is unavailable to be received and filed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Personnel:** no report
 - c. **Policy:** no report
 - d. **Library Services:** vacant, no report
 - e. **Building and Technology:** Bill Schickling reporting - He has contacted Schindler regarding the ongoing elevator issue. Erin is doing inventory of technology related items in each room of the library. The committee will resume their biweekly meetings now that staff is in the building.
 - f. **Art Gallery:** vacant, no report
 - g. **Nomination:** vacant, no report
 - h. **Safety and Security:** Cathy Santos reporting - There is ongoing cleaning and removal and relocation of items that are fire and safety hazards in order to be in compliance with OSHA Building standards and regulations.
8. **Director's Report:** no report
9. **Old Business:** none
10. **New Business:**
 - a. OPL progress report
 - i. Curbside service: Kathy M. reporting - service for books is going well, there is a plan to begin offering DVDs for check out starting next week as well as providing tax forms as needed.
 - ii. Service 'level 3': Cathy S. reporting - OPL is at level 3 of 6 levels, in process of adding more signage and getting in compliance with OSHA, NY Forward Safety Plan, etc. before advancing. There is a 'Covid Compliance Manual' available for all OPL trustees and employees to refer to.

- b. Motion to approve the Board of Trustee committee appointments as follows:
Personnel: C. Santos, C. Fatiga; Building: W. Schickling, G. Krul, Director; Technology: W. Schickling, E. Lohnas; Art: vacant; Policy: Dr. J. Sgarlata, H. Wallace; Finance: Dr. J. Sgarlata, M. Niess, C. Santos; Safety & Security: K. Cahill, H. Wallace, C. Fatiga; through June 30, 2021.
Motion made by Dr. Joseph Sgarlata, 2nd by Bill Schickling , All in favor, None opposed.
 - c. Motion to approve the appointment of a part time interim director through September 30,2020 at a rate of \$25.00 per hour, not to exceed 20 hours per week, made by Mercedes Niess, 2nd by Mercedes Niess, 2nd by Heather Wallace, All in favor, None opposed.
 - d. In accordance with NCLS guidelines, motion to approve the Emergency New Cardholder Registration Act for the period of time under the current Pandemic. Motion made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
11. **Adjournment:** Motion to adjourn at 6:50 p.m. made by Cathy Santos, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, August 4, 2020 at 6:00 p.m. via Zoom