

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
 Tuesday, May 9, 2023

1. **Call to Order:** by W. Schickling at 6:33 p.m.
2. **Roll Call Attendance:**  
 Board members present: William Schickling (President), Elizabeth Oberst (V.P.), Mary Mc Gowan, Mercedes Niess, Karen Swartz, Zachary Vickery, Heather Wallace  
 OPL representatives: Edward Elsner, OPL Librarian; Deborah Standish, OPL Treasurer; Margaret Waters-Poor, 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:** M. Waters-Poor reported that the FOL in cooperation with the Bookmobile had a well attended Pancake Breakfast April 30. They have 12 applications for their high school senior scholarship. They are trying to restore their pre-pandemic membership level; currently they have 77 renewal and 12 new memberships, with a goal of 100. The 'Learn To' cardmaking class today was well attended.
6. **Approval of Minutes:**  
 Motion to approve the minutes for the April 11, 2023 regular meeting made by E. Oberst, 2nd by M. Niess, All in favor, None opposed.  
 Motion to approve the minutes for the April 18, 2023 special meeting made by E. Oberst, 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.  
 The process of changing signatories is completed. Bill paying has become more efficient with the director approved as signer.
    - ii. Paid/unpaid bills: W. Schickling reported that checks are signed and the bills are paid up to date, one reimbursement is outstanding.
    - iii. Motion to receive and file the April 2023 financial reports made by M. McGowan, 2nd by K. Swartz, All in favor, None opposed.
  - b. **Building and Grounds:** No update on hillside landscaping.
  - c. **Technology:** The Polaris migration was complete on April 26, 2023.
  - d. **Personnel:** E. Oberst reported that the annual review for the director will be scheduled for the first week of July. The committee comprised of E. Oberst, M. McGowan, and W. Schickling will be asking for input from the board and staff as they have in the past prior to reviews.
  - e. **Policy and Governance:** Z. Vickery reported that the committee will be meeting with the director prior to the June board meeting to discuss policy book issues. In addition, Z. Vickery will be preparing a slate of officers for the BoT 2023-24 year to be presented at the June meeting.
  - f. **Children's Services (ad hoc):** H. Wallace reported that the attendance during story times has increased and in response the staff has rearranged some shelving to open up more space to accommodate larger crowds. The committee is planning to meet prior to the onset of summer programming to identify future goals.
8. **Director's Report:** E. Elsner reported in place of L. Connor, 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 by library staff members and circulation statistics.  
 More information was provided by E. Elsner about how patrons and staff are adapting to the new Polaris system, the Wonder Books have arrived and are being processed for circulation, and he highlighted some of the

programs that have been happening in the community room.

Z. Vickery wanted to thank C. McVeary/Children's Librarian for her participation in the SUNY Oswego librarianship career panel and had praise for her and the information that she presented.

**9. Old Business:**

- a. Strategic Plan: E. Oberst reported that she is waiting for information from the consultants regarding the learning report and retreat preparation. The strategic planning retreats will be the mornings of June 2, 2023 for staff and June 3, 2023 for the board. All staff and board are expected to attend.
- b. Staff Development Consultant - L. Connor has scheduled a staff development session with D. Bendekovic for the afternoon of June 2, 2023. L. Connor has requested that OPL be closed that day to accommodate staff and presenter activities.  
Motion to approve closing OPL on June 2, 2023 for strategic planning and staff development. Motion made by M. McGowan, 2nd by K. Swartz. All in favor, None opposed.
- c. Front Door Project Update: per L. Connor's report  
Bell and Spina have visited and taken thorough measurements of the front door.
- d. Board Elections - The School District Vote will be May 16, 2023. Per discussion last month, the Library is required to put legal notice in the newspaper. L. Connor will be consulted to insure this was done.

**10. New Business:**

- a. Gift of Old Furniture: A list and photo of unused/obsolete furniture items were provided.  
Motion to allow L. Connor to dispose of furniture listed in the director's report, motion made by E. Oberst, 2nd by M. McGowan, All in favor, None opposed.
- b. Approval of Tax Return Draft: A draft of the 990 Tax form was reviewed and discussed.  
Motion to approve the 990 Tax form with three corrections to be made as follows: On page 1 change the principal officer from C. Santos to W. Schickling, President; and change the signature of officer from Dr. J. Sgarlata to W. Schickling, President; on part VII page 7 correct 'Betsey' to 'Elizabeth' Oberst. Motion made by M. Niess, 2nd by E. Oberst, All in favor, None opposed. L. Connor will be directed to finalize the 990 return, with changes, with Fust Charles.
- c. Review of Draft Budget: A proposed budget based on receiving the 2% budget increase was prepared by L. Connor and discussed by the board. Questions were asked regarding salaries, postage, collected copying fees, programming expenses, travel/conference expenses, and circulation system cost. Revisions will be made based on feedback and pending the School District Vote, and reviewed at the June meeting with L. Connor.
- d. Slate of Officers for 2023-2024: It was determined that the board will need to appoint a new Secretary and Fiscal Officer. The policy committee will prepare information for the June meeting.
- e. Temporary Part-time position - Summer Reading Assistant  
Motion to hire Brooke Crespo as OPL Summer Reading Assistant, date effective May 15, 2023 through August 18, 2023 at a rate of \$15.00/hour, not to exceed an average of 24 hours/week.  
Motion made by M. McGowan, 2nd by K. Swartz, All in favor, None opposed.

11. Seeing no further business, the meeting is adjourned at 7:55 p.m. by W. Schickling.

Next Special Meeting: Saturday, June 3, 2023 at 8:00 a.m.  
(Notice to be posted on OPL website.)

Next Regular Meeting: Tuesday, June 13, 2023 at 6:30 p.m.