

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, August 9, 2022

1. **Call to Order:** by W. Schickling at 6:34 p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary McGowan, Dr. Joseph Sgarlata, Zachary Vickery, Heather Wallace; excused: Mercedes Niess
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer
 Public: none present
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by M. McGowan, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** no report
6. **Approval of Minutes:**
 Motion to approve the minutes for the July 12, 2022 regular meeting made by M. McGowan, 2nd by Dr. J. Sgarlata, 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 older bills are paid up to date, no new checks to date.
 - iii. Motion to receive and file the July 2022 financial reports made by Dr. J. Sgarlata, 2nd by E. Oberst, All in favor, None opposed.
 - b. **Building and Grounds:** W. Schickling reported -
 - i. The Building and Grounds committee met to further discuss the hillside landscaping. They are still in the process of trying to acquire quotes. Vendors have pointed out the need for clearer specifications (defined area, materials) of the requested work and potential challenges to the construction.
L. Connor reported -
 - ii. He has 2 additional quotes for OPL signage on the west side of the building.
 - iii. He has a quote for the purchase and installation of storm windows. He will research applying for an NCLS construction grant or an energy saving grant to assist with the cost.
 - c. **Technology:** W. Schickling has no report
 - d. **Personnel:** E. Oberst reporting
 - i. There was a discussion about the role of the personnel committee and the process for hiring new employees; L. Connor presented a request to hire an additional full-time clerk.
 - ii. There was a discussion about the need for hiring an administrative support person to be on site in the business office, and assist the director as needed. The director will draft a proposal of the specific tasks in need of attention and consult as needed with civil service to create a job description to present to the board for consideration.
 - iii. The 90 day review for the director will be in September.
 - e. **Policy and Governance:** Dr. J. Sgarlata will report under Old Business
 - f. **Children's Services (ad hoc):** H. Wallace reported: The furniture order has been sent, and the committee will resume meeting in September with focus on remounting memorial plaques.
8. **Director's Report:** L. Connor reported, see the Director's report for details.
 - a. Information highlighted included: Director's training from NCLS, the custodian re: building issues, and clerks re: the front desk; system news including patron bill records, the Overdrive budget poll, and the ILS committee recommendation to change from SIRSI to Polaris in which, if accepted, tech migration will begin in the Fall; building issues, particularly problems with temperature regulation and upcoming updates that will need to be made, quotes forthcoming; statistics re: increased library visits, summer reading program

details and statistics, and outreach activities by the Children's Room Director, Cathryn McVearry and Librarian Edward Elsner.

- b. In follow up to the discussion about patron bills from last month's meeting, the Director recommends annually waiving patron bills that are older than 6 years.

M. McGowan made a motion to accept the recommendation, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

- c. Motion to accept the following donations:

\$490.00 in memory of Vivian Sayer for the Children's Room

\$100 from George McCarthy in memory of Edward and Mary McCarthy

Motion made by Dr. J. Sgarlata, 2nd by M. McGowan, All in favor, None opposed.

9. **Old Business:**

- a. **Strategic Plan:** E. Oberst

- i. OPL received a grant from the Shineman Foundation in the amount of \$13,900.00 to offset the cost of strategic planning.

- ii. E. Oberst, M. McGowan, and Z. Vickery presented details from the reference checks for three strategic planning consultants. The board discussed the reviews.

Motion to select Fast Forward as the first choice to perform strategic planning services, and Library Strategy as an alternate, with a start date of March 1, 2023. Motion made by Dr. J. Sgarlata, 2nd by W. Schickling, All in favor, None opposed.

- b. **By-law Revision:**

In accordance with the By-Laws, Article 2, section 3.2, 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: prior to this the term of office was one year, this change was proposed at the OPL Board meeting held July 12, 2022.

Motion to accept Dr. J. Sgarlata's amendment to the by-law change made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.

10. **New Business:**

- a. Welcome Zachary Vickery to the Board

- b. Going Fine Free

- i. The director presented a recommendation for OPL to go fine free for most materials (see document "Moving OPL to being fine free" for details) and the issue was discussed.

- ii. The policy committee will meet with the director to review and revise the fines policy as appropriate to include relevant information. The proposed updated policy will be presented at the September meeting.

- c. Hiring an additional Clerk

Motion to approve the director's recommendation to hire a full-time clerk at a rate a \$15.00/hr. Motion made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.

11. **Adjournment:**

Motion to adjourn at 8:35 p.m. made by M. McGowarn, All in favor, None opposed.

Next Regular Meeting: Tuesday, September 13, 2022 at 6:30 p.m.