

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, September 12, 2023

1. Call to Order: by E. Oberst at 6:32p.m.
2. Roll Call Attendance:
Board members present: M. McGowan, M. Niess, E. Oberst (V.P.), Z. Vickery, H. Wallace; excused: W. Schickling (President), K. Swartz
OPL representatives: L. Connor, D. Standish
Friends of OPL representative: Jacob Dodd
Public: Angela Newman, North Country Library System
3. Approval of agenda: D Standish introduced Internal control process under New Business- see 10c. M. McGowan made motion to approve the agenda, H Wallace 2nd. Motion passed unanimously.
4. Public comment period: A. Newman spoke about her role at NCLS of providing guidance, resources, and continuing education opportunities to public libraries. She gave a reminder about upcoming classes that fulfill trustee education requirements as stated in NY Senate Bill S4435B. One such upcoming opportunity is Coffee With A Consultant, currently planned for December, which would count towards 2 hours of annual trustee training. Additionally, A. Newman offered to come to OPL for trustee training upon request. Finally, trustees are directed to review the NCLS website for upcoming trustee education opportunities.
5. Friends of the Library: FoL Vice President Jake Dodd addressed the board. Meetings are scheduled for the 3rd of every month. The group is currently working on reviewing and revising their bylaws. National Friends of Libraries Week will be October 15th to 21st. They are looking into creating book bags for a fundraiser. Current membership was reported at 96 individual and 16 business members. FoL members are planning to table at events held in the McCrobie building. Finally, the group is considering new programming ideas for OPL, with goal of bringing more people to the library.
 - a. M. Niess began discussion about the state of the garden beds around OPL, with L. Connor providing current upkeep plan and concerns about invasive plants overtaking the beds. Future work in the beds may require removing all soil and starting new. M. Niess introduced discussion about reaching out to Butler Disposal Systems after clearing out the beds, and to write a note thanking Mr. Todd Butler for the donation for the garden beds.

K. Swartz will need to be caught up on discussion about the garden beds as chair of Building & Grounds committee.

6. Approval of minutes: August 8, 2023 Regular Meeting. M. Niess made motion to approve the August 8, 2023 Regular Meeting minutes as written, H Wallace 2nd. Motion passed unanimously.
7. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer: D. Standish reported. Discussion about line 6510. D Standish asked a question about line 6008.1 Substitute and how pay for substitutes may accidentally be added to line 6000.1 Salaries.
 - ii. Paid/unpaid bills: L Connor reported that bills are paid and up to date. D Standish indicated Canale's has a check waiting for pickup but OPL needs to receive invoice from them to move forward with payment.
 - iii. Motion to receive and file the July 2023 financial reports made by M. Niess, 2nd by M. McGowan. Motion passed unanimously.
 - b. Buildings and Grounds (K. Swartz): See note in 5a. L. Connor reported that the elevator went down today and is currently be fixed.
 - c. Technology (W. Schickling): L. Connor reported that some public computers are down. NCLS is aware and moving to resolve this issue.
 - d. Policy and Governance (Z. Vickery): No report.
 - e. Children's Services (ad hoc) (H. Wallace): No report.
 - f. Personnel (E. Oberst): No report. L. Connor reported that Kanna started as new library clerk. Planning for upcoming staff development in September to include team building, sexual harassment training, and an escape room. L. Connor is looking into developing a mental health day for OPL staff in the future.
8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: Latest news about tutors in the building from the school district. Audit information has been coming in. A new program has been implemented with fishing rod kits through NYS Department of Environmental Conservation. Cathryn awarded a NCLS mini-grant to offset cost of life-size Candyland program. L. Connor delegated Edward Elsner to oversee teen and adult summer reading, who took charge and turned it into a success. There are ongoing discussions about future of GED classes at library. Three donations were received since last board meeting; see 10d for information about the donations.
9. Strategic Plan Update

- a. Shineman Foundation Community Catalyst (E. Oberst): L. Connor reported that the next strategic planning meeting with our consultant is an implementation meeting scheduled for September 2023. E. Oberst asked about participating in the New Shineman Foundation Community Catalyst feature to highlight to OPL. There was agreement among board members that it would be a good idea to increase our public visibility. E. Oberst will connect L. Connor to Penny at the Shineman Foundation for information on how to participate.

E Oberst asked the L. Connor about updating the library website with the new mission statement, as well as adding our new plan to the website, following the implementation meeting. H Wallace identified that the board officer section of the website also needs to be updated.

10. Old Business

- a. August Email vote on NCLS construction grant for broadband equipment (L. Connor): Upgrade to broadband equipment. Dawn Vincent at NCLS suggested the trustees vote via email vote. Board confirms an email vote took place on August 21st which passed unanimously. The board acknowledges it reviewed the NCLS Grant Assurances Construction Form and agrees to be a participant.
- b. Front Door Project Update (L. Connor): L Connor will reach out to architect Doug Arena at Bell & Spina to see where we are in the process. L. Connor will check on state of door height in the plan.

11. New Business

- a. Circus Parade Collection (L. Connor): Reached out to Travelling Antique Man about sale of the circus parade collection. Discussion came from the board about the collection, including current condition of some pieces and storage concerns. M. Niess made motion to accept offer of \$500(?) for the entire collection, M. McGowan 2nd. Motion passed unanimously.
- b. MOU with Friends of the Library (E. Oberst): E. Oberst brought up that it's time to review most recent MOU and draft a new one. E Oberst suggested L. Connor search for most recent MOU and send it to Policy & Governance for review. The FoL will also look for their copy and be in contact with L. Connor. A. Newman suggested the FoL section of NYLA may have templates or guidance.
- c. Internal controls: D Standish reports that section of BoT policy manual on internal controls should be reviewed for up-to-date information with people and roles. L. Connor will look at documents sent from the auditor tomorrow and follow up with board about future action to update this section.
- d. Donations

- i. Motion to accept the following donations- from Vincenza Scarpaci in the amount of \$35, from Ms. Rhonda & Mr. George McCarthy in the amount of \$100, and from Eileen Collins Sganga in the amount of \$25- made by M McGowan, 2nd by H. Wallace. Motion passed unanimously.

12. Seeing no further business, the meeting was adjourned at 7:59pm by E. Oberst.

Next regular meeting scheduled for Tuesday, October 10, 2023 at 6:30pm.