

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, October 31, 2023

Call to Order: 8:30 AM by President Kaiser

Present: Ariel Bero, Mike Kaiser, Rick Kinsella, John Nichols, Michele Ryan, Katherine Wojciechowski, Sara Micciche

Excused: Nicole Rossi, Nicole Smith, Brianna Sprole

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

Opportunity for Public Comment: Sara Micciche, representing Friends of The Library, reported on the Friends of the Library participation at the Oneida City Trunk or Treat Event where the Friends distributed over 600 bags of candy. Our thanks to the Friends Group for their successful Crispy Crème Donut fundraiser. It was enjoyed by all.

Approval of Minutes: Minutes of September 19, 2023, meeting. Motion to Accept. Nichols moved; Kinsella seconded. Approved.

President's Report: Kaiser presented the recommendations from the Staff Compensation Committee. Two areas addressed were Salary Compensation for salaried employees and Paid Time Off (PTO) for all OPL employees.

Motion: To approve recommended increases in salary for full-time, salaried employees of OPL retroactive to July 1, 2023. Wojciechowski moved; Nichols seconded. Approved

MOTION: To approve the new OPL Paid Time Off Chart as an amendment to the OPL Employee Handbook. Nichols moved; Kinsella seconded. Approved

Treasurer's Report: Kaiser presented the month's total expenditures to date of \$17,741.70 from the Operating Account and \$29,773.00 from the New Facilities Account. Ryan reported that MEID has received the final payment for the Amphitheater project Phase 1.

MOTION: To approve expenditures of \$17,741.70 from the Operating Account and \$29,773.00 from the New Facilities Account and pay them in the usual manner. Wojciechowski moved, Kinsella seconded, Approved.

Management Report from UBI was presented. Board members examined the report and monthly checks. Ryan reported that her meeting with UBI went well and OPL budget is on track for this fiscal year.

Director's Report: Ryan reported the Communico app will be ready and in use as of January 2024. It will replace the current Google calendar. Communico will allow patrons to directly check room availabilities and book the rooms. OPL will continue to have oversight and final approval of all bookings to the Community and other OPL rooms.

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UBI is checking to see if OPL qualifies for Employee Retention Tax Credit funds.

Ryan reported on the recent Staff Safety Training held at OPL. Colleen Samura and Megan Gillander attended a safety training conference and presented to the rest of the OPL staff. Much of the focus was on de-escalation techniques. Discussion as to various strategies and actions to improve OPL safety for employees and patrons. Ryan will be meeting with representatives from ADT to assess improvements to our camera system and other suggestions to improve safety. Phase I of the Amphitheater Project is complete. Grant for Part II of the project has been submitted and we are waiting for approval. Flagpole has been delivered. MEID will install the flagpole when weather conditions are appropriate. Nichols requested the monthly Director's report be posted on the OPL website.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: Kaiser reported that Pat Albaugh submitted her report and all is on schedule for the Nov. 18th event. Plaques are being installed on Oct. 31.

Old Business: **Performance Evaluation:** Completed evaluations have been submitted to Ryan.

Rain gutters: Ryan reported that MEID has submitted bids for the rain gutters and for the landscaping. Landscaping work will be done in the spring. **Amphitheater/flagpole project:** addressed in Director's report. **Madison Co. Board of Elections Request:** Kaiser and Nichols reported on the information they received from the BOE. The feasibility of OPL Community room as a site for future Early Voting in Madison Co. and suggestions for alternative sites were discussed.

OPL policy updates: Discussion on computer usage, updating chrome books, and computer maintenance. Wojciechowski asked if staff has input to policy updates.

MOTION To Approve Updated OPL Computer Policy as written.

Nichols moved; Kinsella seconded. Approved.

MOTION: To Approve New OPL Program Policy as written.

Wojciechowski moved; Kaiser seconded. Approved.

Annual Audit Policy decision has been deferred. Clarification needed as to OPL's requirement for annual audit or annual review.

New Business: **2024 Allocation of Tax Levy:** Kinsella reported that Madison Co. has provided the necessary information. OPL is still waiting for a response from Oneida Co.

MidYork Employee Assistance Program (EAP) for Staff: Through Mid York, OPL staff can now receive services from Center for Family and Recovery (CFLR) EAP Program that offers mental health, and wellness assistance.

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Announcements:

CONGRATULATIONS TO THE AMAZING STAFF OF OPL FOR RECIVEING THE CLRC 2023 LIBRARY OF THE YEAR AWARD.

OPL was chosen from libraries, both public and private, in Oneida, Madison, Herkimer, and Onondaga counties. The OPL Board of Trustees is proud of our Library and our dedicated, professional, hardworking staff. Thank You for all you do for OPL and for the community.

Next Regular Meeting: November 28, 8:30 AM. Community Room.

Motion to Adjourn: Wojciechowski moved; Nichols seconded. Carried at 10:08 AM

Respectfully Submitted,

Katherine Wojciechowski, Secretary