

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, February 14, 2023

1. **Call to Order:** by W. Schickling at 6:34 p.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; Mary Smith, FOL Rep.
3. **Approval of Agenda:**
 - a. Motion to approve the agenda as amended made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Mary Smith reported that the FOL are in the process of sending out membership renewals and looking for new business members; they have 2 new board members. January's mini golf event was well attended and raised over \$1000. They are looking forward to the pancake breakfast held at the Elk's Lodge at the end of April. They have donated \$4,875 to OPL for the year to use as needed.
6. **Approval of Minutes:**
 Motion to approve the minutes for the January 10, 2023 regular meeting made by E. Oberst, 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: W. Schickling reported that the bills are paid up to date.
 - iii. Motion to receive and file the January 2023 financial reports made by M. Niess, 2nd by Z. Vickery, All in favor, None opposed.
 - iv. Note: OPL is in the process of updating procedures in order to be in compliance with the Trustee Handbook, specifically ensuring that the Treasurer has access to the OPL on-line banking account.
 - b. **Building and Grounds:**
 M. Niess expressed interest in finding an engineer to review the hillside landscaping project before the current Mayor leaves office as he had offered some assistance.
 - c. **Technology:** no report
 - d. **Personnel:**
 E. Oberst is deferring report until executive session
 - e. **Policy and Governance:** W. Schickling deferred discussion of Trustee Education policy until Old 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.
 Information highlighted included: Director's collaborative activities, building issues, community connections, security report, program activity and attendance, outreach activity, and circulation statistics. More information was provided as follows:
 - a. Strategic plan - A community survey is being developed and community engagement focus groups are being identified and invited.
 - b. Update on the exterior front doors - L. Connor met with architect Doug Arena to review OPL's needs for upgraded exterior front doors. The architect will work on a proposal to redesign the doors with windows, dropped height, new hardware, to increase both ease of use and safety. In addition, OPL will need to have the area tested for asbestos and remediate lead paint before any construction can begin. L. Connor also consulted with Mr. Arena about potentially upgrading the windows throughout the building at a future time.

- c. L. Connor presented updates regarding the security in the building to include increased hours for security guard, partial removal of shelving for more open space, local police walk throughs, new exterior signage, and minor bathroom modifications.
- d. Update on the part time administrative assistant - L. Connor is waiting to hear from civil service regarding eligibility of current applicants.
- e. Donations -
Motion to accept the following donations:
\$2,000 from the Caraccioli Family Trust in memory of Charles Young, restricted for the purchase and/or maintenance of historical non-fiction and/or genealogical material.
\$1,500 from the estate of Barbara McCormack.
\$75 in donations in memory of Mary Therese Bonner.
Motion made by M. McGowan, 2nd by H. Wallace, All in favor, None opposed.

9. Old Business:

a. Strategic Plan:

Promoting the survey - E. Oberst reported that the survey is being finalized with a goal of launching it in March. Discussion ensued regarding how to promote it via flyers, social media, printed news, etc. OPL will design a flyer to be sent home with elementary children k-6 if approved by the school district. We will research sending a postcard to all households in the district. Print shop and mail service will be consulted. Motion to approve up to \$15,000 for the purpose of marketing the survey for strategic planning made by M. McGowan, 2nd by W. Schickling, All in favor, None opposed.

- b. Building security update - discussed earlier under Director's Report (item 8. c.)
- c. Children's Room press release follow up - Discussion focused on content of the article as well as additional updates within OPL and upcoming strategic planning. Suggestion was made to contact a reporter from the local newspaper for publishing a series of articles to present information to the community.
- d. Trustee Education Policy - The new Trustee Education Policy drafted by Dr. J. Sgarlata was presented and discussed.
Motion to approve "1.7 Trustee Education Policy" and accompanying form "1.7a. Self Assurance of Trustee Education Activity Completion" made by M. McGowan, 2nd by W. Schickling, All in favor, None opposed.
- e. Loan of Gerritt Smith Drawing - L. Connor spoke with Mary Kay Stone regarding terms of the contract and addition of UV protective glass for the drawing, she will follow up.
- f. Staff Development consultant - L. Connor is continuing to plan and FOL has offered to contribute financially as well as serve lunch for the staff that day.
- g. Administrative Assistant update - discussed earlier under Director's Report (item 8.d.)

10. New Business:

- a. Upstate Temperature Control - L. Connor described the need for an updated heating network control box. Motion to approve \$6,400 payment to Upstate Temperature Control to provide and install the FX80 Supervisory Controller box. Motion made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
- b. Board Seat Openings -
Due to the resignation of a current board member there is a vacancy for the responsibility of fiscal officer and governance committee chair. Tasks for each position were discussed.
 - i. Fiscal Officer - M. Niess will fill the position of fiscal officer with W. Schickling to fill in if she is unavailable.
 - ii. Governance Committee Chair - Z. Vickery will fill the position of Governance Committee Chair
 - iii. Board Member Resignation -
Motion to accept with regret the resignation of Dr. J. Sgarlata as OPL Board of Trustee member effective 2/14/2023. Motion made by M. McGowan, 2nd by W. Schickling, All in favor, None opposed.
- c. NYS Annual Report - The deadline for submission is approaching, L. Connor is in the process of completing it with assistance from appropriate staff members.
- d. Motion to move to Executive Session at 8:21 p.m. 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 M. Niess, 2nd by M. McGowan, All in favor, None opposed.

- e. Motion to move from Executive Session to the Board of Trustees February 14, 2023 regular meeting at 8:27 p.m. made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
 - i. Motion to approve renewal of D. Standish as OPL Treasurer at a rate of \$350/month, date effective January 1, 2023 through June 30, 2023. Motion made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.

- 11. Motion to adjourn at 8:30 p.m. made by W. Schickling, All in favor, None opposed.

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