

Oswego Public Library
Board of Trustees Regular Meeting
 Tuesday, June 13, 2023

1. **Call to Order:** by W. Schickling at 6:36 p.m.
2. **Roll Call Attendance:**
 Board members present: William Schickling (President), Mary McGowan, Mercedes Niess, Karen Swartz, Zachary Vickery, Heather Wallace; excused: Elizabeth Oberst (V.P.)
 OPL representatives: Lucas Connor, OPL Director; Deborah Standish, OPL Treasurer; Amy Green, FOL Rep.
3. **Approval of Agenda:**
 a. Motion to approve the agenda made by K. Swartz, 2nd by M. Niess, All in favor, None opposed.
4. **Public Comment Period:** none
5. **Friends of the Library:** Amy Green reported that the FOL awarded their scholarship to the recipient at the Oswego High School Senior awards night. They will be taking the summer off and will reconvene meetings and programming in the Fall.
6. **Approval of Minutes:**
 Motion to approve the minutes for the May 9, 2023 regular meeting made by M. McGowan, 2nd by Z. Vickery, All in favor, None opposed.
 Motion to approve the minutes for the June 3, 2023 special meeting made by M. McGowan, 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 checks are signed and the bills are paid up to date.
 - iii. Motion to receive and file the May 2023 financial reports made by M. Niess, 2nd by K. Swartz, All in favor, None opposed.
 - b. **Building and Grounds:** M. Niess will inquire with the NY SeaGrant and SUNY ESF (College of Environmental Science and Forestry) for suggested contacts for a landscape architect.
 - c. **Technology:** No report.
 - d. **Personnel:** M. McGowan reported that the Treasurer contract needs to be renewed. Compensation, clarification of duties, and verification of being bonded were also discussed.
 Due to D. Standish's contract as OPL Treasurer expiring on June 30th, 2023 motion to authorize the board president to extend her contract for one year. Date effective July 1, 2023 to June 30th, 2024.
 Motion made by M. McGowan, 2nd by K. Swartz, All in favor, None opposed.
 - e. **Policy and Governance:** Z. Vickery reported that the committee will meet with the director on June 21, 2023 to discuss policies and by-laws previously recommended for updates, and to form a plan to review more policies going forward.
 - f. **Children's Services (ad hoc):** 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 by library staff members, and circulation statistics. More information was provided as follows:
 - a. The magazine display on the first floor was updated to support making the area more welcoming. New signage for the main floor is being developed.

- b. Main entrance door update - L. Connor, while waiting on the contractor, met with D. Vincent from NCLS regarding the NY State Construction Grant for replacement of the OPL windows. She suggested deferring the door update for a month to combine it with the windows for the grant application.
- c. The outlet lock box in the back alley was vandalized. Oswego Police Department was contacted to further investigate.
- d. L. Connor has met with Michele King, owner of Fyzical, who is installing a security fence around the perimeter of the shared back alley; she has requested assistance with the cost of a portion of the fence. Estimate pending.
- e. L. Connor is waiting for more applicants for the clerk position before the interview and selection process.
- f. There will be mobile office hours for Sen. J. Mannion at OPL once/month.
- g. Motion to accept \$500 donation from Kristen Nylen, DDS for the children's summer reading program, made by H. Wallace, 2nd by K. Swartz, All in favor, None opposed.

9. **Old Business:**

- a. **Strategic Plan:** No update.
- b. Front door update - discussed earlier under director's report, item 8.b.
- c. Slate of officers for 2023-2024:
 - i. Motion to approve the slate of officers for the OPL Board of Trustees beginning July 1, 2023 through June 30, 2024: Whereas on June 13, 2023 to the Board of Trustees from the nominating committee of Z. Vickery, the following officers will be:
 President, William Schickling (2nd year of first 2 year term)
 Vice President, Elizabeth Oberst (2nd year of first 2 year term)
 Secretary, Zachary Vickery (1st year of first 2 year term)
 Fiscal Officer, Mercedes Niess (1st year of first 2 year term)
 Motion made by M. McGowan, 2nd by K. Swartz, All in favor, None opposed.
- d. Budget 2023-2024: Motion to approve the budget for the 2023-2024 fiscal year as presented by L. Connor. Motion made by M. Niess, 2nd by M. McGowan, All in favor, None opposed.
- e. Tax Return - edited as directed and submitted.

10. **New Business:**

- a. Position of Treasurer - discussed earlier under Personnel item 7.d.
- b. Recognize Newly Elected Board Members
 - i. Mercedes Niess and Karen Swartz for 5 year terms.
 - ii. Zachary Vikery for remaining 2 years of a 5 year term.
- c. Harborfest Plans - K. Swartz discussed altering hours of operation or potential closing during the Harborfest weekend.
 L. Connor will investigate staffing concerns for Saturday hours during Harborfest but does not anticipate closing or reducing OPL hours on that day, as being open is an opportunity for increasing visibility of OPL with festival attendees. One idea being pursued is setting up a table among festival venues or outside OPL entrance
- d. Note: It was deemed unnecessary to hold Executive Session due to earlier discussion and motion regarding the Treasurer position.

- 11. Seeing no further business, the meeting is adjourned at 7:51 p.m. by W. Schickling.

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