

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, December 13, 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.), Mercedes Niess, Dr. Joseph Sgarlata, Zachary Vickery, Heather Wallace; excused: Mary McGowan
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Mary Smith, FOL Rep.
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by Dr. J. Sgarlata, 2nd by Z. Vickery, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Mary Smith reported that the FOL are hosting a tea this Friday in appreciation of library staff and trustees. Other upcoming events include a learn to crochet class December 29th and annual mini golf fundraiser on Martin Luther King Day. They will also be starting their membership drive in January (there are currently about 90 members).
6. **Approval of Minutes:**
 Motion to approve the minutes for the November 15, 2022 regular meeting made by Dr. J. Sgarlata, 2nd by M. Niess, 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 November 2022 financial reports made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
 - b. **Building and Grounds:** no report
 - c. **Technology:** no report
 - d. **Personnel:** E. Oberst reported that the six month review for the OPL Director will be later this week.
 - e. **Policy and Governance:** No report, but W. Schickling questioned if the board needs to adopt a new policy regarding the state required continuing education for library trustees.
 - f. **Children's Services (ad hoc):** H. Wallace reported: The new chair was delivered, the flooring in the craft area has been installed, and there was a demonstration by the supplier on how to maintain the flooring material.
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. More information was provided as follows:
 - i. Update on the exterior front doors - L. Connor has an estimate for construction of the doors that does not include hardware and installation, he will continue to search for contractors and acquire additional estimates.
 - ii. Boiler - necessary parts that have been ordered have arrived so that repair can be completed.
 - iii. Update on the part time administrative assistant - the position has been posted in several media outlets, there are about 14 applicants so far.
9. **Old Business:**
 - a. **Strategic Plan:** E. Oberst reported: The consultant from Fast Forward contacted E. Oberst and set a date of January 6, 2023 for the first zoom meeting with the planning committee.

10. New Business:

- a. Canale's Contract - After using Canale's Accounting for more than a year, pros and cons were discussed. Motion to continue using the accounting services of Canale's Accounting made by E. Oberst, 2nd by W. Schickling, All in favor, None opposed.
 - b. Donations:
Motion to accept the following donations:
\$ 1,000 general donation
\$50 in memory of Charles Young
Two shelf units from the estate of Charles Young
Motion made by Dr. J. Sgarlata, 2nd by W. Schickling, All in favor, None opposed.
 - c. Long Term Loan of Gerritt Smith drawing -
L. Connor contacted J. White (Oswego Historian) from the Oswego County Records Office regarding artwork to be displayed at OPL. J. White suggested loaning a drawing of Gerritt Smith. Discussion ensued.
Z. Vickery made a motion to postpone the discussion and acceptance of the loan until more information can be obtained. 2nd by M. Niess, 5 votes in favor, 1 abstain, Motion passes.
 - d. Motion to move to Executive Session at 7:36 pm 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 made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
 - e. Motion to move from Executive Session to the Board of Trustees December 13, 2022 regular meeting at 8:32 p.m. made by M. Niess, 2nd by Dr. J. Sgarlata , All in favor, None opposed.
 - i. Motion to approve a \$50.00 gift card for each OPL staff member as a holiday gift from the Board of Trustees. Motion made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
 - ii. Motion to approve paying a \$2,000 bonus to the OPL Treasurer for services rendered in 2022. Motion made by W. Schickling, 2nd by H. Wallace, All in favor, None opposed.
 - iii. Motion to inform the Director of OPL that he has successfully completed the probationary period. Motion made by W. Schickling, 2nd by M. Niess, 6 votes in favor, 1 abstain. Motion passes.
11. Motion to adjourn at 8:40 p.m. made by Dr. J. Sgarlata, All in favor, None opposed.

Next Regular Meeting: Tuesday, January 10, 2023 at 6:30 p.m.