

Oswego Public Library
Board of Trustees Special Meeting
Budget Workshop
Tuesday, March 23, 2021
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:33 p.m.
Announcement: This meeting is being recorded.
2. **Attendance taken:**
Board members present: Kathleen Mantaro, Catherine Santos, Cynthia Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace
OPL representatives: Miranda McDermott, Executive Director of OPL; Andrea Ross, OPL PT Interim Director; Deborah Standish, OPL Treasurer
3. **Approval of Agenda:**
Motion to approve the agenda made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
4. **New Business:** Presentation and Discussion of OPL 2021-2022 Budget
 - a. Role of 2019-2020 Audit in relation to the budget:
Cathy Santos outlined how the audit effects the budget. She highlighted 4 areas namely 1. Audited financial statements, 2. Professional Standards, 3. Internal Controls, and 4. Emphasis by Matter.
 - b. Description of Wilmington Trust:
Kathy Mantaro explained that the OPL and Industrial Development Agency worked to create a civic facility bond as a source of funding when borrowing money for the OPL renovation. The bond began in June 2006 and is scheduled for payoff in June 2036.
 - c. Role of Financial Reports:
Deb Standish provided the budget for 2020-2021 in four different formats to include overviews, actual expenses, and worksheets with line item amounts to be adjusted as needed.
 - d. Summary Proposal:
Cathy Santos presented a 2 page document outlining trustee responsibilities, budget planning questions and a list of factors to consider when planning the budget including but not limited to priority building maintenance issues, filling vacant positions and subsequent salaries, technology and pandemic expenses.
5. **Budget Discussion:**
 - a. Board members, the OPL Director and other OPL reps had the opportunity to ask questions regarding specific line items on the budget as well as express ideas about priorities and offer opinion on whether or not to request a budget increase at the upcoming May election.
 - b. Kathy Mantaro reminded the board that the deadline to propose a budget amount to be voted on by the public is April 13, 2021. She also reminded the board that the finance committee with input from the director and board members may need to call another special meeting in order to present the budget proposal and vote for or against the increase before the deadline.
6. **Board of Trustees Decision Status:**
Motion to set a budget required to operate the Oswego S.D. Public Library for the 2021-2022 fiscal year at a 2% increase or \$26,690.00, for a total of \$1,361,215.00
Motion made by Mercedes Niess, 2nd by Bill Schickling, All in favor, None opposed.
7. **Adjournment:** Motion to adjourn at 8:16 p.m. made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.

Next Regular Board Meeting: Tuesday April 13, 2021, at 6:30 p.m.