

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, May 14th 2024

1. Call to Order: by W. Schickling at 6:31 p.m.
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: Ann Allen
Public: Molly Clark
3. Approval of agenda: E. Oberst made a motion to accept the agenda as submitted, M. Niess seconded. Motion passed unanimously.
4. Public comment period: No comment.
5. Friends of the Library: A. Allen reported things with the Friends are going well. The meeting day for the Friends has moved from the 3rd Monday to the 3rd Tuesday of the month. The membership drive has finished. The pancake breakfast on April 28th was very successful. The Learn-To classes have been full, and there may be some more coming up.
6. Approval of minutes: K. Swartz made a motion to accept the minutes as submitted, H. Wallace seconded. Motion passed 5-0 with one abstention.
7. Committee reports: Questions and Comments
 - a. Finance:
 - i. Treasurer: J. Jaskula reported everything is moving along as planned in the budget. L. Connor mentioned there are some big expenses coming up but overall spending is still down. L. Connor also reported that monthly electricity expenses have been lower compared to the previous year, with the change resulting from the lighting upgrade and service to HVAC system.
 - ii. Motion to receive and file the April 2024 financial reports made by M. Niess, E. Oberst seconded. Motion passed unanimously.
 - b. Buildings and Grounds: K. Swartz reported on highlights from the committee meeting on [find date]. Dave Bock has not yet come to paint. Jared Raffa would like to complete construction work on the garden after the painting is completed. L. Connor will call Dave again about scheduling the painting. L. Connor met with Doyle Security concerning upgrades to current security system and was provided a quote of \$7,935. Upgrades would include seven cameras, with a general view the elevator, printer, computer station, history room, and each floor of the stairwell. The upgrade would also include an increase of 10TB of storage capacity and

double the recording time from 3 weeks 6 weeks. L. Connor will send this quote to Z. Vickery for inclusion in the minutes.

E. Oberst asked about the status of the exterior door project. L. Connor reported he is waiting to hear back from Doug Arena from Bell & Spina about planning and next steps. Discussion occurred between board members and the Library Director about NYS Construction Grants.

- c. Technology: No report.
- d. Policy and Governance: Policy and Governance plan to meet on May 29th. Please send any policy-related concerns to Z. Vickery by May 28th. A slate of officers will be prepared for the Board of Trustees 2024-25 year and presented at the June meeting.
- e. Personnel: E. Oberst reported that committee members will meet in May to present personnel matters at the June meeting. An annual review of Library Director is being planned and an evaluation will be sent out to board members and library staff in June.

L. Connor report that he and Cathryn have hired a summer program person. A library staff member is on personal leave, and L. Connor provided them with an option of telework. Discussion occurred between board members and the Library Director about the current state of the Sick Bank. W. Schickling introduced possibility of the Board restocking the Sick Bank with funds from savings account. L. Connor will conduct more research on the missing Sick Bank assets. K. Swartz inquired about the possibility of giving more hours to the new Summer Reading Program hire.

L. Connor reported the status of the Communications and Outreach position, with the job description moving to the Personnel Committee for review and approval.

A motion to hire Cherie Cuomo in Summer Reading Program position was made by E. Oberst, K. Swarts seconded. Motion passed unanimously.

- 8. Director's Report: L. Connor reported, see the Director's report for details. Information highlighted included: Program of note was Eclipse Day at Brietbeck Park, with 250 interactions.

A motion was made by M. Niess to accept a \$200 restricted donation from Jean Balcom, with \$100 for the purchase of children's books or programming and \$100 for purchasing large print books. E. Oberst seconded. Motion passed unanimously.

9. Old Business: No old business

10. New Business

- a. Community Report – Distribution Plan: E. Oberst asked about the community report distribution and location on the website. L. Connor reported that copies of the report are located at the circulation desk and on the website. K. Swartz suggested asking the Friends to distribute the community report through their member list. E. Oberst suggested sending a copy to the Shineman Foundation. M. Niess suggested providing physical copies to Oswego City Council members and the Mayor Corradino. H Wallace suggested expanding distribution of physical copies to Oswego City School Board members. M. Niess suggested asking the Friends to write a letter of support to the Pall-Times. E. Oberst suggested sending a copy to Senator Mannion and Assemblymember Barclay as they have both been supporters of the library. Z. Vickery suggested highlighting the community report on the library website and create posts on library social media accounts during the week of the vote.
 - b. 2024-2025 Proposed Budget: L. Connor provided the board with an overview of the proposed budget. B Schickling asked about the budget decrease for NYS Retirement Insurance. L. Connor explained it was due to recent retirements from library staff at tiers 1 through 3. Health Insurance is budgeted for a higher amount than the previous year due to an under-budgeting of this expense in 2023-2024. Z. Vickery asked about the increase in Accounting Fees. M. Niess mentioned that the budget meeting went well and thanked L. Connor for all the work on creating the budget.
 - c. Coaching Program and future 1 year plan: L. Connor provided report to the Board. After the report was presented W. Schickling expressed his appreciation for the work L. Connor has completed since being hired as the Library Director. M. Niess expressed appreciation for the changes L. Connor has made to the library.
11. Seeing no further business, the meeting was adjourned at 8:07 pm by W. Schickling.

Next Meeting: June 11th, 2024 at 6:30pm