

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, September 19, 2023

Call to Order: 8:34 AM by President Kaiser

Present: Ariel Bero, Mike Kaiser, John Nichols, Nicole Rossi, Michele Ryan, Brianna Sprole, Katherine Wojciechowski, Kathy Nichols

Excused: Rick Kinsella, Nicole Smith

Adopt Agenda: Motion to Adopt with addition of Letter from the Board of Elections to New Business: Nichols moved; Sprole seconded. Approved.

Opportunity for Public Comment: Kathy Nichols, representing Friends of The Library, commented that a member of the Friends will be attending future Bd. Meetings. OPL welcomes the participation of the Friends of the Oneida Library at meetings.

Approval of Minutes: Minutes of August 29, 2023, meeting. Motion to Accept with correction of the meeting date on the agenda to August 29, 2023: Nichols moved; Wojciechowski seconded. Approved.

President's Report: Kaiser reported the Foundation meeting is Wed. Sept. 20 5pm at OPL. Kaiser, Kinsella, Nichols and Smith to attend. Kaiser stated that he will be encouraging their continued generosity of financial support, giving suggestions on raising their profile through social media and ideas for a mission statement. Kaiser reported on the OPL participation at the recent Madison Historical Society Craft Days. OPL table saw less traffic than usual as overall attendance appeared less than previous years and there were no candy bars available for sale.

OPL Book Sale: Kathy Nichols reported that the Friends of The Library Book Sale was a huge success. 511 people came and purchased books. She suggested a set time frame each month be designated for book donations, making it easier to organize donations. Discussion regarding avenues for unsold books. It was noted that these volunteers are going above and beyond by transporting and storing the books at their homes for future book sales. Nichols shared future plans to apply for 504c(3) non-profit status, launch their own website, design a logo, and shared fundraising ideas. Friends are currently conducting a Crispy Crème donut fundraiser. Pick up date to coincide with OPL Pumpkin Glow event on Oct. 28. All trustees present and Director Ryan commented on the hard work, dedication and commitment this new Friends group has given to OPL. OPL is thankful and deeply appreciative of their efforts on behalf of our Library.

Treasurer's Report: Kaiser presented the month's total expenditures to date of \$7210.75 from the Operating Account. No expenditures from the New Facilities Account. Ryan added that there will be more expenditures for September pending. Those will be reported in next month's accounting.

MOTION: To approve expenditures of \$7210.75 from the Operating Account and pay them in the usual manner. Nichols moved, Rossi seconded, Approved.

Oneida Public Library— Trustee Meeting Minutes

Management Report from UBI was presented. Board members examined the report and monthly checks. Wojciechowski questioned the expenses for programming are almost at budgeted amount. Ryan explained that \$1000 of that was from grant monies. Programming monies are still available.

Director's Report: Ryan shared the August system wide Mid York Overdrive stats. Approximately 23,000 holds from LIBBY and 4,900 new users. Impressive numbers. Ryan added that magazine usage is low, but many are not aware that magazines are available virtually through LIBBY. OPL numbers for August remain steady.

Phase I of the Amphitheater Project is nearing completion. Kaiser inquired about the possibility of Fall events. Doesn't appear that it will be fully usable before winter. Ryan spoke with MEID regarding some pooling of water in the stage area. MEID and Ed Keplinger feel it should resolve itself. Sprole asked who would be responsible for the cost of repairs if needed. Ryan responded that MEID will cover those costs.

DAR is generously donating the flagpole and the flag. They will be invited to the flag raising event.

Ryan will get an estimate from Helmer Complete Tree and Landscaping for the cost of removal of landscaping on the front lawn and reseeded to grass. Landscaped areas around the front and sides of the building to remain. Wojciechowski will investigate replacing plants with native plant species which are easier to maintain.

Wojciechowski inquired as to the status of our garbage hauler. Ryan stated that Simchik, our previous garbage hauler, sold to Bliss Environmental Services, who now handles our weekly disposal and recycling.

Bero informed the Bd. that OPL has nominated itself for CLRC Library of the Year Award. Good Luck OPL. Two grants requiring no matching funds have been submitted and are pending. Megan Gillander has submitted a grant proposal to Madison Co. Youth Bureau for sensory centers. OPL will collaborate with Kelberman Center from Utica in this project. Ariel Bero has submitted a grant to the 1886 Benevolent Society to continue OPL popular chair yoga program.

Bero reported on upcoming fall programming. Gillander and Bero will have an outreach table at the Sept. 30 Oneida City fall festival. Pumpkin Glow is scheduled for Oct. 26. It was a huge success last year. An adult prom is set for Nov. 11 at the Kallet. Already 300 have registered. Family photo session is moving to November. Rossi added that the popular Halloween and Christmas Light events, in conjunction with the Recreation Center, will have the coloring contest at OPL this year. Bero stated that OPL is in planning stages with Oneida Police Dept. on the National Night Out, a community building event with law enforcement. This will most likely be held next summer.

Oneida Public Library— Trustee Meeting Minutes

Many thanks to the creative talents of all those staff and volunteers who are responsible for these varied, unique events that benefit the community.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: None

Old Business: Performance Evaluation: Kaiser is compiling the evaluations from Bd. members. Rain gutters: Ryan is waiting for an estimate from MEID. Amphitheater/flagpole project: addressed in Director's report. Staff compensation: Kaiser is working on developing charts reflecting salary and time off for full and part-time staff. Staff compensation committee will meet to finalize recommendations to Board for the October meeting. Discussion regarding salary increases. Landscaping: addressed in Director's report.

OPL policy updates:

MOTION To Approve New OPL Community and Meeting Room Policy and Procedures with the addendum of a maximum time to book ahead.

Nichols moved; Rossi seconded. Approved.

MOTION: To Approve Oneida Public Library Gift and Donation Policy and Procedures

Nichols moved; Sprole seconded. Approved

MOTION: To Approve Library Display Policy and Procedures pending inclusion of maximum insurance amount from insurer.

Wojciechowski moved; Kaiser seconded. Approved.

New Business: OPL has received a letter from Madison County Board of Elections requesting the use of the OPL Community room for the 2024 Early Voting Election cycle. Discussion regarding concerns and restrictions this will place on OPL services. Kaiser will meet with Election commissioners to get more specifics. Suggestion from Nichols to have Election commissioners tour OPL to determine if the Community Room can meet their requirements.

Executive session:

MOTION: To enter executive session to discuss Personnel. 9:50 AM. Sprole moved;

Wojciechowski seconded. Approved

MOTION: To leave executive session 10:10AM Sprole moved; Nichols seconded. Approved

Announcements:

Next Regular Meeting: Tuesday, October 31, 8:30 AM. Community Room.



Oneida Public Library— Trustee Meeting Minutes

Motion to Adjourn: Nichols moved; Wojciechowski seconded. Carried at 10:11 AM

Respectfully Submitted,

Katherine Wojciechowski, Secretary