

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, January 10, 2023

1. **Call to Order:** by W. Schickling at 6:31p.m.
2. **Attendance:**
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary McGowan, Mercedes Niess, Zachary Vickery, Heather Wallace; excused: Dr. Joseph Sgarlata
 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 M. McGowan, 2nd by Z. Vickery, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Jeanne Brown reported that the FOL have a new Vice President, Jake Dodd. They will be offering a \$1,000 scholarship to a graduating high school senior who is going on for further education. They are having a golf hole decorating contest in conjunction with their annual mini golf fundraiser, which is this coming Monday, Martin Luther King Day. Upcoming "Learn To" classes include Crochet for January (postponed from December), and Puzzle Swap and Meal Prep for February.
6. **Approval of Minutes:**
 Motion to approve the minutes for the December 13, 2022 regular meeting made by E. Oberst, 2nd by W. Schickling, 5 in favor, 1 abstain, 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: bills are paid up to date.
 - iii. Motion to receive and file the December 2022 financial reports made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
 - b. **Building and Grounds:** no report
 - c. **Technology:** no report
 - d. **Personnel:** E. Oberst reported
 - i. The 6 month review for the director was completed in December, with follow up written documentation this month.
 - ii. The contract for OPL Treasurer will be renewed with terms to be discussed.
 - e. **Policy and Governance:** W. Schickling deferred discussion of Trustee Education policy until New Business.
 - f. **Children's Services (ad hoc):** H. Wallace no report
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 is still waiting for evaluation and quote from another vendor.
 - ii. Update on the part time administrative assistant - a few more applications have been received and interviews may begin.
 - iii. L. Connor presented a proposal for increasing the security presence in the building due to increased security issues in the restrooms on the second floor.
 Discussion ensued as to additional proactive steps to address security issues including all staff education in free webinars offered, rearrangement/updating of bookcases and furnishings, etc.
 It is recommended that OPL put together a press release as soon as possible about recent changes at the library to include Children's Room additions, new staff, upcoming strategic plan, rearrangement of shelving to open up spaces, etc.

Motion to approve the proposed increase of \$16,888 for security coverage to 50 hours per week for the remainder of this fiscal year ending June 30, 2023. Motion made with regret by M. Niess, 2nd by M. McGowan. 5 votes in favor, 1 vote opposed.

9. Old Business:

- a. **Strategic Plan:** E. Oberst reported: The planning committee had their first zoom meeting with consultant from Fast Forward on January 6, 2023. They laid out a timeline and ideas for focus groups. Required Board participation dates will be Tuesday April 18th, 2023 at 6:30 p.m. and Saturday, June 3, 2023 from 8:00 a.m. - 12 p.m.
- b. Loan of Gerritt Smith Drawing - Pictures of the drawing were shared and there was discussion about having it reframed with UV protective glass and where to display it. Action will proceed with getting details for terms of the loan.

10. New Business:

- a. Trustee Education Policy - Dr. J. Sgarlata has written a draft of a new Trustee Education Policy but is not present.
Motion to postpone the addition of a Trustee Education Policy until the full board can be present for discussion, made by Z. Vickery, 2nd by W. Schickling, All in favor, None opposed.
- b. Group Life Insurance - L. Connor presented information on the optional add on cost and benefit for group life insurance. Topic was discussed, there will be no action at this time.
- c. Davis Ulmer quote - L. Connor presented a quote for the fire protection system.
Motion to approve Davis Ulmer quote of \$5,538.00 for repair work made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
- d. Board Seats - E. Oberst discussed the potential number of open seats for the upcoming OPL Board election and considering candidates for recruiting.
- e. Staff Development Consultant - E. Oberst led a discussion about finding a consultant and financially supporting staff development. The director has permission to move forward with contacting a provider with a goal of doing so before strategic planning begins in April.
- f. Donations:
Motion to accept the following donations:
\$200 in general donations
\$25 in memory of Charles Young
\$487 in memory of Theresa Bonner
Motion made by M. McGowan, 2nd by M. Niess, All in favor, None opposed.

11. Motion to adjourn at 8:05 p.m. made by M. Niess, All in favor, None opposed.

Next Regular Meeting: Tuesday, February 14, 2023 at 6:30 p.m.