

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, November 15, 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.), Mercedes Niess, Dr. Joseph Sgarlata, Zachary Vickery, Heather Wallace; excused: Mary McGowan  
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Jeanne Brown, FOL Rep.
3. **Approval of Agenda:**
  - a. Motion to approve the agenda made by E. Oberst, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Jeanne Brown reported that the FOL programs on "The Lost Operetta" and the Watercolor paint class with R. Jones were both well attended (20 patrons and 10 patrons respectively). The FOL has 3 new members and 1 new board member, with 1 open seat remaining. No programs scheduled for December but will resume after the new year.
6. **Approval of Minutes:**  
 Motion to approve the minutes for the October 18, 2022 regular meeting made by W. Schickling, 2nd by Z. Vickery, 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 October 2022 financial reports made by Dr. J. Sgarlata, 2nd by H. Wallace, All in favor, None opposed.
  - b. **Building and Grounds:**
    - i. Hillside Landscaping update: W. Schickling and M. Niess met with the mayor October 19, 2022 to discuss assistance with designs and specifications for landscaping companies who have consulted with OPL for estimates. The mayor will contact the city engineer and follow up.
    - ii. Update on the replacement of the exterior front doors for safety and security: L. Connor contacted a representative from SHPO to discuss the approval process for replacing the doors. M. Niess expressed concern regarding the Environmental Protection Grant used during the renovation that may still be in effect. The goal is to have new doors made to resemble the historic doors as closely as possible. L. Connor will contact a vendor to provide an estimate.
  - c. **Technology:** L. Connor reported that the Polaris migration is in progress. NCLS is sending OPL various projects to complete in order to assist with the process.
  - d. **Personnel:** E. Oberst reported that the 6 month review for the director will be completed in December 2022.
  - e. **Policy and Governance:** no report
  - f. **Children's Services (ad hoc):** H. Wallace reported: Signage for the location of collections in the children's room has been put up, and some of the memorial plaques have been remounted. The remaining furniture is due for delivery by the end of the month and the flooring is in and due to be installed the week of Thanksgiving.
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. Update on the part time administrative assistant: correspondence with city hall is still in process to adjust the job duties, E. Oberst offered to assist.

**9. Old Business:**

- a. Children's room press release - deferred until remaining furniture and flooring is in.

**10. New Business:**

- a. Moving funds for Dental coverage:

Motion to move \$6,000 from Health Insurance budget line item 6009.1 to create a new line item for Dental Plan coverage.

Motion made by E. Oberst, 2nd by W. Schickling, All in favor, None opposed.

- b. City Personnel Letter: W. Schickling reported that he received a letter from city hall reminding OPL that the new clerk will need to take the 'Civil Service Exam' when it is offered. A copy of the letter will be placed in the new clerk's personnel file.

- c. Motion to accept the following donation:

\$750 in memory of Charles Young

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

**11. Adjournment:**

Motion to adjourn at 7:19 p.m. made by Dr. J. Sgarlata, All in favor, None opposed.

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