

Oswego Public Library  
Board of Trustees Regular Meeting  
Tuesday, February 13, 2024

1. A Call to Order was made by President W. Schickling at 6:31p.m.
2. Roll Call Attendance:  
Board members present: President William Schickling, Mary McGowan, Mercedes Niess (Absent), Elizabeth Oberst, Karen Swartz, Zachary Vickery, Heather Wallace. M. Niess joined after roll call was completed.  
OPL representatives: Library Director Lucas Connor  
Friends representative: Margaret Waters-Poor
3. Approval of agenda: Motion to approve the agenda made by M. McGowan, seconded by K. Swartz. Motion passed unanimously.
4. Public comment period: No public in attendance for comment.
5. Friends of the Library: Margaret Waters-Poor provided the report. The Friends have been keeping busy. The mini-golf event at the Oswego Public Library was very successful, with assistance from the Oswego State Lakers Men's Hockey Team, Oswego High School Swim Team, and Oswego City Firefighters. There was a total profit of \$1114 from the event. Upcoming classes at OPL include intermediate learn to crochet classes, which are scheduled in February. The watercolor class scheduled for February 12th has a waitlist. A puzzle swap is scheduled for February 20th. A future class being planned is How to Start Seeds. The next fundraiser is the Pancake Breakfast scheduled for April 28<sup>th</sup> at Elks Lodge in Oswego. There is an ongoing FOL membership drive. A newsletter was sent out to FOL members in January, looking to send out another one in October or November.  
  
E. Oberst asked if the Bookmobile will be a partner of the Pancake Breakfast. M. Waters-Poor confirmed the Bookmobile will be a partner.
6. Approval of minutes: Motion to approve the January 9<sup>th</sup>, 2024 Regular Meeting minutes made by M. McGowan, seconded by M. Niess. Motion passed unanimously.
7. Committee reports: Questions and Comments
  - a. Finance:
    - i. Treasurer's Report: L. Connor presented monthly financial reports to board members. E. Oberst inquired if the new CD is listed in the recent report. L. Connor will ask Lisa at Canale's about why it isn't listed in the reports from QuickBooks.
    - ii. Motion to receive and file the July 2023 financial reports made by M. McGowan, seconded by M. Niess. Motion passed unanimously.

- iii. Treasurer Opening: M. Niess reported there are qualified candidates to contact and interviews are underway.
  - b. Buildings and Grounds: K. Swartz provided the report to the Board. E. Oberst asked about the status of the Melanie Butler Memorial garden. K. Swartz will collect estimates for a garden refresh, contact Todd Butler about the plan to refresh the garden, and report back to the Board.
  - c. Technology: No report
  - d. Policy and Governance: No report.
  - e. Personnel: No report. L. Connor introduced a discussion about the Summer Reading Assistant position, and that the person who was hired in previous summers will no longer be available. The Summer Reading Assistant will assist with promoting events and make videos for OPL social media accounts. Discussion was had about the number of weeks and pay for an anticipated new contract. L. Connor reported that the pay rate is currently undetermined for the position. M. McGowan asked about where the search begins for a new person in that position. L. Connor reported he plans to promote the Summer Reading Assistant position to the NCLS webpage and will look into promoting it at SUNY Oswego as well.
- 8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: Oswego County Office for the Aging will begin scheduling 1-on-1 appointments for 2024 at OPL. L. Connor wanted to highlight how amazing the mini-golf is for OPL, especially since it runs at no cost to the library and about 120 tickets were sold. Feedback from this year's attendees remained positive. January was a facilities nightmare with the elevator being out of order and heating issues. New air vent filters were installed to catch the insulation blowing through the air ducts, so the insulation buildup issue can be avoided in the future. New tables are now in the space that the reference desk previously occupied. L. Connor has observed tutors already using the new space due to the outlets being on the tops of the tables. New interior LED lighting is in place, and the lighting installation crew working 4 days a week.
- 9. Old Business
  - a. Front Door Project Update: L. Connor reported that Doug Arena from Bell & Spina submitted everything to SHPO. Doug had a question about the library system designation for OPL, to which L. Connor supplied the charter to satisfy this question. Once SHPO provides the approval Doug will create a bid document.
  - b. BoT Education Requirement: W. Schickling produced the collected evidence of completed education, which was transferred to L. Connor. E. Oberst made a motion to file the list of completed education evidence, seconded by H. Wallace. Motion passed unanimously.
  - c. Shineman Foundation Community Catalyst: L. Connor submitted a report on 2/13 through the Shineman Foundation website. E. Oberst reported

that the director of the Shineman Foundation asked for the name of the firm that led the OPL strategic planning, and indicated they were impressed with the product from Fast Forward Libraries.

10. New Business

- a. Summer Reading Assistant position: E. Oberst made a motion to authorize Library Director Lucas Connor to \$15/hour for up to 24 hours a week for up to 14 weeks, seconded by K. Swartz. Motion passed unanimously.
  - b. Annual Report: L. Connor reported that the OPL annual report is due on February 22<sup>nd</sup>. The report will be filed and submitted for approval by the board at the March regular meeting.
11. Seeing no further business, the meeting was adjourned at 7:31pm by W. Schickling.

Next Meeting: March 12, 2024 at 6:30pm

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