

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, January 30, 2024

Call to Order: 8:33 AM by Acting President John Nichols

Present: Ariel Bero, Rick Kinsella, John Nichols, Nicole Rossi, Michele Ryan, Nicole Smith, Brianna Spole, Katherine Wojciechowski, Sara Micciche, Dennis McDermott

Adopt Agenda: Motion to Adopt. Nichols added setting the date of OPL Budget hearing/Candidate night, postings of legal notices, and appointment of Acting OPL Vice President to New Business. Wojciechowski moved; Rossi seconded. Approved.

Opportunity for Public Comment: None

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

Minutes of January 4, 2024 Special Meeting to Approve the Budget. Motion to Accept with an amendment to reflect that the Resolution to exceed the tax cap was carried by a 2/3 majority. Nichols moved; Kinsella seconded. Approved.

President's Report: Nichols stated that signed petitions for Board candidates must be to the Library District Clerk by 4 pm. February 2, 2024. Absentee Ballot applications are available at the OPL front desk and on the OPL website.

Treasurer's Report: Smith presented the month's total expenditures to date of \$13,172.21 from the Operating Account. No expenditures to date from the New Facilities Account.

MOTION: To Approve expenditures of \$13,172.21 from the Operating Account and pay them in the usual manner. Kinsella moved; Rossi seconded. Approved.

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. Wojciechowski questioned an overdue accounts receivable amount of \$4,500 from State of NY. Ryan stated that this is hold back construction monies from the State that will be returned to OPL.

Director's Report: Utilization : Ryan proposed adjustments to the OPL hours to better accommodate patron and staff needs. Ryan stated that Saturdays are very busy, while Friday afternoons have fewer patrons. Ryan will check the Footfall numbers for patron utilization, gather staff input, and bring specific recommendations to the Board at the February meeting.

The new Children's Library cards commemorating the OPL centennial are ready and will be distributed. Adult cards will be available soon. Ryan noted the addition of the new wall art mural (books in the shape of wings) in the Children's section. Both Rossi and Wojciechowski commented on how appealing and attractive the mural is. Gillander, youth services coordinator, reported to Ryan that many are already taking photos in front of the mural.

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Staff evaluations for clerks are complete. Administrative staff evaluations are pending.

Numbers of patrons using technology continues to expand. This includes audio books and magazines available in digital format. Public computer and WIFI usage are increasing.

Bero reported that Gillander has planned a full schedule of programming for the February school holiday. In addition to regular events, programs include a Bluey party, Barbie Movie and Cosplay, and a Teen Lock In night.

Reports of Standing Committees:

OPL Foundation: Discussion concerning repayment of Oneida Foundation Loan.

MOTION: To pay in full, from the monies in the New Facility Account, the remaining loan payment of \$79,186.63 to the Oneida Library Foundation. Kinsella moved; Sprole seconded. Approved.

Kinsella reported that the Foundation voted to increase, for the '24-25 fiscal year, the amount they contribute to the Library Annual Operating Expenses. We thank the Foundation for their continued support.

Eileen Kinsella has made the difficult decision to resign as president of the Oneida Library Foundation. We are very thankful and grateful to Eileen for her many years of distinguished service to the Community. Eileen was both President of the OPL Bd. of Trustees and President of the Foundation. Her dedication and commitment to OPL is outstanding. We wish her well in her future.

Friends of the Library: Sara Micciche reported on the Friends generous donation to OPL for the cost of the Movie Lease and microfilm. Books for the Sept. Book sale are being collected. Micciche has kindly volunteered use of her basement to store the books. Friends will be holding sorting parties to organize the donations. They will advertise using social media to promote the Book Sale. Christmas wrapping fundraiser was a success. Plans to reevaluate for times and dates next year. Friends are sponsoring a book folding craft class on Feb. 17th. Their plans are to hold future programs inclusive of all age groups and abilities. The paperwork requesting the Friends 504 (c)(3) non-profit status has been filed and is pending. Ryan and Sprole expressed their thanks and appreciation for all the exceptional work and support from the Friends of the Library to OPL.

Ad Hoc Committee: Candidates for Board seats have been identified and are in the process of petitioning.

Pillars of Library: dormant until further need.

Old Business: **Landscaping:** No updates

Policy updates: Discussion regarding 2 policy updates.

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MOTION: To Approve amendment to the Patron Code of Conduct as written. Nichols moved; Sprole seconded. Approved.

MOTION: To Approve the new Political Activity by Library Representatives Policy as written. Kinsella moved; Rossi seconded. Approved.

New Business:

Locations and dates for postings of legal notices for upcoming Budget vote discussed and assigned to Board members.

Time and date for the Public Budget Hearing and Meet the Candidates Night is set for Tuesday February 27, 2024 @ 7PM in OPL Community room.

MOTION: To appoint Brianna Sprole as Acting OPL Board of Trustees Vice- President. Nichols moved; Kinsella seconded. Carried

Announcements:

Next Regular Meeting: February 27, 2024 5:00 P.M. OPL Community Room.

Public Budget Hearing and Meet the Candidates Night: February 27, 2024 7:00 P.M. OPL Community Room

Motion to Adjourn: Kinsella moved; Smith seconded. Carried at 9:56 AM

Respectfully Submitted,

Katherine Wojciechowski, Secretary