

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, June 11, 2024

1. Call to Order made by W. Schickling at 6:33p.m.
After the meeting was called to order but before roll call a presentation was made by E. Oberst on behalf of the Board of Trustees. E. Oberst presented W. Schickling and H. Wallace with watercolor prints of the Oswego Public Library for their five years of service on the Oswego Public Library Board of Trustees.
2. Roll Call Attendance:
Board members present: President William Schickling, Mary McGowan (absent), Mercedes Niess, Elizabeth Oberst, Karen Swartz, Zachary Vickery, Heather Wallace
OPL representatives: Library Director Lucas Connor, Treasurer Jamie Jaskula.
FOL representative: None
Public: None
3. Approval of agenda: E. Oberst requested that the proposed bylaws amendments 2.5(b) and 2.5(e) and policy amendments on 1.4 and 1.4(a) be added to the agenda. W. Schickling decided these proposals will be taken up during the Policy and Governance Committee report. M. Niess made a motion to approve the agenda as amended, K. Swartz seconded the motion. Motion passed unanimously.
4. Public comment period: None
5. Friends of the Library: None
6. Approval of minutes: Motion to approve by Wallace, Niess seconded. Motion passed unanimously.
7. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer: Jamie Jaskula reported the budget is on track to finish the fiscal year. E. Oberst asked if all tax money has been received. Discussion ensued where more tax money will come in as it is collected by the school district.
M. Niess asked about the library's status with the notices from the IRS. L. Connor reported he's been in conversation with Canale's about the notices. Question about why the library pays any taxes. M. Niess asked L. Connor to inquire with Canale's whether it related to the library bond. E. Oberst asked L. Connor if Canale's can provide a written explanation to the board about the notices and payment to the IRS.

- ii. Motion to receive and file the May 2024 financial reports made by H. Wallace, W. Schickling seconded the motion. Motion passed unanimously.
- b. Buildings and Grounds: K Swartz reported that Dave Bock is scheduled to complete the painting in the garden by the end of June. The committee is corresponding with Jared Raffa to complete the garden project.
- c. Technology: No report.
- d. Policy and Governance: The Policy and Governance committee met with the Library Director on May 29th. The committee decided to propose bylaws amendments to Article 2.5(b) and 2.5(e), amend policy 1.4 Administrative Organization and Responsibilities, and remove policy 1.4a. Both the bylaws amendments and the policy amendments were distributed to board members on June 5th. The committee discussed but took no action on 3.2 vacation leave policy, 3.4 sick bank policy, and 3.5 personal leave policy. Recommended policies for review at the next committee meeting are creating a procurement policy, the director leave policy, and the vacation leave policy.

Z. Vickery read the bylaws amendments to the board. E. Oberst made motion to accept the proposed amendment to bylaws section 2.5(b) as submitted, K. Swartz seconded the motion. Motion passed unanimously. E. Oberst made motion to table the proposed amendment to bylaws to create section 2.5(e), K. Swartz seconded the motion. Motion passed unanimously.

Z. Vickery read the amendment to policy 1.4 and 1.4a to the board. W. Schickling made motion to accept the proposed amendment to policy 1.4 as submitted and accept the removal of policy 1.4a, H. Wallace seconded the motion. Motion passed unanimously.

- e. Personnel: E. Oberst and L. Connor presented the Social Media job description. W. Schickling asked about terms of termination. Discussion about termination of a contract position ensued. M. Niess makes a motion to approve the proposed Outreach/Communications Specialist contract position, W. Schickling seconded the motion. Motion passed unanimously. E. Oberst reported the committee is in the process of finalizing the annual review of the library director.

- 8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: L. Connor, W. Schickling, and M. Niess met with Mayor Corradino about adjacent lots to library property and the city's parking study. Community reports were distributed inside city chambers to ward councilors and the mayor's office. The

library staff participated in team activities and CPR at the most recent staff development day on 5/31. L. Connor met with community leaders at the Maritime Museum.

L. Connor presented a new proposal from Bell & Spina. E. Oberst makes a motion to approve the proposal pending consultation with NCLS to ensure the library is under the GCL 103, W. Schickling seconded. After discussion and review of policy E. Oberst rescinded the motion, W. Schickling seconded the rescind.

Contract for painting from Minetto Painting to paint the south wall. Job to be completed in June and the company will be working with the city to close appropriate public areas. E. Oberst asked about the total quote in the contract, L. Connor reported the contract was under \$10,000.

Jamie Jaskula requested summer reading materials be sent to St Luke's for distribution in the break room.

9. Old Business

a. Vote on Slate of Officers

Z. Vickery reported on the state of the slate. Discussion about signatory and approving checks. A slate of officers will be presented at the July meeting.

b. Motion to move to Executive Session made by W. Schickling, M. Niess seconded. Motion passed unanimously.

- i. Section 105, Item F: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

c. Motion to move from Executive Session made by M. Niess, seconded by E. Oberst. Motion passed unanimously.

d. 2023/2024 Budget

E. Oberst asked the Library Director if the property tax cap increase was filed. L. Connor responded he would look into this. W. Schickling requested from the board any changes to the proposed budget. W. Schickling asked about the increase in the line item for Administrative Assistant, as well if the increase in the budget for health insurance is an estimate. L. Connor responded the increase is a projection based on previous year's increase but not a quoted cost. W. Schickling expressed that the budget line item for the library director salary is ultimately decided upon by the board and will be finalized by the end of the director's review process at the end of June. Motion to approve the budget as submitted by

M. Niess, seconded by Z. Vickery. Motion passed 5-0-1, with abstention from E. Oberst.

e. Approve Tax Return

W. Schickling asked if the tax return was completed. L. Connor did not receive any notification of the completed tax return. W. Schickling declared that he completed the required signature and submitted the return within the file-by date. The board reviewed minutes from June 2023 meeting for indication of why the business was taken up by the board, and it was determined to be due to approving the amended tax return for 2022. Since an amended tax return was not necessary this year the matter of business for approving the 2023 tax return was handled appropriately and did not require further action from the board.

10. New Business

a. Recognize newly elected Board Members

Molly Clark and Matthew Beaudry have been elected to the board for three-year terms starting July 1, 2024 and ending June 30, 2027. W. Schickling reported initial guidance from legal advisement that the other two years can be filled by appointments.

b. July Meeting

E. Oberst informed the board she will be unavailable for the July 9th meeting. Discussion about moving the July meeting to July 2nd.

11. Seeing no further business, the meeting was adjourned at 9:51pm by W. Schickling.

Next Meeting: July 9th, 2024 at 6:30pm