

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, May 10, 2022

1. **Call to Order:** by W. Schickling at 6:33 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mary McGowan, Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace
 OPL representatives: Edward Elsner, Librarian/OPL Interim Director; Deborah Standish, OPL Treasurer; Mary Smith FOL rep.
 Public: none present
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** Mary Smith reported:
 - a. Current Membership is at 87 individuals and 15 businesses.
 - b. The "Countdown to Summer Raffle" joint fundraiser with the Oswego Bookmobile will start June 1 and run through June 26. On June 26 FOL will host its indoor mini golf event. Tickets can be acquired from members of FOL and the Oswego Bookmobile, at OPL, and the River's End Bookstore. Drawings will be held daily and winners will be posted on the FOL Facebook page and notified by phone.
 - c. The FOL is still researching a plaque to accompany the Magnolia tree in Rosemary Scullin's memory.
 E. Oberst recommended Oswego County Monuments.
6. **Approval of Minutes:**
 Motion to approve the minutes for the April 12, 2022 regular meeting made by Dr. J. Sgarlata, 2nd by E. Oberst, 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: Dr. J. Sgarlata reported that all the bills are paid up to date.
 - iii. Motion to receive and file the April 2022 financial reports made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
 - b. **Building and Grounds:**
 M. Niess, W. Schickling and C. McVeary met with Mayor Barlow to discuss an update to landscaping on the hill of the south side of OPL. OPL will get estimates from landscaping companies and the city DPW may possibly fund the project or a portion of it. Local companies suggested included Manwaring, Fox Creek Landscaping, and Lawn Shark Landscaping.
 - c. **Technology:** no report
 - d. **Personnel:** C. Fatiga reported:
 - i. OPL has a signed contract for the library director, discussion deferred for executive session.
 - ii. E. Elsner requested a temporary part-time clerk for assistance during the upcoming summer months at OPL.
 - iii. Motion to approve the hiring of a part-time clerk (maximum of 20 hours/week) for the months of June through September 2022 at a rate of \$13.50/hour. Date effective June 1, 2022.
 Motion made by C. Fatiga, 2nd by M. McGowan, All in favor, None opposed.
 - e. **Policy and Governance:** Dr. J. Sgarlata/E. Oberst
 Dr. Joe Sgarlata researched the issue of longevity pay for the purpose of keeping long term employees at market rate, rewarding employees, and as a recruiting tool/incentive. He has found few libraries that have this. The personnel committee will further research longevity and levels of service positions in consultation with the new Library Director, and will follow up at future meetings.

- f. **Children's Services (ad hoc):** H. Wallace reported: The painting of the children's room is complete along with reorganizing the easy reading books on lower shelves towards the front of the room near the play area and the juvenile non-fiction books on taller shelves towards the back of the room. The next step will be ordering furniture and replacing the carpeting in the craft area.
8. **Director's Report:** E. Elsner reported, see Interim Director's report for details.
- a. Information highlighted included:
improved circulation statistics, staff who have attended community outreach events, continuing education and networking completed, and revisiting the signage letters for the west side of OPL. Funding was approved for the signage on September 14, 2021.
 - b. Note: \$3,826 was returned by Utica National Insurance as a dividend.
 - c. Accept donations:
Motion to accept the following donations:
\$65 from the employees at Port City Co-Op in memory of Rosemary Scullin.
\$300 from Linda Shannon in memory of Audrey Johnson, Jane Aileen DelTosta-Shannon, Joan Mansfield, and Beverly Stewart.
\$100 from Cynthia Knapp toward a STEAM kit to circulate.
Motion made by C. Fatiga, 2nd by Dr. J. Sgarlata
9. **Old Business:**
- a. **Strategic Plan:** E. Oberst
 - i. E. Oberst has sent the Shineman Foundation an 'intent to apply' for a grant letter; she will follow up for upcoming deadlines.
 - ii. OPL has received 7 RFPs for Strategic Planning. E. Oberst asked for assistance reviewing the proposals. M. McGowan volunteered to help review, as well as W. Schickling
10. **New Business:**
- a. **Policy Book Update:** J. Sgarlata has completed updates for now.
 - b. **165th Anniversary of the O.P. Library:**
 - i. E. Elsner will compose a letter to the Mayor regarding a proclamation.
 - ii. OPL will plan a celebration for the community.
 - iii. Motion to spend up o \$1,000 on the Library 165th Anniversary celebration, made by E. Oberst, 2nd by W. Schickling.
 - c. **Showing Movies at the Library:**
NCLS purchased a movie license. OPL will be able to show movies in the community room and will start on Saturday, June 4th. This will continue throughout the summer with 'Matinee Mondays'.
 - d. **Sharing resources within Oswego County:** E. Elsner reported that OPL would like to purchase a subscription to the service 'Comics Plus' providing on-line access to such media and will offer to add other libraries in the county for an add on fee.
 - e. **Flying the Ukrainian Flag:** M. McGowan
The Oswego City Attorney inquired as to if OPL would like to fly the Ukrainian Flag. Protocol for flying additional flags along with the U.S. Flag were reviewed. At this time OPL is unable the accept the flag that was offered.
 - f. Motion to move to Executive Session at 8:05 p.m. for discussion regarding the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. (As per NYS Open Meeting Law, section 105, item F).
Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
 - g. Motion to move from Executive Session to the Board of Trustees May 10, 2022 regular meeting at 8:34 p.m. made by M. McGowan, 2nd by C. Fatiga, All in favor, None opposed.
 - h. Motion to appoint Lucas J. Connor as Library Director of Oswego Public Library, date effective June 6, 2022 as per contract.
Motion made by Dr. J. Sgarlata, 2nd by M. Niess. All in favor, None opposed.

11. Adjournment:

Motion to adjourn at 8:35 p.m. made by W. Schickling, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

Next Regular Meeting: Tuesday, June 14, 2022 at 6:30 p.m.