

Oswego Public Library

Board of Trustees Regular Meeting

Tuesday, November 14, 2023

1. Call to Order: by W. Schickling at 6:30p.m.
2. Roll Call Attendance:
Board of Trustees present: Mary McGowan, Mercedes Niess, Karen Swartz, Zachary Vickery, Heather Wallace, William Schickling (President), Elizabeth Oberst (Vice President)
Board members present: Lucas Connor (OPL Director), Deborah Standish (Treasurer)
OPL representative present: Janet Hutcheson
3. Approval of agenda: E. Oberst requested to add two items for discussion- an update on the Treasurer position and exploration of investment opportunities. M. McGowan made a motion to approve the agenda with additional items from E. Oberst, K. Swartz seconded the motion. Motion passed unanimously.
4. Public comment period: None
5. Friends of the Library: Report from Janet Hutcheson. Next meeting topics include the MOU from OPL Board of Trustees and Holiday tea for the staff. The Friends organization is looking to plan a date for the Pancake breakfast. Recent sponsored programming at the Oswego Public Library included a puzzle exchange and a card making event. The next big fundraiser is about to begin, gift wrapping at River's End Bookstore. A volunteer signup sheet for gift-wrapping was passed around to meeting attendees. The next meeting for the Friends of Oswego Public Library is Monday, November 20th.
6. Approval of minutes: M. Niess made a motion to accept minutes as amended, H. Wallace seconded the motion. Motion passed 5-0 with 2 abstentions.
7. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer: D. Standish reported sheets up to date. L Connor informed the board about elevator repair costs and recent event with loss of power in the building.
 - ii. Paid/unpaid bills: W. Schickling reported that all bills are paid and signed.
 - iii. A motion to receive and file the October 2023 financial reports was made by M. Niess, McGowan seconded the motion. Motion passed unanimously.
 - b. Buildings and Grounds: No report from K. Swartz
 - c. Technology: No Report from W. Schickling.
 - d. Policy and Governance: Z. Vickery reported the MOU between OPL Board of Trustees and Friends of the OPL was sent to the Friends. President Jeannie Brown acknowledged receiving the MOU on October 20th and will be discussed at their next meeting.
 - e. Personnel: No report from E. Oberst.
8. Director's Report: L. Connor reported, see the Director's report for details.
Information highlighted included: Continued work with Cindy Fesemyer. Met with Friends President and attended recent Friends of Oswego Public Library meeting. There was discussion amongst the board and L. Connor about accounting and payroll, and accounting of correct amounts of time off accruals with Canale's. L. Connor suggested a plan to review payroll services

in the next 60-90 days. Elevator work in the building is almost complete. An interior lighting audit for the building is being planned with Mark French. There is a new community board up on the first floor. E. Oberst asked about the process for members of the community to add things on the board. L. Connor described the process where patrons are directed to bring posting to the front desk for review by staff, and after a successful review a library staff member pins it up on the board. Art exhibit space has changed- Walker hanging system removed from the basement walls, installed on second floor with a focus on a planned rotating monthly art display. First display is art from a local Oswego school; L. Connor is looking to create an art committee for assistance with future planning of displays. L. Connor commended the staff for hauling books up to the second floor by hand during the month when the elevator was down. Edward, Cathryn, and L. Connor began assigning roles and dates for the activity plan from strategic planning. There has been increased attendance numbers for programming, highlighted by pumpkin painting. The knitting club has been rebranded the Port City Crafters. H. Wallace brought up outside programming ideas involving crafts, and Janet Hutcheson reminded the board that the Friends have historically supported crafting programs. There was a high number of engagement recorded by Edward from the Senior Fair. Oswego Public Library received a \$25 donation from Peter Cormack. E. Oberst made a motion to accept the donation, K. Swartz seconded the motion. Motion passed unanimously.

9. Old Business

- a. Front Door Project Update- L. Connor reports he received communication from the architect. They are wrapping up the study report, taking a QC review, and then will send a draft report. The report is anticipated to be adequately meet SHPO requirements.
- b. Treasurer update- E. Oberst reported that D. Standish submitted notice to vacate the Treasurer position on December 31. Discussion occurred about updating roles & responsibilities for the next Treasurer as Oswego Public Library currently has a contract with an accounting firm.

10. New Business

- a. Donate or dispose of Announcement Board Towers- L. Connor is looking to donate the four-sided bulleting board towers to another library. E. Oberst made a motion to authorize L Connor to look for a place to donate any or all three towers, W. Schickling seconded. Motion passed unanimously.
- b. Community Reaction to Circus Train Removal- W. Schickling reported feedback personally received about the removal of the circus train. In the following discussion about this matter positive and negative feedback was received by board members and the library director. No further action was taken.
- c. Investments- There was a suggestion from auditor to consider investment options with money located in savings accounts. W. Schickling raised a question about how much total money exists in these accounts. Oswego Public Library has a \$100,000 CD and may investigate investment into another \$100,000 CD. L. Connor suggested setting up a meeting with Lisa at Canale's and D. Standish to determine the amount of money which could be invested.

11. Seeing no further business, the meeting was adjourned at 7:42pm by W. Schickling.

The next regular meeting is scheduled for December 12th, 2023 at 6:30pm.