

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, June 14, 2022

1. **Call to Order:** by W. Schickling at 6:34 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: Lucas Connor, OPL Director; Edward Elsner, Librarian; Deborah Standish, OPL Treasurer
 Public: none present
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by E. Oberst, 2nd by C. Fatiga, All in favor, None opposed.
4. **Public Comment Period:** no comment
5. **Friends of the Library:** no report
6. **Approval of Minutes:**
 Motion to approve the minutes for the May 10, 2022 regular meeting made by Dr. J. Sgarlata, 2nd by M. McGowan, 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 May 2022 financial reports made by Dr. J. Sgarlata, 2nd by E. Oberst, All in favor, None opposed.
 - b. **Building and Grounds:**
 OPL has consulted with one vendor regarding the landscaping of the south side hill. Three estimates are required to move forward to request funding from the city mayor.
 - c. **Technology:** no report
 - d. **Personnel:** C. Fatiga reported:
 - i. The position of temporary part time clerk was filled by Judy Malone at a rate of \$13.50/hr. as of June 7, 2022.
 - e. **Policy and Governance:** Dr. J. Sgarlata reported:
 - i. Motion to approve the slate of officers for the OPL Board of Trustees beginning July 1, 2022 through June 30, 2023: Whereas on June 14, 2022 to the Board of Trustees from the nominating committee of Dr. J. Sgarlata, the following officers will be:
 President, William Schickling
 Vice President, Elizabeth Oberst
 Secretary, Heather Wallace
 Fiscal Officer, Dr. Joseph Sgarlata
 Motion made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
 - ii. The board and treasurer will recognize the results and make arrangements to remove C. Fatiga as a signatory on accounts and add E. Oberst effective July 1, 2022.
 - f. **Children's Services (ad hoc):** H. Wallace reported:
 The Children's Librarian has been in touch with the flooring vendor, it is estimated that the material chosen will not be available until the end of summer. She is still researching furniture options and cost. The committee is on hiatus due to the priority of summer reading programming activities, and further planning will resume in August.

8. **Director's Report:** E. Elsner reported, see Interim Director's report for details.
- a. Information highlighted included: details about programs he attended, the 165th anniversary celebration at OPL, progress on obtaining previously approved signage for the west side of OPL, research on storm windows, new staff member, security issues, children's room activities and statistics, and donations received.
 - b. L. Connor reported that he has met one on one with almost all OPL staff members for introductions and to discuss their goals and expectations going forward. He will be attending the upcoming NCLS Joint Automation Board meeting and picnic for information and networking.
 - c. Resolve to thank E. Elsner as Interim Director of OPL for the past nine months, made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.
 - d. Accept donations:
Motion to accept the following donations:
\$ 25 from Gigi & Robbie McCarey in memory of Travis Casey Comerford
\$ 100 from Jane Swinehart in memory of Martha Riley Andreo
Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
9. **Old Business:**
- a. **Strategic Plan:** E. Oberst
 - i. A Letter of Intent was sent to the Shineman Foundation for a grant. They require a proposed budget and the strategic planning proposals were similarly estimated to be in the \$25,000 range, so that was the figure that was used. The foundation requires a meeting before being invited to submit a grant request. OPL is waiting to hear if a meeting will be scheduled.
 - ii. RFPs: Seven proposals for strategic planners were reviewed by E. Oberst, M. McGowan, and E. Elsner. They narrowed down to the top 3 candidates. Those proposals were distributed to each board member for review prior to the next board meeting in July. Note that the original request by OPL stated candidates would be notified of acceptance by July 1, 2022. E. Elsner will contact finalists to inform them that a decision will be made in early August.
 - iii. M. McGowan recommended that once a company is chosen that instead of starting the strategic process in September as originally discussed, OPL would benefit from waiting until February or March of 2023 for a variety of reasons to include avoiding the holiday season, being hindered by inclement weather and allowing the new director more time to learn about the OPL community.
10. **New Business:**
- a. Motion to recognize Lucas Connor as Director of Oswego Public Library. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
 - b. Motion to recognize Mary McGowan as the new member of Oswego Public Library Board of Trustees, to serve a five year term through June 30, 2027. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
 - c. **Construction Grant**
Note that the deadline for sending in an 'Intent to apply' for an NCLS Construction Grant Application was June 8, 2022. OPL will submit the form late with an apology and will reach out to NCLS as needed for follow up on eligibility.
 - d. **2022-2023 Budget**
Motion to approve the 2022 -2023 budget for the Oswego Public Library.
Motion made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
 - e. Motion to approve the extension of the ICU Contract for Security of the Oswego SD Public Library effective July 1, 2022 through June 30, 2023 as per the contract for up to 40 hours/week.
Motion made by M Niess, 2nd by M. McGowan, All in favor, None opposed.

- f. Motion to move to Executive Session at 8:11 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 Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- g. Motion to move from Executive Session to the Board of Trustees June 14, 2022 regular meeting at 8:33 p.m. made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
- h. Motion that E. Elsner's position and compensation be changed back to Librarian I effective June 30, 2022.
Motion made by M. McGowan, 2nd by E. Oberst. All in favor, None opposed.

11. Adjournment:

Motion to adjourn at 8:34 p.m. made by W. Schickling, All in favor, None opposed.

Next Regular Meeting: Tuesday, July 12, 2022 at 6:30 p.m.