

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, April 9th, 2024

1. Call to Order made by W. Schickling at 6:30p.m.
Board Members Present: President William Schickling, Mary McGowan, Mercedes Niess, Elizabeth Oberst (Absent), Karen Swartz, Zachary Vickery, Heather Wallace.
OPL representatives: Library Director Lucas Connor, Treasurer Jamie Jaskula
Friends representative: Mary Smith
Public: Matt Beaudry
2. Approval of agenda: Two agenda items added by Schickling- see 8b and 9a. M. McGowan made a motion to accept the agenda, M. Niess seconded the motion. Motion passed unanimously.
3. Public comment period: Matt Beaudry introduced himself as a community member interested in running for an open seat on the OPL Board of Trustees. He provided some biographical information and asked for petition signatures from eligible voters in attendance at the board meeting.
4. Friends of the Library: Mary Smith reported the Friends currently have 83 individual members, 9 business member, and 5 pending business members. In March the Friends organized Learn To classes on Beginning and Intermediate crochet classes, and Ombre Box Painting class. All events were a success. There is a Learn the Art of Jewelry Making event planned for April 13th. The Friends decided to move their future board meeting dates to the 3rd Tuesday of the month due to multiple holidays throughout the calendar year falling on the 3rd Monday of the month. Upcoming is the annual Pancake Breakfast and Quilt Raffle on April 28th at the Oswego Elks Club.
5. Approval of minutes: K. Swartz made a motion to approve the minutes as submitted, H. Wallace seconded the motion. Motion passed 4-0 with two abstentions.
6. Committee reports:
 - a. Finance:
 - i. Treasurer: J. Jascula and L. Connor reported. Equipment line is over budget due to recent unanticipated failure with some public computers. There are some overages with expenses but also overages with income. The budget outlook remains positive and without concern.
 - ii. Motion to receive and file the March 2024 financial reports made by M. Niess, M. McGowan seconded the motion. Motion passed unanimously.

- b. Buildings and Grounds: K Swartz reported. Three quotes for landscaping were requested for refreshing the Melanie Butler Garden. Only one quote was received, from Jared Raffa. The quote requests the parking lot would be closed for 1.5 days to allow for easier cleanup. Discussion took place between board trustees and the library director regarding the Melanie Butler sign being placed back at the garden for the refresh. L. Connor will replace the garden sign if the sign could not be located. Todd Butler is aware of the refresh and supports OPL in their effort to refresh the garden area.

M. McGowan made a motion to recommend Buildings and Grounds Chair K. Swartz obtain the contract and pass it along to Library director L. Connor for action. M. Niess seconded the motion. Motion passed unanimously.

M. Niess thanked K. Swartz for calling Todd's office and for getting the quotes. K. Swartz will plan a Buildings and Grounds Committee meeting in May for follow ups from the January committee meeting.

- c. Technology: No report.
- d. Policy and Governance: Z. Vickery reported the committee is planning to hold a meeting in May and requested any policy concerns be sent to him.
- e. Personnel: No report.

- 7. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: The Front Door project is moving along. Doug Arena is the project manager and has begun planning steps, including scheduling a new lead paint test for the doors being replaced and working with the City of Oswego for permits involving the project. W. Schickling suggested to Library Director L. Connor that a press release be drafted to inform the public of the changes to the exterior front doors. L. Connor reported that this front door project is being planned for 20 weeks from start to finish, and maybe finished by November.

L Connor has finalized writing up a description for a new Outreach/Communications Specialist position, which was distributed to trustees on April 9th. More work has occurred towards finalizing the part-time summer reading position. An author talk with Lee Hickey on March 16th resulted in a larger than normal attendance for a public event. The library was the recipient of a \$10,000 grant from State Senator John Mannion, as well as a \$1,000 grant from Stewart's Shops for their Holiday Match program. The weeding and shifting

project is complete, which resulted in removing three shelves in the reference area and adding additional public seating options on the first floor.

Board trustees and Library Director L. Connor discussed the annual community report and method for delivering the report to the community one month before the May budget vote. L. Connor will send out the report to the board for a vote via email. The proposed 2024-2025 OPL budget will be submitted by Library Director L. Connor to the OPL Board of Trustees for approval in June after the May school district vote.

8. Old Business

- a. Melanie Butler Garden- see 6b
- b. Open Board Positions- M. McGowan wanted to know how many seats on the board are open. There are two seats with terms ending June 2024, and W. Schickling and H. Wallace do not plan to run for these two seats.

9. New Business

- a. Outreach/Communications Specialist- L. Connor reported he is requesting this to be a part-time contract position. L. Connor presented the position description to the board. Z. Vickery asked if the Personnel Committee has reviewed the position description or if there are plans to for the committee to review the description before the next regular board meeting. Z. Vickery read OPL Board of Trustees bylaws section 4.2 c to the board, as it pertains to the duties of the Personnel Committee.

10. Seeing no further business, the meeting was adjourned at 7:26pm by W. Schickling.

Next Meeting: May 14th, 2024 at 6:30pm