

Oswego Public Library  
Board of Trustees Regular Meeting  
Tuesday, January 9<sup>th</sup>, 2024

1. Call to Order: by W. Schickling at 6:31p.m.
2. Roll Call Attendance:  
Board of Trustees present: W. Schickling, M. McGowan, M. Niess, E. Oberst, K. Swartz, Z. Vickery, H. Wallace.  
OPL representatives: L. Connor.  
OPL Friends Representative: Jeanne Brown.  
Public: Tanya Miller.
3. Approval of agenda: E. Oberst made a motion to approve agenda as amended, M. Niess seconded the motion. Motion passed unanimously.
4. Public comment period: Tanya Miller came to the meeting to learn about the board and see how it operates.
5. Friends of the Library: Jeanne Brown provided a report. Since their last meeting the Friends voted & approved bylaws amendments, added a dissolution policy, and added a conflict-of-interest policy. The proposed MOU between with OPL BoT and the Friends was discussed and approved for signature. Currently members are reviewing the mission statement for the Friends. There is excitement about a connection with the university- an art student will lead a painting class at the public library. The Mini-Golf event on January 15<sup>th</sup> will include volunteers from SUNY Men's hockey players and the Oswego Fire Department. There will be raffle baskets at Mini-Golf. Outside help is encouraged, with setup beginning on Sunday, January 14<sup>th</sup>. After the report concluded E. Oberst commented that the Friends have completed a lot of heavy lifting.
6. Approval of minutes: H. Wallace made a motion to approve minutes, M. Niess seconded the motion. Motion passed 5-0 with 2 abstentions (McGowan, Swartz).
7. Committee reports: Questions and Comments
  - a. Finance:
    - i. Treasurer: L. Connor reported that Canale's provided the Profit and Loss sheet.
    - ii. Paid/unpaid bills: All bills have been paid.
    - iii. Motion to receive and file the July 2023 financial reports made by M. Niess, K. Swartz seconded the motion. Motion passed unanimously.
    - iv. Treasurer Opening: M. Niess provided an update on the Treasurer opening. Currently applications are being reviewed. Jeanne Brown asked about relationship between Canale's and the treasurer position. L. Connor made a comment that the Finance Committee should meet quarterly. E. Oberst read the bylaws section pertaining to the Finance Committee for all meeting attendees.
  - b. Buildings and Grounds: K. Swartz reported. A committee meeting is scheduled for January 29<sup>th</sup>. The plan for this meeting is to discuss what needs need attention around the library.
  - c. Technology: No report

- d. Policy and Governance: Z. Vickery reported that the Policy and Governance Committee met on January 3<sup>rd</sup>. The committee reviewed current board bylaws and library policies for potential amendments. The next committee meeting is scheduled for March.
  - e. Personnel: No report.
8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: W. Schickling asked L. Connor about the cataloging process at the library. L. Connor provided an overview on how new items purchased for the library collection are cataloged through NCLS. L. Connor offered to inquire with NCLS about approving designated people for cataloging items and creating a quicker cataloging turnaround time. L. Connor worked with Pathfinder Bank on a new Certificate of Deposit for the library. Regarding the Front Door project, Architect Doug Arena at Bell & Spina is sending the final report to SHPO. L. Connor was informed to plan for a 30-60 day review before hearing back from SHPO. Next steps in the project include needing to formalize the bidding documents. Regarding the LED Lighting updates, L. Connor spent 2 hours with representatives from Global LED Solutions during the installation process, and there are new LED lights in the stairwell area leading down from the 1<sup>st</sup> floor to the lower level.

L. Connor reported that work is underway for drafting a job description for a programming position. B. Oberst asked L. Connor about how things are going with his meetings with consultant Cindy Fesemyer. L. Connor reported the meetings are going well. There is a staff development planned for January 26th with Oswego City Police Officer Delia. L. Connor stated he will need board approval to close the library for the staff development on that day; the board approved this request. Jeanne Brown asked about outreach position, whether it would be a full-time or part-time position. E. Oberst asked about the information in the security reports from the security company. L. Connor provided an overview of what is included in the reports, and that he received them monthly. K. Swartz requested the security report received by L. Connor be shared with board members. L. Connor agreed to include the list of incidents from this security report with his director's report. M. Niess asked whether the Directors Report is posted online. Z. Vickery reported that only the meeting minutes are posted online but the Director's Report is filed at the library and made available to the public upon request.

H Wallace made a motion to accept an unrestricted \$18 donation from Phi Lamda Phi, an unrestricted \$100 donation from Joanne Henry, an unrestricted \$1,000 donation from Ashley & Ben Ocean, and an unrestricted \$500 donation from Jane Swinehart in memory of Catherine Marsden. E. Oberst seconded the motion. Motion passed unanimously.

9. Old Business
- a. Front Door Project Update- see #8 above.
  - b. BOT Education requirement- W. Schickling reported he completed his educational training. Will file report documenting all board members completed the minimum education hours by the February regular meeting.
  - c. Shineman Foundation Community Catalyst- L. Connor started reviewing the online form.
10. New Business

- a. Proposed picture donation- L. Connor reported that OPL was approached about receiving a framed illustration from a local merchant, which had previously been given to the merchant from the Oswego Public Library. E. Oberst made a motion to accept the framed illustration, H. Wallace seconded the motion. Z. Vickery asked if the donor is aware that the library may receive this donation without restriction. L. Connor confirmed the donor is aware that the donation will be unrestricted. L. Connor will provide the deed of gift form to the donor. Motion passed unanimously.
11. Seeing no further business, the meeting was adjourned at 7:38pm by W. Schickling.

Next Meeting: February 13th, 2024 at 6:30pm

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