

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, April 11, 2023

1. **Call to Order:** by W. Schickling at 6:34 p.m.
2. **Roll Call Attendance:**  
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mercedes Niess, Zachary Vickery, Heather Wallace; excused: Mary McGowan, Karen Swartz  
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Kris Bushey, FOL Rep.
3. **Approval of Agenda:**
  - a. Motion to approve the agenda as amended made by M. Niess, 2nd by Z. Vickery, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** K. Bushey reported that the FOL had a well attended basket making class. They are currently updating their bylaws. The annual Pancake Breakfast fundraiser is coming up April 30, 2023 at the Elk's Club, tickets are still for sale, and proceeds will benefit the bookmobile and OPL. Reminder: The FOL will be holding their Annual Meeting on Monday, April 17, 2023 at 4:30 pm, OPL BoT is invited to attend. They will be attending a focus group for OPL strategic planning on April 19, 2023.
6. **Approval of Minutes:**  
 Motion to approve the minutes for the March 21, 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.  
 The process of changing signatories is ongoing, and L. Connor will be made one of the signers.
    - 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 March 2023 financial reports made by M. Niess, 2nd by Z. Vickery, All in favor, None opposed.
  - b. **Building and Grounds:** No update on hillside landscaping. It was suggested to contact the Environmental School of Forestry at SUNY to see if they might have some input.
  - c. **Technology:** L. Connor reported that the Polaris migration should be complete on April 26, 2023; it should be a much improved experience for patrons.
  - d. **Personnel:** E. Oberst reported that the annual review for L. Connor will be July 7, 2023; L. Connor reported that a clerk resigned and the position will be posted.  
 Motion to accept the resignation of Brian Hourihan as full time clerk date effective April 20, 2023. Motion made by M. Niess, 2nd by E. Oberst
  - e. **Policy and Governance:** Z. Vickery had no report; he did inquire if OPL plans to hold virtual meetings in the future and after discussion the consensus was no.
  - 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 presented the proposal from Bella and Spina architects.  
 Motion to accept the proposal from Bella and Spina for entry door replacement consultation not to exceed \$9,000. Motion made by E. Oberst, 2nd by M. Niess.
  - b. Three new computers have been purchased, 1 for the administrative assistant and 2 for patrons.
  - c. The required updates from Utica Insurance have been made including the purchase of a fireproof cabinet for flammables.

**9. Old Business:**

- a. **Strategic Plan:** The board will hold a special board meeting with the strategic plan consultant next week April 18, 2023 to review survey results and other materials. 436 surveys were completed. The OPL staff will meet April 19, 2023. There will be several focus groups also meeting on those two dates.
- b. Building security issues - discussed earlier under director's report
- c. Staff Development Consultant - After consultation with staff, L. Connor has chosen a prospective date of the last Friday of the month of April and will reach out to the consultant to see if he is available.
- d. Board of Elections - L. Connor has contacted the school district with relevant information on the number of open board seats and amount of budget increase being requested for the upcoming vote in May.

**10. New Business:**

- a. Deed of Gift - The Commissioner of Education as CEO of the Board of Regents of the University of the State of New York contacted OPL needing a 'Deed of Gift' for the Native American artifacts that OPL had passed onto them in 2002. After a brief discussion about the issue, The OPL President of the Board of Trustees has signed the Deed and will be sending it, along with the list of items donated in 2002.
- b. Circus Trains - On a related note: L. Connor discussed the possibility of finding an appropriate recipient to donate the large folk art circus train collection to. The board is in agreement and he will reach out to several suggested contacts.

11. Seeing no further business, the meeting is adjourned at 7:44 p.m. by W. Schickling.

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

Next Regular Meeting: Tuesday, May 9, 2023 at 6:30 p.m.