

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, October 10, 2023
Meeting Minutes

1. Call to Order:

Call to order was made by B. Schickling at 6:29pm.

2. Roll Call:

Board Members Present: M. Niess, E. Oberst (VP), B. Schickling (President), Z. Vickery, H. Wallace; excused: M. McGowan, K. Swartz.

OPL representatives: L. Connor, D. Standish

Friends of OPL representative: Jeanne Brown

Public: Rob Smith (auditor)

3. Approval of agenda:

Oberst made motion to approve the agenda as submitted, M. Niess seconded the motion. Motion passed unanimously.

4. Public comment period:

No comment from the public.

5. Friends of the Library Representative:

President Jeanne Brown reported the following: The Friends of the Oswego Public Library has started back up. Upcoming is a genealogy class on October 25th. A holiday card swap is being planned for November. In other matters the Friends board is working on updating their bylaws. President Brown is happy to report the Friends has a full board. Finally, the Friends members are excited about the strategic plan and recently completed by the Oswego Public Library.

6. Approval of minutes:

E. Oberst made a motion to approve the September 12th, 2023 Regular Meeting minutes as submitted, M. Niess seconded the motion. Motion passed unanimously.

7. Financial Audit Presentation:

Auditor Rob Smith from Fust Charles Chambers LLC addressed the board. He is happy to report the audit came back with no issues of significance. The audit team remained the same from previous years which helped with completing the audit. Currently the audit team is waiting on two little pieces of information to officially finalize report. Rob indicated the plan to issue clean audit. He wanted to thank Lisa at Canale Insurance & Accounting for the support she provided to the audit team during their work. Rob wanted to point out that the new accounting standards reduced liabilities for the Oswego Public Library. There were no uncorrected mistakes identified by the audit team and no material weaknesses for internal controls. Next steps include library management signing the letter produced by the auditor.

B. Schickling mentioned the board should consider investment opportunities for the library with excess cash. M. Niess asked about retirement liabilities for OPL. Rob Smith responded that state requirements for funding has been reduced due to current staffing.

8. Committee Reports: Questions and Comments

i. Treasurer:

D. Standish reported that financial reports have been sent out to board members.

ii. Paid/unpaid bills:

B. Schickling reported all the bills have been paid.

- iii. Motion to receive and file:
 - M. Niess makes motion to receive and file the financial reports, Z. Vickery seconded the motion. Motion passed unanimously.
 - b. Building and Grounds:
 - There was no report.
 - c. Technology:
 - There was no report.
 - d. Policy and Governance:
 - Z. Vickery reported Policy and Governance committee members drafted a new memorandum of understanding between the Oswego Public Library Board of Trustees and the Friends of the Oswego Public Library. The draft was submitted for board review and approval (see 11.a)
 - e. Children's Services:
 - H. Wallace reported talking with Children's Librarian Cathryn about status of Ad Hoc committee. B. Schickling made a motion to abolish Children's Services Committee, H. Wallace seconded the motion. Motion passed unanimously.
 - f. Personnel:
 - There was no report from the chair. L. Connor reported receiving the signed conflict of interest forms from board members.

9. Director's Report:

See Director's report. L. Connor provided report on the following: The photo of Gerritt Smith has arrived from the Richardson Bates House/Oswego County Historical Society and is mounted above the doorway to Edward's office. Attended to Oswego County Library Director's meeting and the annual NCLS meeting. The new fence is up between the library and the Dain Cullinan Funeral Home. New thermal receipt printers have been installed at the checkout desk. There was a full staff development day last month. Assemblyman William Barclay came to the library for a celebration event. B. Schickling inquired about staff use of new Polaris system, L. Connor reports that staff feedback has been positive.

E. Oberst asked about a strategic plan update. L. Connor replied that there is a plan for all librarians to meet monthly to discuss the progress of the activity plan and to explore having a meeting with Edward and Cathryn at NYLA. Consultant Amanda Standerfer's work is now complete with the strategic plan.

There was a donation from Susan Benati-Axtel of \$200. E. Oberst made a motion to accept donation, M. Niess seconded the motion. Motion passed unanimously.

10. Old Business

- a. Front Door Project Update
 - L. Connor had no updates about the front door project. E. Oberst asked about status with the architect, L. Connor will check in with Bell & Spera about status. E. Oberst requested a timeline for the project.

11. New Business

- a. Policy and Governance Update
 - Z. Vickery introduced the proposed MOU to the board and asked if there were any questions or concerns.
 - E. Oberst asked about adding MOU to the policy manual. E. Oberst made a motion to approve new MOU, B. Schickling seconded the motion. Motion passed unanimously.

Seeing no further business, meeting adjourned by B. Schickling at 7:22pm.

Next Meeting: November 14th, 2023, at 6:30 pm