

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, August 8, 2023

1. Call to Order: by W. Schickling at 6:30 p.m.
2. Roll Call Attendance:
Board members present: William Schickling (President), Elizabeth Oberst (Vice President), Mary McGowan, Mercedes Niess, Karen Swartz, Heather Wallace. Excused: Zachary Vickery
Treasurer: D. Standish; OPL representatives: Luke Connor, Director; Friends of the Library representatives: Jeanne Brown and Kris Bushey.
3. Approval of agenda: Motion to approve the agenda made by M. McGowan; 2d by E. Oberst. Motion passed unanimously.
4. Public comment period: none
5. Friends of the Library: J. Brown and C. Bushey reported that the Friends of the Library last met in June. They have new bylaws to approve in September. They are on break for the summer. J. Brown works at the Visitor Center and suggests that the library to provide materials for the Visitor Center. It would be a good promotional opportunity.
6. Approval of minutes: Motion to approve the minutes for the July 11, 2023 regular meeting made by H. Wallace, 2d by M. Niess. A vote on the motion to approve the minutes was called; all in favor. Motion passed unanimously.
7. Presentation of Strategic Plan Document by Amanda Standerfer, Fast Forward Libraries, via ZOOM. A draft of the Strategic Plan was provided to the Board in advance of the meeting. Amanda provided an overview of the process and then the strategic plan which resulted from the process. There are three Strategic Directions: Engage the Community through Vital Outreach, Programming, and Communications; Evolve the Library Building for Vibrant, Modern Services; and Invest in the Library for a Thriving Future. Amanda provided an explanation of the three Strategic Directions as well as the relevant Goals and Potential Outcomes associated with each. The Board was provided with the opportunity to ask questions and clarify various parts of the plan. The Board also was provided with an opportunity to review and discuss the proposed Vision (which is the existing one) and Mission statements. Next Steps: adoption of the Strategic Plan; the creation of an Activity Plan; and ongoing Evaluation of the plan.
8. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer: D. Standish reported: Copies of all reports provided to the Board prior to the meeting. The audit is currently being completed for

the fiscal year. A draft of the “end of year” report is provided, but the final report will be provided after the audit is complete. Shineman Foundation grant funds for the Strategic Plan have been disbursed. The balance for the Strategic Plan expenses will come from monies budgeted for the process.

- ii. Paid/unpaid bills: W. Schickling all received and paid.
 - iii. Motion to receive and file the financial reports made by M. Niess and 2d by K. Swartz; Motion passed unanimously.
- b. Buildings and Grounds: No report.
 - c. Technology: No report.
 - d. Policy and Governance: No report.
 - e. Children’s Services (ad hoc): No report.
 - f. Personnel: E. Oberst reported that Director has been sent a written copy of his annual review. The review is to be signed and returned to the Personnel Committee Chair.
9. Director’s Report: L. Connor reported, see the Director’s report for details. Information highlighted included: Donation of \$2,000 made by Mr. Thomas Ebert for children’s books. Donation of \$50 made by Mary Smith for the Summer Reading Program. Motion to accept the donations made by M. McGowan, 2d by K. Swartz. Motion passed unanimously.
Staff evaluations are still in progress. They are not completed.
10. Old Business
- a. Strategic Plan: E. Oberst reported that Board needs to approve the Strategic Plan as well as the Vision and Mission Statements. Motion to approve the Strategic Plan made by E. Oberst, 2d by M. Niess. Motion passed unanimously. Motion to keep our present Vision statement by E. Oberst and 2d by K. Swartz. Motion passed unanimously. Motion to approve the new, proposed Mission Statement made by E. Oberst and 2d by W. Schickling. Motion passed unanimously.
 - b. Front Door Project Update: L. Connor reported no new updates.
11. New Business:
- a. GED Program: L. Connor reported current activity in his Director’s Report.
 - b. Administrative Assistant: L. Connor reported that he recommends that the Administrative Assistant be upgraded to full-time. Additional duties could include grant writing. Motion made by W. Schickling, 2d by M. Niess to approve changing the position to full time (35 Hours) @ \$18.50 per hours. Motion passed unanimously.
 - c. New Full- Time Clerk: L. Connor reported that he has hired a new full-time clerk for 35 hours @ \$16.50 per hour. Motion made by M. McGowan, 2d by K. Swartz to approve the hiring decision. Motion passed unanimously.
 - d. Move to Executive Session at 8:04 p.m. pursuant to Section 105, Item F: 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.

- e. Motion to move from Executive Session to the Board of Trustees August 8, 2023 regular meeting at 8:44 p.m. made by M. McGowan, 2d by E. Oberst. Motion passed unanimously.
 - f. Motion made by E. Oberst to amend the July 11, 2023 minutes item under 10.e. New Business as follows: "Motion made by E. Oberst to award a salary increase of 3% to L. Connor effective July 12th, 2d by K. Swartz. Motion passed unanimously." The motion was 2d by to amend the minutes M. McGowan. Motion passed unanimously.
12. Seeing no further business, the meeting was adjourned at 8:47 p.m. by W. Schickling.

NEXT OSWEGO PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 12, 2023 @ 6:30 PM