

Oswego Public Library  
Board of Trustees Regular Meeting  
Tuesday, July 11, 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 (Vice President), Mary McGowan, Mercedes Niess, Karen Swartz, Zachary Vickery, Heather Wallace.  
OPL representatives- Lucas Connor (OPL Director), Ann Allen (Friends of the Library), Deborah Standish (OPL Treasurer)
3. Approval of agenda: Motion to approve the agenda made by E. Oberst, 2<sup>nd</sup> by M. McGowan. Motion passed unanimously.
4. Public comment period: none
5. Friends of the Library: A. Allen reported that the Friends of the Library had their last meeting of the summer in June. Nothing else to report.
6. Approval of minutes: Motion to approve the minutes for the June 13, 2023 regular meeting made by M. McGowan, 2<sup>nd</sup> by K. Swartz. A question was raised about the approval of staff raises as reported in the June 13, 2023 minutes. After discussion, a vote on the motion to approve the minutes was called; 6 in favor, 1 abstention. Motion passed.
7. Committee reports: Questions and Comments
  - a. Finance:
    - i. Treasurer: D. Standish reported: Wilmington trust needs to be in. Payroll this week has some of last week's payroll. Balance sheet info is accurate to the end of the fiscal year. Bill question about excess over total approved budget in bank account.
    - ii. Paid/unpaid bills: W. Schickling reported that checks are signed and the bills are paid up.
    - iii. Motion to receive and file the June 2023 financial reports made by E. Oberst, 2<sup>nd</sup> by M. Niess. Motion passed unanimously.
  - b. Buildings and Grounds: No report from committee chair. L. Connor introduced news on fencing around the west and north sides of the property. Michele King, owner of Fyzical, discussed fencing proposal spanning the top of building at Fyzical over to Dain Cullinan Funeral Home. OPL portion would be significantly less than paying on our own.
  - c. Technology: No report from committee chair.
  - d. Policy and Governance:
    - i. Z. Vickery reported a committee meeting occurred on June 21<sup>st</sup>.
    - ii. Election of Officers: In accordance with the By-Laws, Article 2, Section 3.3 election of the officers for the Board of Trustees shall be held in the first meeting in July. With the approval of the slate of nominees for officers at the June 2023 meeting, the following shall be duly elected as of July 11, 2023 through June 30, 2024:  
William Schickling- President, year 2 of term;

Elizabeth Oberst- Vice President, year 2 of term;  
Mercedes Niess- Fiscal Officer, year 1 of term;  
Zachary Vickery- Secretary, year 1 of term;

- iii. Motion made by M. McGowan, 2<sup>nd</sup> by K. Swartz. Motion passed unanimously.
  - e. Children's Services (ad hoc): H. Wallace reported the Childrens Room is staying busy. C. McVeary represented the library at the July Block Party in downtown Oswego. The area is in the process of recruiting more volunteers. A question was asked about the new furniture purchased for the Childrens Room; all purchased furniture has been delivered to the library and furniture has been well received by the public.
  - f. Personnel: E. Oberst reported that she and M. McGowan held initial meeting with L. Connor regarding his one-year review.
8. Director's Report: L. Connor reported, see the Director's report for details.  
Information highlighted included:
- a. L. Connor investigated the address-check-for-renewal process and brought this to the attention of the NCLS Joint Automation Board. The new system-wide policy is that every library can choose the expiration length of their own patron accounts. L. Connor plans set OPL patron account expirations to every 5 years but will seek out input from E. Elsner and C. McVeary.
  - b. L. Connor met with Dawn Vincent for more discussion on the NY State Construction Grant for front door.
  - c. New staff t-shirts have had a positive effect with the staff. Staff development day was well received by staff.
  - d. The ALA Annual Conference was an excellent experience. Met authors who signed books. Some will be added to the collection, others offered as summer reading prizes.
  - e. L. Connor will be reaching out to contractor about the front door this month.
  - f. The emergency battery bill was received and paid out in this fiscal year.
  - g. Jim Bushey looked at circus parade in the Children's Room and will reach out to friends to see if someone is interested in rehoming the parade.
  - h. Occurrences on security report mostly occurred outside, only a few occurrences inside. A question was asked about brightness of exterior lights as a possible action. L. Connor will check up on this.
  - i. Clerk position interviews finished today, next is following up with references. L. Connor hopes to make an offer to a candidate by Friday.
  - j. Really good programming numbers in children's room & Summer Reading Program. Brooke Crespo has been great with art & programming assistance. E. Elsner is increasing the number of adult programming events.
  - k. Donations- Motion to accept the following donation: \$2,000 donation from Barbara Sugar in regards to Charles Young's estate to be "used for the purchase and/or maintenance of historical non-fiction and/or genealogical material". Motion made by H. Wallace, 2<sup>nd</sup> by E. Oberst. Motion passed unanimously.
9. Old Business
- a. Strategic Plan: E. Oberst, M. McGowan, and L. Connor met with strategic plan consultant and reviewed draft of final report, which will be presented by the next board meeting. There are no planned surprises to expect in the final report. The same group will present

either a new or modified OPL Mission and Vision statement to be voted on at an upcoming board of trustees meeting.

- b. Front Door Project Update: discussed earlier under director's report, item 8.b.

#### 10. New Business

- a. Committee assignments for 2023-2024 presented by W. Schickling

The OPL Board President, W. Schickling, made Board of Trustee committee appointments through June 30, 2024 as follows:

Finance: M. Niess (Chairperson and Fiscal Officer), E. Oberst (Vice President), D. Standish (Treasurer), L. Connor (Library Director);

Building and Grounds: K. Swartz (Chairperson); M. Niess, W. Schickling;

Personnel: E. Oberst (Chairperson), M. McGowan;

Policy and Governance: Z. Vickery (Chairperson), E. Oberst, M. McGowan;

Technology: W. Schickling (Chairperson), L. Connor;

Children's Services (ad hoc): H. Wallace (Chairperson), Cathryn McVearry (Childrens Librarian)

- b. Director Coaching Services- E. Oberst found Fesemyer Consulting, which focuses on coaching new library directors. Over six months the consultant will co-develop a needs assessment and create a coaching plan with L. Connor. Motion to hire Fesemyer Consulting, LLC for the service of a six-month Coaching package made by E. Oberst, 2<sup>nd</sup> by M. McGowan. Motion passed unanimously.
- c. Motion to move into Executive Session at 7:49 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) made by Z. Vickery, 2<sup>nd</sup> by M. Niess. Motion passed unanimously.
- d. Motion to move from Executive Session to the Board of Trustees July 11, 2023 regular meeting at 8:46 p.m. made by M. Niess, 2<sup>nd</sup> by K. Swartz. Motion passed unanimously.
- e. Motion made by E. Oberst to award a salary raise of \$2,000 to L. Connor effective July 12<sup>th</sup>, 2<sup>nd</sup> by K. Swartz. Motion passed unanimously.

- 11. Seeing no further business, the meeting was adjourned at 8:48pm by W. Schickling.