

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, November 28, 2023

Call to Order: 8:34 AM by President Kaiser

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

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

Opportunity for Public Comment: Kathy Nichols, representing Friends of The Library, related details of the Friends of the Library upcoming gift-wrapping fundraiser to be held at OPL on Dec, 6th and 23rd. Nichols reported on the current Friends membership at 18 and growing. OPL is lucky to have such a vibrant, active Friends group.

Ryan presented and read a Thank You card to OPL from Mabel Smith expressing her regrets in not being able to attend the recent Pillars of the Library event and her sincere thanks and admiration to OPL for the service it performs for the community.

Approval of Minutes: Minutes of October 31, 2023, meeting. Motion to Accept. Kinsella moved; Nichols seconded. Approved.

President's Report: Kaiser reported on the Pillars of the Library Event. The Pillars Committee did an extraordinary job. Spole added that it was also a learning experience as we heard much about the history of Oneida and OPL. Speakers wove their information into moving stories about each honoree. The food from O'Connors was excellent. The piano music from Kim Nethaway added an elegance to the day. Ryan reported that all feedback she received was positive. Our sincere thanks to everyone who worked to make it an outstanding success.

Kaiser notified the Board of his intention to resign the OPL Board effective Jan. 1, 2024. Kaiser has done an outstanding job as President and his leadership will be missed. Kinsella suggested a committee be formed to search for prospective candidates to fill the position.

Treasurer's Report: Smith presented the month's total expenditures to date of \$10,442.25 from the Operating Account and \$7,937.00 from the New Facilities Account.

MOTION: To approve expenditures of \$10,442.25 from the Operating Account and \$7,937.00 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. Kinsella suggested the title for the utilities section in the expense section be changed to Operating Expenses. Kinsella recommended that the management letter for the 22-23 Auditor's Report include clarification that there is an interest only payment every December in addition to a June principal and interest payment schedule.

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Regarding the Tax Allocation, all required information has been submitted to City of Oneida, Oneida and Madison Counties. Kaiser thanked Smith and Kinsella for all their work. Sprole suggested using Google sheets for future recording and documentation.

Director's Report: Ryan reported annual audit information has been submitted and we are awaiting the draft. UBI has determined OPL is eligible for at least one quarter of the Employee Retention Tax Credit (ERC) minus PPP funds. OPL had a visit from the Mid York Director and DLD Construction liaison. Both were pleased with how OPL has utilized our grant monies. The new employee compensation has been updated and will begin with the Dec. pay period. Library numbers are excellent. Patrons have been reminded of magazine availability which has resulted in a substantial increase in magazine usage.

Discussion regarding requests to use OPL gallery, specifically what types of displays are appropriate. It was agreed that all must comply with terms in OPL policy.

Wojciechowski asked if ADT provided any suggestions to improve safety. Ryan responded that ADT will provide OPL with specifics and an estimate. Ryan needs to check the changes with Oneida Fire Dept.

OPL has been awarded a grant from the 1886 Benevolent Society to continue our chair yoga program. Congratulations and Thank You to Ariel Bero for writing and submitting that grant. Staff are continuing to work on future programming in relation to OPL Centennial year celebration.

Reports of Standing Committees: None

Reports of Special Committees: None

Old Business: Rain gutters: Ryan said we are expecting MEID to install soon. Landscaping: Some landscaping has been removed. The remainder of work to be completed in the spring. Flagpole project: Ryan reported that we are awaiting delivery of solar lights before the flagpole can be installed. Madison Co. Board of Elections Request: Agreed that BOE use of Community room for early voting does not meet both BOE requirements and OPL needs. Kaiser will formally contact BOE with our regrets. OPL policy updates: None at this time

New Business: None

Executive session:

MOTION: To enter executive session to discuss Personnel. 9:23 AM. Nichols moved; Wojciechowski seconded. Approved

MOTION: To leave executive session 10:05 AM. Kinsella moved; Wojciechowski seconded. Approved

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Announcements:

Next Regular Meeting: December 19, 2023 8:30 AM. Community Room.

Motion to Adjourn: Smith moved; Nichols seconded. Carried at 10:20 AM

Respectfully Submitted,

Katherine Wojciechowski, Secretary