

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, July 25, 2023

Call to Order: 8:31 AM by President Kaiser

Present: Ariel Bero, Mike Kaiser, Rick Kinsella, John Nichols, Nicole Rossi, Michele Ryan, Nicole Smith, Brianna Spole, Katherine Wojciechowski.

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

Opportunity for Public Comment: None

Approval of Minutes: Minutes of June 20, 2023, meeting. Motion to Accept: Nichols moved; Wojciechowski seconded. Approved.

Welcome: New OPL Board of Trustee members were sworn in by President Kaiser.

John Nichols 5-year term 2023-2028

Nicole Rossi 5-year term 2023-2028

Brianna Spole 3- year term 2023-2026

Annual Election of Officers: Kinsella presented the slate of officers for the Board's consideration: President-Mike Kaiser; Vice-President-John Nichols; Secretary-Katherine Wojciechowski; Treasurer-Nicole Smith. Slate seconded by Spole. Passed unanimously.

Designation of Services:

List of Providers: The list of OPL services providers was read by Ryan.

Newspaper--Rome Sentinel; Bank--NBT; Attorney--Campany Wayland-Smith; Insurance--One Group; Bookkeeper—UBI; Auditors – Cuomo, Winters, and Schmitt; Retirement Plan Advisors – Paychex Flex

To save on costs, the decision was made to designate only Rome Sentinel as the official Newspaper. Kinsella commented that the board continue with Cuomo, Winters and Schmitt for this year and possibly seek other CPAs in the next year.

MOTION: To approve the list of OPL services providers as presented by Director Ryan.

Moved: Kinsella. Second: Smith. Approved.

President's Report: Kaiser reported on the OPL Foundation meeting of June 28, 2023, which was attended by Kaiser, Nichols and Wojciechowski. At that meeting Kaiser presented the Foundation with the check from the sale of the Main Street Building. He reported that the Foundation is in the process of updating and modifying its by-laws. Kinsella explained the current by- laws for the new OPL trustees. Foundation members include Kaiser, Kinsella and Smith. John Nichols volunteered to be the substitute when any current OPL trustee members cannot attend.

Oneida Public Library– Trustee Meeting Minutes

Kaiser shared a memo from the NYS Comptroller's office that states the 2% tax cap will continue for the coming year. The Board has the option to vote to exceed the cap.

Treasurer's Report: Smith presented the month's total expenditures of \$12,795.94 from the Operating Account and \$1508.00 from the New Facilities Account.

Ryan stated the New Facilities Account expenses were the purchase and installation of more cameras for safety and security.

MOTION: To approve expenditures of \$12,795.94 from the Operating Account and \$1508.00 from the New Facilities Account and pay them in the usual manner. Smith moved, Kinsella seconded, Approved.

Management Report from UBI was presented. Board members examined the report and monthly checks. Ryan explained areas and reasons where OPL is over budget. Some programming costs were funded by grants, high energy costs due to maintenance of Main St Building, going forward janitorial services will be reported in a separate line item.

OPL fund balance will cover the over budget expenses. Kinsella explained the Fund Balance for new trustees. Kinsella noted that the revenue from Town of Vienna is included in city of Oneida revenue and should be listed separately. The Management Report also needs to include OPL payment to the Foundation. These items will be corrected. Kinsella requested that Ryan determine costs of upcoming future projects that will be funded from New Facilities Account. Any remaining funds should go to repay OPL Foundation loans.

Director's Report: Ryan reported the timeline from MEID Construction for Phase I of the Amphitheater and Flagpole project as August 1, 2023 – Sept. 1, 2023. Retirement Plan has been implemented. Paychex Flex will recommend by Nov. 2023 the amount of OPL matching funds. OPL Board will decide whether to give matching funds and the amounts. Ryan reminded the Board members of Trustee and Sexual Harassment training requirements. She will provide all Board members with the appropriate link. Ryan has received a quote from Helmer's Complete Tree and Landscaping service for redesigning the front and back landscaping. Project will start in coming weeks and will be paid for with funds from New Facility Account. Ryan reported that within the next month, handicapped access to the front door will be relocated.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: A meeting will be held this month regarding the portraits on the plaques.

Flag Committee: Wojciechowski will contact Chris Bishop and schedule a meeting of the committee. Ryan will contact MEID regarding specifics of MEID's responsibilities for the project.

OLD Business: Performance Evaluation: Kaiser reminded Board members to complete their performance evaluations for Director. Evaluation forms have been distributed. Rossi and Sprole

Oneida Public Library— Trustee Meeting Minutes

are exempt as they have just started their terms. Kaiser stated the Director evaluation be completed on an annual basis at the start of the fiscal year. Staff retirement plan, Amphitheater/Flagpole project and Landscaping concerns were addressed in the Director's report. Ryan reported that she continues to look for a contractor for the rain gutters. Kaiser read a listing of all OPL policies that have been updated within the year. Ryan stated that the internal controls policy needs revisiting. Kaiser reminded the Board needs to approve our procurement policy.

Discussion regarding specifics of payment to Paychex Flex for Retirement plan administration fees.

Motion: Paychex Flex administration fees to be included for review and approval with the other payroll administration fees.

Moved: Nichols. Second: Kinsella. Approved

New Business

Kaiser requested information from Ryan regarding staff compensation. A staff compensation committee consisting of Kaiser, Nichols and Wojciechowski was established to review and update staff compensation. Ryan will distribute the latest Employee Handbook to Board members for their review and input. The Board noted that OPL has a dedicated, knowledgeable, professional staff that is an integral part of the continued success of OPL in the community.

Announcements:

Everyone is looking forward to enjoying the Alyssa Trahan concert tonight.

Next Regular Meeting: Tuesday, August 29, 8:30 AM. Community Room.

Motion to Adjourn: Nichols moved; Kaiser seconded. Carried at 10:10 AM

Respectfully Submitted,
Katherine Wojciechowski, Secretary

Oneida Public Library— Trustee Meeting Minutes