

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

1. Call to Order: by W. Schickling at 6:32p.m.
2. Roll Call Attendance:
Board of Trustees present: W. Schickling, M. McGowan (excused), M. Niess, E. Oberst, K. Swartz, Z. Vickery, H. Wallace
OPL representatives: D. Standish, L. Connor
OPL Friends Representative: James DeBiase
3. Approval of agenda: M. Niess made motion to approve agenda; W. Schickling seconded the motion. Motion passed unanimously.
4. Public comment period: No public comment.
5. Friends of the Library: J. DeBiase provided the report from the Friends. Most recent meeting the board voted to pass amendments to their bylaws. The recent cardmaking class was at full capacity with a waiting list. The puzzle swap was well attended. The programming committee met. The Friends observed another successful holiday tea event celebrating the OPL staff and board members. Next meeting is Monday, December 18th and mini-golf event, MOU with OPL will be discussed.
6. Approval of minutes: E. Oberst made a motion to approve the November 14, 2023 meeting minutes; W. Schickling seconded the motion. Motion passed unanimously.
7. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer report: D. Standish reported sheets up to date.
 - ii. Paid/unpaid bills: W. Schickling reports bills are paid and signed.
 - iii. A motion to receive and file the November 2023 financial reports made by M. Niess; K. Swartz seconded the motion. Motion passes unanimously.
 - iv. Treasurer Opening: L. Connor reports there are some submitted applications through the Indeed website. E. Oberst asked about who will compile future finance reports if the Treasurer position is vacant. D. Standish recommended that Lisa at Canale's can run the reports. L. Connor will also ask Missy to come in as needed. D. Standish explained process for running reports and that Lisa grants permissions in QuickBooks.

The Oswego Public Library Board of Trustees thanked D. Standish for all her work as Treasurer.

Be it resolved, the Oswego Public Library Board of Trustees recognizes the contributions of Deborah Standish to the Oswego Public Library and expresses its appreciation and gratitude for her years of dedicated service at Treasurer, and wishes her well in the years to come.

L. Connor reported the library has \$1.5 million in savings, before we receive the designated \$1.4 million tax money. Currently there is one investment, a CD at \$100,000. L. Connor suggested the library can invest money from savings into CDs and other vehicles. W. Schickling stated the Board should have dedicated projects in place for the extra money.

E. Oberst made a motion to authorize Library Director L. Connor to invest up to \$200k to a CD that pays the best current rate; M. Niess seconded the motion. W. Schickling made a motion to amend proposal for a term of 1 year or less; E. Oberst seconded the amendment motion. Amendment motion made by W. Schickling passed unanimously. Main motion with amendment made by E. Oberst passed unanimously.

- b. Buildings and Grounds: No report
 - c. Technology: No report
 - d. Policy and Governance: Committee will meet at 3pm on January 3rd to discuss review of current library policies.
 - e. Personnel: No report. E. Oberst made a motion to gift each OPL full and part time employee a \$50 gift card for the holidays as of December 12, including the Library Director; K. Swartz seconded the motion. Motion passed unanimously.
8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: Library has been busy. Wrote letters of support for CNY Art Grant. George and L. Connor met to discuss lights, boilers, HVAC, roof repair, window replacement and shutters, carpeting and new shelving, board-approved changes to outdoor signage, repainting the south wall, bringing heat into the office of the Children's Librarian, sealing door in Board room, interior painting, window treatments and washing, additional security cameras, PA system, ceiling fans, and digital signage. E. Oberst suggests L. Connor work with Buildings and Grounds committee on creating a plan.

M. Niess complemented L. Connor for the diversity of programming at OPL.

Implementation of the Strategic Plan- L. Connor went over the implementation plan, highlighted the timeline, and update sections. Building projects will take more time to complete, and there are 3.5 years left in the plan. Positives for the library include strong financial savings and that the community supports the library. W. Schickling suggested an addition to the document with color coding that indicates what's going well, what's slowing down, and what's stopped or hasn't started. W. Schickling remarked he is impressed with the plan. E. Oberst asked about the Outreach/PR person in the plan. Board members held a discussion about hiring employee versus PR firm/consultant. L. Connor highlighted the importance of the PR person and a need for branding.

Z. Vickery asked L. Connor about primary talking points for board members concerning the strategic plan. L. Connor suggested the door replacement, lighting replacement, an increased focus on teen programming, and increased security for talking points.

K. Swartz made a motion to accept the recent general donations of \$100 from Lenora Hoshall and \$100 from John P. McCarthy; M. Niess seconded the motion. Motion passed unanimously.

9. Old Business

- a. Front Door Project Update- E. Oberst asked about contractor, determined this would need to go out to bid. L. Connor reported there are two different prices, one for door and transom only, and one for the total project. L. Connor will reach out to SHPO for approval of the plans for replacing the front doors. W. Schickling suggested hiring a project manager to oversee the exterior door project. K. Swartz made a motion to approve L. Connor proceed with Bell and Spina to next step of sending door project out to bid; M. Niess seconded the motion. Motion passed unanimously.
- b. Shineman Foundation Community Catalyst- E. Oberst asked if the library has a reservation to participate in the foundation's Grant Stories. L. Connor plans to complete the participation form in early 2024.
- c. FOL Agreement- As reported in #5 above, the Friends plan to finalize the MOU at next meeting.
- d. BOT Education requirement- E. Oberst reported out information on the education requirement for library trustees in New York. Something to know involving the library's annual report to the state is that it will include a new question whether all trustees completed the education requirement.

10. New Business

- a. LED Upgrade Proposal- L. Connor discussed the lighting audit. Highlights of the audit and proposal include upgrading interior fluorescent lights to LEDs, can lights to LEDs, and outdoor lighting to LEDs. Replacing the fluorescent lights would result in bypassing the ballasts, which will save future replacement costs. The company Global LED Solutions works with National Grid on installation and rebates. The final cost is estimated around \$12k, and within two years the library would break even on energy savings. M. Niess made a motion to approve proposal with paying amount in full; K. Swartz seconded the motion. Motion passed unanimously.
- b. NCLS DOU- Z. Vickery asked about updates from the last DOU to this one. L. Connor found communication with NCLS that mentioned changes, including updating NCLS's mission statement and removing mentions of SIRSI to new library system. M. Niess made a motion authorizing board president W. Schickling to sign the DOU; Wallace seconded the motion. Motion passed unanimously.

11. Seeing no further business, the meeting was adjourned at 8:08pm by W. Schickling.

Next Meeting: January 9th, 2023 at 6:30pm