

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, September 13, 2022

1. **Call to Order:** by W. Schickling at 6:30 p.m.
2. **Attendance:**  
 Board members present: William Schickling (President), Mercedes Niess, Elizabeth Oberst (V.P.), Mary McGowan, Dr. Joseph Sgarlata, Zachary Vickery, Heather Wallace  
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Amy Green, FOL Rep.  
 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:** Amy Green reported that the FOL do not meet during the summer. They are meeting this coming Monday Sept.19th. Their goal this year is focusing on new ways to support the OPL besides fundraising. E. Oberst suggested that their assistance will be welcome increasing community engagement during the strategic planning.
6. **Approval of Minutes:**  
 Motion to approve the minutes for the August 9, 2022 regular meeting made by Dr. J. Sgarlata, 2nd by 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 bills are paid up to date.
    - iii. Motion to receive and file the August 2022 financial reports made by M. Niess, 2nd by H. Wallace, All in favor, None opposed.
  - b. **Building and Grounds:** OPL has quotes for hillside landscaping from 2 different vendors; M. Niess will follow up with the mayor to see if the city engineer can provide a third estimate or assist with specifications for the project.
  - c. **Technology:** L. Connor reported that OPL is waiting for 2 back ordered computers, he will follow up with NCLS.
  - d. **Personnel:** E. Oberst reporting
    - i. There was an update regarding the process of hiring the additional full-time clerk.
    - ii. Discussion regarding the need for hiring an administrative support person was deferred to New Business (item 10.a.)
    - iii. The personnel committee, board president, and OPL director will meet September 16, 2022 for the three month review.
  - e. **Policy and Governance:**
    - i. Replacement Policy: Dr. J. Sgarlata will report under Old Business (item 9.b.)
  - f. **Children's Services (ad hoc):** H. Wallace reported: The lounge furniture is estimated to be delivered at the end of October, and the 'Reading' chair is estimated at the end of November; the Children's Director is following up with the flooring company regarding a date for delivery and installation of the new carpet in the craft area; and the committee is going to focus on developing signage, hanging some artwork, and remounting memorial plaques.
8. **Director's Report:** L. Connor reported, see the Director's report for details.
  - a. Information highlighted included: the Director's continuing education, building issues, meeting with bookmobile, an outdoor security incident, and a summary of Children's Services summer programming and statistics.

- b. Motion to accept the following donation:  
\$285.00 in memory of Vivian Sayer for use in the Children's Room  
Motion made by E. Oberst, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

9. **Old Business:**

- a. **Strategic Plan:** E. Oberst reported that she and the OPL Director had a zoom meeting with Amanda Standerfer from Fast Forward to discuss potential dates to initiate the strategic planning and set dates for the company to travel to OPL for onsite activities. Confirmed dates are April 18-19 and June 2-3 The Planning committee members are L. Connor, E. Elsner, E. Oberst, and M. McGowan. E. Oberst plans to attend the next OPL staff meeting to inform the staff about the process and how they will be involved.
- b. Going Fine Free -
  - i. L. Connor presented proposed revisions to circulation policies 6.6 and 6.7 and Dr. J. Sgarlata presented suggested revisions to the policies. Discussion included questions and clarification.
  - ii. Motion to accept revisions to policy 6.6 Overdues and Fines as presented by L. Connor. Motion made by M. Niess, 2nd by E. Oberst, All in favor, None opposed.
  - iii. Motion to accept revisions to policy 6.7 Damaged and Lost Material (formerly Damaged Material) as presented by L. Connor. Motion made by M. McGowan, 2nd by H. Wallace, All in favor, None opposed.

10. **New Business:**

- a. Part Time Administrative Assistant - L. Connor discussed potential details for a part time administrative assistant.  
Motion to allow the director to pursue consultation with civil service regarding the creation of a job description for a part time administrative assistant and report to the Board of Trustees at the next meeting.

11. **Adjournment:**

- Motion to adjourn at 7:37 p.m. made by M. McGowan, All in favor, None opposed.

Next Regular Meeting: Tuesday, October 11, 2022 at 6:30 p.m.