

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, October 18, 2022

1. **Call to Order:** by W. Schickling at 6:30 p.m.
2. **Attendance:**  
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary McGowan, Mercedes Niess, Dr. Joseph Sgarlata, Zachary Vickery, Heather Wallace  
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Jake Dodd, FOL Rep.  
 Public: Rob Smith, Fust Charles Chambers, LLP Representative
3. **Approval of Agenda:**
  - a. Motion to approve the agenda as amended made by Dr. J. Sgarlata, 2nd by E. Oberst, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Jake Dodd reported that the FOL had a puzzle swap with about 30 patrons in attendance; there is an upcoming presentation entitled "The Story of the Long Lost Operetta" on October 28, 2022; and the FOL is awaiting the strategic planning process to learn more about ways they can support OPL.
6. **Approval of Minutes:**  
 Motion to approve the minutes for the September 13, 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 bills are paid up to date.
    - iii. Motion to receive and file the September 2022 financial reports made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
    - iv. Audit Report: W. Schickling introduced R. Smith from Fust Charles Chambers LLP, who did a presentation to share the findings of the 2021-2022 audit. See document entitled "Audit Results June 30, 2022" for details.  
 Motion to accept the Fust Charles Chambers June 30, 2022 Audit Results as presented. Motion made by M. Niess, 2nd by E. Oberst, All in favor, None opposed.
  - b. **Building and Grounds:**
    - i. Hillside Landscaping update: W. Schickling and M. Niess will be meeting with the mayor October 19, 2022 for assistance with designs and specifications to share with landscaping companies who have consulted with OPL for estimates.
  - c. **Technology:**
    - i. Backordered computers: L. Connor followed up with NCLS and the computers are on the way.
  - d. **Personnel:** E. Oberst reported
    - i. Director's three-month review: The personnel committee, board president, and OPL director met September 16, 2022 for the three month review, and the six month review will be in December.
  - e. **Policy and Governance:** no report
  - f. **Children's Services (ad hoc):** H. Wallace reported:  
 The Committee met Thursday Oct. 6th to discuss re-hanging donor and memorial plaques and artwork. There is a plan to consult with former board members regarding updated way to display plaques. The committee also discussed ideas for signage in the room to identify where different types of books and materials can be found. The lounge furniture for the Children's room arrived October 14. The flooring for the craft area has still not come in.

- i. M. Niess suggested doing a press release to photograph and inform the public of the updates in the Children's Room, after the remaining furniture has been delivered and the flooring in the craft area is installed.
8. **Director's Report:** L. Connor reported, see the Director's report for details.
- a. Information highlighted included: Director's continuing education, building issues, community connections, security report, program activity and attendance, outreach activity, and circulation statistics.
    - i. The issues with the safety and security of the exterior front doors was discussed. Luke will research possible options for replacing the exterior doors, having the interior doors locked, etc. and there will be a follow up discussion at the next meeting.
    - ii. Details of the proposed part time administrative assistant were discussed to include pay rate, draft of job description, approval process, and budget.
    - iii. L. Connor presented information about the person who has accepted the new full time clerk position.
  - b. Motion to accept the following donation:  
 \$1,000 from Thomas Ebert for use in the Children's Room  
 Motion made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.
9. **Old Business:**
- a. Administrative Assistant  
 Motion to approve the recommendation of the director to start a search for a part time administrative assistant at a rate of \$16.50/ hr. for 20 hours per week. Motion made by M. McGowan, 2nd by M. Niess, All in favor, None opposed.
  - b. Full time Clerk  
 Motion to approve the provisional appointment of Brian Hourihan as full time clerk at a rate of \$15.00/hr. date effective October 25, 2022. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
10. **New Business:** none
11. **Adjournment:**  
 Motion to adjourn at 7:58 p.m. made by M. McGowan, All in favor, None opposed.

Next Regular Meeting: Tuesday, November 15, 2022 at 6:30 p.m.

Note: The Board agreed to move the Board meeting to the third Tuesday due to Election Day; notice of the change will be posted at the front desk and on the website.