

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, November 9, 2021

1. **Call to Order:** by W. Schickling at 6:30 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace. Excused: Catherine Santos
 OPL representatives: Edward Elsner, OPL Librarian; Deborah Standish, OPL Treasurer; Stephanie Magnisi, FOL; joining late Nick Myers, ICU security for OPL
 Public: Lisa Sova, Canales Accounting; Stephanie O'Brien, patron
3. **Approval of Agenda:**
 - a. Motion to approve the agenda as amended, made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
4. **Director's Report:** E. Elsner reported, see Director's report for details.
 Information highlighted included: The decrease in patron visits for the past month, outreach activities and events scheduled by OPL staff and FOL to increase attendance; ICU security guard has given notice and the company will be looking for a replacement; advertising ideas for the director search, request for adjusting clerk wages, ongoing issue with the front door closing properly; new Excellus insurance rates. He also read a letter from William Smith Jr. complimenting OPL clerks on their friendly and helpful service.
5. **Public Comment Period:**
 - a. Lisa Sova
 - i. L. Sova explained the changes that she made to the monthly financial reports (Balance Sheet, Profit & Loss, Budget vs. Actual) to include leaving off account numbers to increase security, reorganizing line items to put like items together and listing in order of priority.
 - ii. L. Sova discussed the financial risks, budgetary difficulty and legality of using comp time as well as appropriate use of it. She recommended eliminating the use of comp time by regular staff. Staff working extra hours should be paid for the time, and L. Sova defined 'overtime' as greater than 40 hours and employees in that case should be paid time and a half.
 - b. A patron who is new to the town observed that there are not many other patrons in the '20-something' age group at OPL, and she requested and suggested that OPL schedule activities to target that group.
6. **Friends of the Library:** Stephanie Magnisi reported
 FOL has resumed having their monthly meetings at OPL. They have a goal of providing at least 1 program per month at OPL. They currently have a wreath making class Nov. 16th, and 2 paint parties scheduled for Dec. 4. She asked about how many poinsettias OPL would like for their annual purchase that supports the Children's Board of Oswego.
7. **Approval of Minutes:**
 - a. Motion to approve the minutes for the October 12, 2021 regular meeting made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
 - b. Motion to approve the minutes for the October 25, 2021 special meeting made by C. Fatiga, 2nd by M. Niess, 5 votes in favor, 1 abstention, None opposed.
8. **Committee Reports:**
 - a. **Finance:**
 - i. Treasurer Report: D. Standish reported: The board was sent reports via e-mail. Reports were reviewed earlier by L. Sova. D. Standish brought to the board's attention that there is a lag between checks being signed and put in the mail due to the new staffing pattern for accounting and in some cases mail is time sensitive. Going forward, once checks are signed the fiscal officer will notify her and she will take outgoing checks directly to the post office.
 - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
 - iii. Motion to receive and file the October financial reports made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.

- b. **Building and Grounds:** no report
- c. **Personnel:** C. Fatiga reported
 - i. The new contracted technology aide is hired and working.
 - ii. The new Children's Director's probationary evaluation is upcoming.
 - iii. The search for a new OPL Director will be initiated soon.
- d. **Policy:** E. Oberst followed up on the inquiry (from Oct. 12 regular meeting) regarding the 'Naming Policy'. She still has not seen the policy but has found the 'gift acceptance policy'. This policy will be reviewed and modified to include the process for naming and guidelines for donation amounts
- e. **Nominating:** no report
- f. **Technology:** no report
- g. **Safety & Security:** N. Myers reported on the activities of patrons of interest, as well as a small group of regularly unsupervised children. He informed the board that his last day will be November 19, 2021. He will have reports and patron profiles for hand off to the next security guard, and has expressed his willingness to consult with the new person, as needed, to transition.
- h. **Children's Services:** no report

9. **Old Business:**

- a. **Legal Matter:** W. Schickling reported that affidavits have been created, filed, and sent. There has been no follow up communication since.
- b. **Bond Refinancing:** W. Schickling updated the board that the first offering of the bond has taken place with a positive outcome and reminded the board that the closing date will be December 2, 2021.
- c. **Comp Time Policy:** The board discussed L. Sova's recommendations and would like to move forward with eliminating use of comp time. E. Elsner will work with L. Sova to determine related financial values and the policy committee will revise the policy as appropriate before a final determination of action is made.
- d. **Committee Assignments:**
 The President made Board of Trustee committee appointments through June 30, 2022 as follows:
 Finance: Dr. J. Sgarlata (Chairperson and Fiscal Officer), C. Fatiga (Vice President), D. Standish (Treasurer), Library Director (currently interim E. Elsner);
 Building: W. Schickling (chairperson), G. Krul, E. Elsner;
 Personnel: C. Fatiga (chairperson), E. Oberst;
 Governance (Policy, Nomination): Dr. J. Sgarlata (chairperson), E. Oberst; (Currently Policy and Nomination bylaws have not been amended.)
 Technology: M. Niess (chairperson), E. Elsner;
 Safety & Security: Library Director (chairperson; currently interim E. Elsner), W. Schickling, Security Personnel ;
 Children's Services (ad hoc): H. Wallace (chairperson), Cathryn McVearry, parent vol/public rep.;
 Bylaws will be amended to reflect new committee names.

10. **New Business:**

- a. **Compliance Initiative Tool Kit:** W. Schickling emailed the board a copy of this which outlined requirements that Libraries in NY State must have. It included requirements and recommendations for bylaws, policies, training, and website content. The board will work to follow up to insure compliance.
- b. **Director Search:** The board discussed wanting to initiate the director search. E. Elsner will consult with J. Reebel at City Hall for proper posting and job description to move forward. Personnel committee will review resources and process used in the past.
- c. **Strategic Plan:** The board is eager to get this started. This will be required of all libraries in NY State. Discussion ensued about who will organize this planning, recommendations for a cross section of participants/focus groups, etc., soliciting requests for proposal from professional resources, and suggested reference resources.
- d. **Motion to approve a wage increase of \$13.50/hour for part time and full time library clerks effective January 1, 2021.** Motion made by M. Niess, 2nd by E. Oberst, All in favor, None opposed.

11. Adjournment:

Motion to adjourn at 8:38 p.m. made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

Next Regular Meeting: Tuesday, December 14, 2021 at 6:30 p.m.