Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Tuesday, December 19, 2023

Call to Order: 8:37 AM by John Nichols

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

Adopt Agenda: Motion to Adopt. Kinsela moved with an addition to New Business of updating State Comptroller’s Office online services enrollment; Wojciechowski seconded. Approved.

Opportunity for Public Comment: None

Approval of Minutes: Minutes of November 28, 2023 meeting. Wojciechowski pointed out a typo in spelling of the word Counties. Motion to Accept with corrected spelling of “Counties”. Wojciechowski moved; Kaiser seconded. Approved.

President’s Report: MOTION: To accept, with regret, the resignation of Mike Kaiser from Oneida Public Library Board of Trustees effective Dec. 31, 2023. Nichols moved; Kaiser seconded. Approved.

Ryan stated it was an absolute pleasure working with Kaiser. He brought knowledge, kindness and enthusiasm to the board. The Board expresses its heartfelt Thanks to Kaiser for all his work. He will be missed. Kaiser responded that he would remain active as a member of the Friends group and the Library Foundation.

Nichols will serve as Acting President until July reorganizational meeting.

A committee consisting of Nichols, Ryan and chaired by Rossi was formed to find a new Board member and an Acting Vice-President. Kaiser provided a list of possible candidates.

Treasurer’s Report: Smith presented the month’s total expenditures to date of $12,153.36 from the Operating Account and $3,750.00 from the New Facilities Account.

MOTION: To Approve expenditures of $12,153.36 from the Operating Account and $3,750.00 from the New Facilities Account and pay them in the usual manner. Smith moved; Sprole seconded. Approved.

Smith stated that NBT bank records need updating naming John Nichols as acting president.

Management Report from UBI was presented. Board members examined the report and monthly checks. Ryan reported that the budget is on track for this fiscal year. Per Ryan’s request, UBI has restored the inclusion of the budget numbers by class and % of budget. Kinsella asked if the Madison County income line included Oneida Indian Nation (OIN) payments. Ryan responded that OIN payment is included in Other Income category. Kaiser asked if National Grid budget payment option is available to OPL. Ryan will check on that.

Tax Allocation process is complete.
**Director’s Report:** Utilization – Circulation numbers decreased slightly in November. Ryan attributed this to Veterans and Thanksgiving holidays when OPL was closed. Attendance in OPL programs has seen a significant increase thanks to quality and variety of programing that staff has created.

MEID has installed the new gutters. They look great and appear to be working. Flagpole has been installed. Awaiting the arrival of flags. Ryan and Kinsella suggested an official flag raising event in April to coincide with the 100-year Birthday of OPL.

2023 Audit is complete.

MOTION: To accept, as presented, the 2023 Independent Auditor’s Report from Cuomo Winters and Schmidt, CPAs. Kinsella Moved; Smith seconded. Approved.

Ryan reported receiving a memo from the State Comptroller’s office requesting submissions of year End Audit Management Reports from 2017 through 2023. Smith and Ryan are working on this lengthy report and will complete it within the State required time frame. This is typical paperwork required of all local governments.

Ryan presented numbers for the proposed 2024-2025 OPL Budget. Discussion regarding different % increases and impacts on OPL operations and programs. Ryan presented a timeline for Budget Vote and Trustees Election.

MOTION: To establish the date for the 2024-2025 Budget Vote and Election of OPL Trustees as March 5, 2024. Kinsella Moved; Sprole seconded. Approved.

Ryna reported receiving an estimate from ADT for upgrades to OPL safety systems. Discussion as to types and costs of upgrades. Ryan reported any grant monies would not be available for many years. Kinsella suggested Ryan add the increased costs into the proposed budget and recalculate the budget % increase.

OPL has been awarded a grant from CNY Arts for a series of summer concerts at our Amphitheater. These include; A Children’s Summer Theater directed by Matt Pelicano, concerts by local artists Matt Chase, “Filled to the Brim Band”, Haudenosaunee dancers, and a concert with Alyssa Trahan and her band. Congratulations and Thank You to Ariel Bero who wrote and submitted the grant. OPL Board is very excited about bringing these talented and popular performing artists to our community.

Ryan reported staff is planning an event for the April 8, 2024 solar eclipse.

OPL is working with Mid-York to have Communico app ready in January. Bero will be providing training for patrons. Staff is working to RFID tag all materials in the Local History Room

Ryna presented a letter she sent to Madison County Board of Supervisors thanking them for their continued financial support of Madison County Libraries in their 2024-2025 Budget. She suggested a letter from the OPL Board also be sent.
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MOTION: To appoint Rick Kinsella as a substitute member from the OPL Board of Trustees at future OPL Foundation meetings with all the duties, responsibilities, and privileges. Nichols moved; Rossi seconded. Approved

**Reports of Special Committees:** None

**Old Business:** Rain Gutters and Flagpole: addressed in Director’s report. Landscaping: Wojciechowski reported contacting 2 experts in native plants to assist with spring landscaping. **OPL policy updates:** Discussion regarding 3 policy updates.

MOTION: To Approve updated Inclement Weather Policy as written. Nichols Moved; Kaiser seconded. Approved.

MOTION: To Approve updated Vulnerable Adult Policy with the addition of “emotionally” challenged. Nichols Moved; Smith seconded. Approved.

MOTION: To Approve updated Computer Use Policy as written. Sprole Moved; Rossi seconded. Approved.

**New Business:** State Comptroller’s office needs the online services enrollment updated to include John Nichols as acting OPL Board President.

**Announcements:**

Special meeting to approve Budget: Thursday, January 4, 2024 8:30 AM. Community Room

Next Regular Meeting: January 30, 2024 8:30 AM. Community Room.

**Motion to Adjourn:** Wojciechowski moved; Kaiser seconded. Carried at 10:00 AM

Respectfully Submitted,

Katherine Wojciechowski, Secretary