

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, February 8, 2022

1. **Call to Order:** by W. Schickling at 6:37 p.m.
2. **Attendance:**  
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mary McGowan, Mercedes Niess, Elizabeth Oberst, Heather Wallace; Excused: Dr. Joseph Sgarlata  
 OPL representatives: Edward Elsner, OPL Librarian/Interim Director; Deborah Standish, OPL Treasurer, Stephanie Magrisi FOL rep.  
 Public: none present
3. **Approval of Agenda:**
  - a. Motion to approve the agenda made by C. Fatiga , 2nd by E. Oberst, All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** Stephanie Magrisi reported: The FOL along with the Bookmobile is selling tickets for their annual pancake breakfast fundraiser on March 20, 2022, at the Elks lodge. They are also selling raffle tickets for a quilt. They had taken a hiatus from membership drive during covid. They currently have 77 members and 12 business members and will be resuming their recruitment of new members.
6. **Approval of Minutes:**
  - a. Motion to approve the minutes for the January 11, 2022, regular meeting made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
7. **Committee Reports: Questions and Comments**
  - a. **Finance:**
    - i. Treasurer: D. Standish reported: The board was sent reports via e-mail. Reports were reviewed and discussed.
    - ii. Paid/unpaid bills: Upon review of transaction report E. Elsner stated that all the bills are paid up to date.
    - iii. Motion to receive and file the January 2022 financial reports made by M. Niess, 2nd by W. Schickling, All in favor, None opposed.
  - b. **Building and Grounds:** no report
  - c. **Personnel:** C. Fatiga reported: OPL has 4 applications for the library director position. The selection of the search committee is almost complete and plan is to begin the interview process by mid-February.
  - d. **Policy:** E. Oberst and E. Elsner identified the need for an updated employee handbook now that several personnel policies have been revised and the policy and procedure manual is under review.
  - e. **Nominating:** no report
  - f. **Technology:** E. Elsner reported OPL has 2 new chrome books for use in the building, 1 chrome book and hot spot have not been returned, and there is 1 trial mobile beacon hot spot.
  - g. **Safety & Security:** OPL has an alarm permit. There was an incident this month resulting in the banning of a patron.
  - h. **Children's Services (ad hoc):** H. Wallace reported: The committee met to discuss goals and priorities. Right now the focus is on ideas for improving the appearance and use of space to create age related activity areas (toddler, reading, craft) rearranging shelves, updating furnishings, flooring and paint. It was suggested that there may be grants that could help with this.
8. **Director's Report:** E. Elsner reported, see Director's report for details.
  - a. Information highlighted included: request for circulation policy updates, information contained in the annual report, updates on staff in-service training, ongoing repair of the boiler; as well as details from Take Your Child to the Library Day including an appearance by Mayor Barlow, LEGO activities, crafts, and a scavenger hunt.
  - b. E. Elsner presented a demonstration of the 'palace app' available for purchase that would integrate with NCLS overdrive and increase access to e-books, e-audio books. Cost of current system and projected cost for app discussed.

- c. E. Elsner made a vacation request and has designated C. McVeary to be in charge while he is away.  
Motion to approve E. Elsner's vacation request for the dates of April 9 - 15, 2022.  
Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

**9. Old Business:**

- a. Director Search: Discussed earlier under Personnel.
- b. Strategic Plan: E. Oberst presented a draft of the RFP for strategic planning, discussion tabled and an OPL Special Board Meeting to discuss the plan has been scheduled for Friday, February 11, 2022 at 2:00p.m.
- c. Pathfinder CD: The 24 month CD with Pathfinder Bank (line item 1173.9) will mature on February 22, 2022. Options for how to handle funds were discussed. Investment options for public libraries are limited. Motion to reinvest \$100,000.00 into a 3 year CD at Pathfinder Bank and transfer \$84,000.00 into the current OPL savings account.  
Motion made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.
- d. Updating Library ByLaws - E. Oberst presented the amended bylaws and highlighted the changes made. Changes include updates and clarification of the Secretary position and the Treasurer position; and committee changes that include the formation of a "Policy and Governance" committee to expand the former Policy committee, the discontinuation of the Nomination and Safety and Security adhoc committee, and an updated description of Technology committee.  
Motion to accept the amended bylaws made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.

**10. New Business:**

- a. Bridge Loan Payoff - W. Schickling reported that the payoff has been completed.
- b. School District Elections - W. Schickling reported:
  - i. Petitions to become a candidate for the vacancy on the OPL Board of Trustees will be available from K. Canale at the District Office beginning March 1, 2022, they will require 25 signatures and they must be filed by April 27, 2022.
  - ii. If OPL would like to request a budget increase it will need to be submitted to the school district by April 18, 2022.
  - iii. Note that the Oswego City School District Budget Vote and Board Member election will be held May 17, 2022.
- c. Accept Donation -  
Motion to accept a donation of \$500 from Pat and Louanne Hogan in memory of Albertine L. Hogan. Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

**11. Adjournment:**

Motion to adjourn at 9:01 p.m. made by M. Niess, All in favor, None opposed.

Next Special Meeting: Friday, February 11, 2022 at 2:00 p.m.

Next Regular Meeting: Tuesday, March 8, 2022 at 6:30 p.m.