

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, March 21, 2023
 postponed from March 14, 2023

1. **Call to Order:** by W. Schickling at 6:32 p.m.
2. **Roll Call Attendance:**
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary McGowan, Mercedes Niess, Zachary Vickery, Heather Wallace; one vacant seat
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Mary Smith, FOL Rep.
 public: Karen Swartz by invitation of W. Schickling
3. **Approval of Agenda:**
 - a. Motion to approve the agenda made by M. McGowan, 2nd by M. Niess, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Mary Smith reported that the FOL are currently focusing on the preparation of the Pancake Breakfast fundraiser being held on April 30, 2023 at the Elk's Club. Tickets are being sold at various locations throughout Oswego as well as raffle tickets for a quilt (which can be seen hanging behind the OPL front desk). They are also in the process of updating by-laws and publishing a quarterly newsletter. J. Brown from the FOL will be attending an event at the local McCrobie Building in May that focuses on recruitment of volunteers to multiple community organizations. The FOL will be holding their Annual Meeting on Monday, April 17, 2023 at 4:30 pm, OPL BoT is invited to attend. OPL BoT asked for assistance to promote the community survey for the strategic plan, as well as to encourage the community to support a proposed budget increase prior to the upcoming election.
6. **Approval of Minutes:**
 Motion to approve the minutes for the February 14, 2023 regular meeting made by M. McGowan, 2nd by E. Oberst, 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.
 There was also a discussion regarding the ongoing change of signatories and having an online banking administrator.
 - ii. Paid/unpaid bills: W. Schickling reported that checks are signed and the bills are paid up to date.
 - iii. Motion to receive and file the February 2023 financial reports made by M. McGowan, 2nd by Z. Vickery, All in favor, None opposed.
 - iv. Motion to replace C. Ferlito as Pathfinder on-line bank account administrator with L. Connor. Motion made by M. Niess, 2nd by Z. Vickery, All in favor, None opposed.
 - b. **Building and Grounds:** Regarding the ongoing hillside landscape project, W. Schickling has contacted several landscape architects and is waiting for responses.
 - c. **Technology:** L. Connor reported that the Polaris migration is progressing well and staff has attended training sessions.
 - d. **Personnel:** E. Oberst no report
 - e. **Policy and Governance:** Z. Vickery no report, L. Connor will send him an e-copy of the P&P manual.
 - 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 activity, building issues, community connections, security report, OPL program activity and attendance, outreach activity, and circulation statistics. More information was provided as follows:
 - a. Main entrance door update - L. Connor has received a proposal with the cost and scope of work and will present it for discussion at the next regular board meeting.

- b. The Pall Times interviewed L. Connor for the press release which has already been published.
- c. L. Connor has met with the Director of Dain-Cullinan Funeral Home (next door) to discuss posting of signage to prevent loitering in the alley between buildings. They are in agreement.
- d. Administrative Assistant - L. Connor has completed the interviewing and hiring of an assistant who started this past Monday, March 22, 2023. The Board of Trustees welcomes Melissa Baldwin as the new Administrative Assistant.
- e. The board requested graphs from L. Connor in the future reports for security incidents and circulation statistics in order to see trends.
- f. Donations -
Motion to accept the following donation:
\$60 in memory of Ann Marie French
Motion made by M. Niess, 2nd by Z. Vickery, All in favor, None opposed.

9. Old Business:

- a. **Strategic Plan:**
 - i. Promoting the survey - E. Oberst and other board members shared locations where flyers have been posted and distributed so far.
 - ii. Reminders - April 18, 2023 will be the on site meeting with the Fast Forward consultant for the BoT, and April 19, 2023 for the OPL staff and FOL. The meeting with the BoT needs to be publicly posted as it is an official 'Special meeting'. E. Oberst commented that all staff should attend the staff session on 4/19.
- b. Building security: L. Connor presented incident statistics earlier in the director's report. In addition he reported that front door codes have been updated for all staff, access to security cameras is being updated to include from his office and the 2nd floor, and some furniture has been rearranged to mitigate areas of concern.
- c. Staff Development Consultant - L. Connor has not contacted yet.
- d. Administrative Assistant Update - see item 8 d. under Director's report.
- e. NY State Annual Report
Motion to approve the 2022 NY State Annual Report as submitted by L. Connor. Motion made by M. McGowan, 2nd by W. Schickling.

10. New Business:

- a. Introduce Karen Swartz - Karen Swartz is present to observe and has volunteered to fill the vacant board seat for the remainder of the term, through June 30, 2023.
- b. Vertiv Battery Replacement Proposal
Motion to approve the Vertiv proposal for service in the amount of \$15,127.73. Motion made by E. Oberst, 2nd by Z. Vickery, All in favor, None opposed.
- c. 2023 Board of Education Election - petitions for candidates are available and due April 26, 2023.
 - i. 23-24 budget increase -
Proposition: Library Tax Proposal: "Shall the Oswego SD Public Library Board of Trustees be authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of \$1,416,207.78 (an increase of 2% or \$27,768.78) for the continuing support and maintenance of the Oswego SD Public Library, with this appropriated amount to be the annual appropriation until thereafter modified by a future vote by the taxpayers of the Oswego City School District" Motion made by E. Oberst, 2nd by M. Niess, All in favor, None opposed. (Note: 2022-23 amount collected was \$1,388,439.00 , see School District Taxes line item 4000.1)
 - ii. Candidates/ Election of members:
Motion to elect three members of the Oswego SD Public Library, Library Board of Trustees for two five year terms, and one two year term commencing July 1, 2023, on the upcoming ballot.
Motion made by Mary McGowan, 2nd by M. Niess, All votes in favor, None opposed.
- d. McCormack donation - L Connor reported that this donation in the amount of \$1,500 will be used for the purchase of 'Wonder Books' press and play read along story books for the Children's Room.

- e. Motion to move to Executive Session at 8:15 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 W. Schickling, 2nd by M. McGowan, All in favor, None opposed.
- f. Motion to move from Executive Session to the Board of Trustees March 21, 2023 regular meeting at 8:25 p.m. made by M. McGowan, 2nd by Z. Vickery, All in favor, None opposed.
 - i. Motion to temporarily place Karen Swartz in the vacant board seat until June 30, 2023. Motion made by M. McGowan, 2nd by E. Oberst, All in favor, None opposed.
- 11. Motion to adjourn at 8:26 p.m. made by W. Schickling, All in favor, None opposed.

Next Regular Meeting: Tuesday, April 11, 2023 at 6:30 p.m.

Next Special Meeting: Tuesday, April 18, 2023 at 6:30 p.m.