

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Tuesday, May 23, 2023

Call to Order: 8:30 AM by President Kaiser

Present: Ariel Bero, Mike Kaiser, Rick Kinsella, John Nichols (via Zoom), Michele Ryan, Katherine Wojciechowski, Brianna Sprole, David White

Excused: Patricia Albaugh, Lillian White, Nicole Smith

Adopt Agenda: Motion to Adopt: Wojciechowski moved; Nichols seconded. Approved.

Opportunity for Public Comment: None

Approval of Minutes: Minutes of April 25, 2023, meeting. Motion to Accept: Nichols moved; Kinsella seconded. Approved.

President's Report: David White, representative from Paychex, presented information and responded to questions regarding the employee retirement plan being considered. Its status as a special legislative district qualifies OPL for tax credits, but as OPL is tax exempt, this is not practical. In answer to Kinsella's questions White explained that employees can choose to contribute to tax deferred (401K) and/or Roth IRA. White clarified information regarding employer matches, tax calculations and management costs.

MOTION: To authorize Michele Ryan to sign the agreement with Paychex as our OPL Employee Retirement Plan Third Party Administrator and Record Keeper.
Nichols moved, Kinsella seconded, Approved.

Sale of 220 Broad Street: Kaiser reported closing date is scheduled for May 31, 2023. The Board unanimously approved a resolution to sell the OPL owned property at 220 Broad St. - see attached resolution. Nichols resolved, Kinsella seconded, Carried.

Amphitheater and Flagpole project: Ryan reported that Ed Keplinger has been given the specifics necessary for RFP bid process. He will be responsible for placing project out for bids.

Performance Evaluation: Kaiser distributed the Director performance evaluation form to be completed by each trustee and submitted to Kaiser.

Hartman Parking request: Kaiser reported that we are waiting for follow up from Mayor Acker regarding Hartman Enterprises, Inc. need for parking spaces during a construction project at their property. Kinsella asked Ryan to investigate any liability OPL may have with Hartman employees using OPL parking spaces. Ryan stated she has concerns regarding any liability OPL might incur with handicapped designations for Hartman employees. Ryan added we need to consider the additional impact that construction of the Amphitheater may have on Hartmann parking in our back lot.

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Review of OPL Policies: Deferred

Treasurer’s Report: Kaiser presented the month’s total expenditures of \$14,047.33 from the Operating Account and \$12065.89 from the New Facilities Account.

MOTION: To approve expenditures of \$14,047.33 from the Operating Account and \$12065.89 from the New Facilities Account and pay them in the usual manner. Kinsella moved, Kaiser seconded, Approved.

Management Report from UBI was presented. Board members examined the report and monthly checks. Ryan explained that the building repairs and programming lines do not accurately reflect the cost. Biblioltheca and some programming have been paid through grant monies.

Tax Cap report: OPL is waiting to receive acknowledgement of our Tax Cap report that was filed with the State Comptroller’s Office.

Director’s Report: Ryan reported that library clerk Sara Micchiche is almost complete in tagging all circulation materials, including DVDs for RFID process. What remains are items still in circulation and need to be returned. Next, all materials in Local History room will be tagged. Outstanding work by Sara. Ryan continues to research best uses for the remainder of the RFID grant monies.

Ryan is investigating a Pergola design for Phase II of the Amphitheater project. She will be writing the grant. Discussion on cost for the public to use the Amphitheater after hours. Ryan stated that OPL cannot make a profit but can charge appropriate maintenance fees. Kaiser reminded the Board that our Community Room policy has not been finalized. Amphitheater use may be folded into that policy.

Ryan pointed out the amazing statistics for OPL attendance. The month of April saw attendance numbers close to 5 000, which is record breaking. Ryan added that the numbers are higher as many who attend programs in the Community Room enter and exit through those doors. Suggestion to consider adding footfall sensors to the Community Room to get a more accurate count of attendance.

Bero presented an update on Youth Services. OPL has hosted field trips from local schools, staff has visited schools, and is collaborating with Kelberman Center in providing programming to accommodate students with disabilities. Safety Week was a huge success. Congratulations and Thanks to all the staff who worked so tirelessly on the week’s events. Bero gave an overview of upcoming summer happenings. OPL has a packed and varied agenda, a highlight being the return of Alyssa Trahan.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: Katie Laube is working on a mock-up for the plaques.

Flag Committee: No report.

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Unfinished Business: Wojciechowski inquired as to the status of the landscaping concerns in the front of the building. Ryan reported that the best option is eliminating the existing design and replacing with grass. Consideration to save any existing healthy shrubs.

New Business: None.

Announcements:

Next Regular Meeting: Tuesday, June 20, 8:30 AM. Community Room.

Motion to Adjourn: Wojciechowski moved, Kinsella seconded. Carried at 9:40 AM

Respectfully Submitted,
Katherine Wojciechowski, Acting Secretary

Discussion of the sale of Legacy building. Buyer's attorney will be reaching out to our attorney to discuss closing date. Sale continues to move forward.

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