

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, July 12, 2022

1. **Call to Order:** by W. Schickling at 6:32 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary McGowan, Dr. Joseph Sgarlata, Heather Wallace; excused: Mercedes Niess; one open seat.
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer
 Public: Zachary Vickery
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by Dr. J. Sgarlata, 2nd by M. McGowan, All in favor, None opposed.
4. **Public Comment Period:** Z. Vickery is happy to be present to observe the meeting.
5. **Friends of the Library:** no representative present, no report
6. **Approval of Minutes:**
 Motion to approve the minutes for the June 14, 2022 regular meeting made by E. Oberst, 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. It is the end of the OPL fiscal year and reconciliation is slightly behind schedule. R. Smith, the representative from Fust Charles Chambers LLP, has sent a notification about the upcoming annual audit.
 - ii. Paid/unpaid bills: Dr. J. Sgarlata reported that older bills are paid up to date, and new bills are not submitted yet.
 - iii. Motion to receive and file the June 2022 financial reports made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.
 - b. **Building and Grounds:** W. Schickling reported
 OPL is still in the process of getting estimates for hillside landscaping. There will be a B&G committee meeting to follow up on that and other issues.
 - c. **Technology:** no report
 - d. **Personnel:** vacant, no report
 - e. **Policy and Governance:** Dr. J. Sgarlata reported:
 - i. Election of Officers: In accordance with the By-Laws, Article 2, section 3.3 election of officers for the Board of Trustees shall be held the first meeting in July. With the approval of the slate of nominees for officers at the June meeting, the following shall be duly elected as of July 12, 2022 through June 30, 2023.
 President, William Schickling
 Vice President, Elizabeth Oberst
 Secretary, Heather Wallace
 Fiscal Officer, Dr. Joseph Sgarlata
 Motion made by M. McGowan, 2nd by W. Schickling, All in favor, None opposed.
 - ii. By-Law Changes: Dr. J. Sgarlata recommends that the officers of the organization shall hold office for two years or until their successors are elected and qualified. No more than three consecutive terms may be served. Note: to make this amendment to the bylaws, the board must wait at least 5 days between this proposal and acceptance of the amendment. It will be added to the agenda for the August meeting.
 - iii. Due to current circumstances of trustee turnover and lack of available candidates, E. Oberst made a motion to extend the terms for current Secretary and Fiscal Officer for a period of one year. Motion 2nd by M. McGowan, All in favor, None opposed.

f. **Children's Services (ad hoc):** H. Wallace reported:

- i. C. McVearry, L. Connor and H. Wallace met with the furniture vendor Janelle Bossuot on June 23, 2022 to choose upholstery and get a quote for cost of furniture.
Motion to allocate \$6,500 for the purchase of modular furniture for the lounge area of the OPL Children's Room. Motion made by M. McGowan and E. Oberst.
- ii. As the room refresh and reorganization moves along, an upcoming goal is to expand connections for advertising Children's Room events and contacting more guest presenters.

8. **Director's Report:** L. Connor reported, see Interim Director's report for details.

- a. Information highlighted included: Training that L. Connor participated in, community connections he has made, security issues, staff changes, and Children's Service statistics, community outreach activities, and room updates.
- b. Discussion ensued regarding the JAB request for boards to vote on the forgiveness of patron bills (to include replacement fees and fines) after a designated time period. L. Connor will follow up with more detailed statistics on what that means for OPL for the next board meeting.
- c. Followed up with Dawn Vincent from NCLS regarding the intent to apply for a construction grant due to late submission. The chance of an award being available is highly unlikely; OPL can start to prepare for applying next year.
- d. **Motion** to renew the maintenance contract for battery back up with Vertiv for 3 years at a cost of \$5,257/yr. Contract due to be renewed by 7/16/25. Motion made by M. McGowan, 2nd by E. Oberst, All in favor, None opposed.
- e. **Motion** to authorize L. Connor to accept the letter of engagement with Fust Charles Chambers LLP for the audit of the fiscal year of 2021-2022 according to the terms set forth in the letter. (\$8,000 with one time fee of \$500 and \$100-150/hr. for additional time needed). Motion made by M. McGowan, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

9. **Old Business:**

- a. **Strategic Plan:** E. Oberst reported
 - i. E. Oberst submitted the grant application to the Shineman Foundation for support with professional consultation with strategic planning.
 - ii. RFPs: The goal was to choose a first choice candidate and alternate. After discussion it was decided that E. Oberst and M. McGowan with assistance from E. Elsner and L. Connor will follow up with reference checks before choosing the company of choice.
- b. New Salary rates for the new Budget Year
Motion to approve the following salary increases effective July 1, 2022 as listed below:
Library Clerk 1: \$15.50/hr
Library Clerk 2, 4, 5, & 6: \$15.00/hr
Children's Librarian : \$25.27/hr
Custodian: \$21.84/hr
Librarian 1: \$30.22/hr
Substitute Clerks : \$15.00/hr
Motion made by W. Schickling, 2nd by E. Oberst, All in favor, None opposed.

10. **New Business:**

- a. **Accept Cynthia Fatiga's resignation:** Note Cynthia Fatiga resigned her position on the OPL Board of Trustees effective immediately. Note the term does not end until June 2025.
- b. **Summer Temp Position Changes**
 - i. Motion to accept the resignation of Judy Malone as temporary part time clerk, made by E. Oberst, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

- ii. Motion to hire Wendy Geroux as temporary part time clerk date effective July 11, 2022 until September 17, 2022.

Motion made by Dr. J. Sgarlata, 2nd by E. Oberst, All in favor, None opposed.

- c. **Board of Trustee education requirements** - W. Schickling highlighted an email notice from NCLS regarding NY State requirements for trustees to participate in required continuing education starting January 2023.
- d. **Contract Renewals** - discussed earlier under director's report.
- e. **Committee Assignments for 2022-2023** presented by W. Schickling
The OPL Board President, W. Schickling, made Board of Trustee committee appointments through June 30, 2023 as follows:
Finance: Dr. J. Sgarlata (Chairperson and Fiscal Officer), E. Oberst (Vice President), D. Standish (Treasurer), L. Connor (Library Director);
Building: M. Niess (chairperson), G. Krul, L. Connor;
Technology: W. Schickling (chairperson), E. Elsner, L. Connor;
Personnel: E. Oberst (chairperson), M. McGowan;
Governance: Dr. J. Sgarlata (chairperson), M. McGowan, E. Oberst;
Children's Services (ad hoc): H. Wallace (chairperson), Cathryn McVearry, parent vol/public rep.
- f. **Motion to move to Executive Session** 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 not made. Deferred until next meeting.

11. **Adjournment:**

Motion to adjourn at 8:50 p.m. made by M. McGowan, All in favor, None opposed.

- 12. The July 12, 2022 Regular Board Meeting was reconvened at 8:57 p.m. The board discussed a prospective candidate to fill the OPL BoT vacant seat for the term ending June 2025; note the candidate will have to run to keep the position in the May 2023 election.

Motion to appoint Zachary Vickery as OPL trustee until the next election in May 2023. Motion made by W. Schickling, 2nd by M. McGowan , All in favor, None opposed.

- 13. Meeting adjourned 9:00 p.m

Next Regular Meeting: Tuesday, August 9, 2022 at 6:30 p.m.