

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Wednesday, January 11, 2021

Call to Order: 9:07 AM by President Kinsella

Present: Brad Adams, Katherine Wojciechowski, Patricia Albaugh, Mike Kaiser, Rick Kinsella, Lillian White, Michele Ryan, Robert Sporing

Adopt Agenda: Addition: Cleaning Service Contract discussion. Moved, Kaiser. Second, Wojciechowski. Carried.

Opportunity for Public Comment: No Comment.

Approval of Minutes: Minutes of December 9, 2020 meeting. White moved, Wojciechowski seconded. Approved.

Reports of Officers/Staff:

President's Report: Kinsella reported that he sent Final Form E information to all municipalities. No response has been received. USDA notified that original interest rate is still in effect. Town of Verona and City of Oneida continue to retain and parce tax monies that should be sent to OPL within 30 days of date tax monies are due, contrary to what is stated in the legislation that established the OPL. CBRE has been contracted to handle the sale of the legacy building. They are creating a marketing plan for a 6-month period, at a 6% commission rate. The building will be offered at the appraised value.

Treasurer's Report: Treasurer Brad Adams went over reports. Adams discussed tax monies from the Towns and City, reviewing what has been received and what is outstanding. All expenses were examined and explained. Adams presented a detailed report of all monies in all accounts. Expenses and Income are satisfactorily in line and on target at this stage in the year. He presented the monthly expenditures: Operating Account: \$4,410.24 . Capital Projects Account: \$ New Building Account: No Transactions. New Facility Evaluation Account: \$141,430.41.

Recommendation that expenditures be approved and paid in the usual manner. Moved by Adams, seconded Adams. Carried.

The annual audit will be completed in February.

Director's Report: Ryan reported on moving activities, setting up, construction grant completion. Parking lot total is covered, as well as circulation desk, and NYSERDA grant for charging stations. Sporing reported on inspection by Ram Tech and Spencer Electric. Some small items were discussed, but overall approval was given. Discussion continues with Spencer Electric regarding placement of lights on monument signs. Some circulation materials may be delayed because of COVID restrictions in Oneida County. Bookings for facilities in building are being kept to a minimum due to COVID. We continue to be in Phase 3 as far as COVID regulations. Majority of MidYork libraries are doing curbside services. Curbside services have begun. As of Monday, January 18, OPL will be open for browsing service for limited groups. Major donor

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tours will be available week of January 25th...email will be sent to allow donors to sign up for tours. Small building issues were discussed, such as touch-up paint, grout cleaning, etc.

Reports of Standing Committees: None

Reports of Special Committees:

Unfinished Business:

Election Calendar Guidelines: Discussion and action:

BUDGET: Draft budget was discussed. Suggested increase of \$6,910 is included.

MOTION: To adopt the proposed 2021-2022 Operating Budget of \$450,407.00.

Moved by Kaiser, seconded by White. Carried.

Regarding the Library Construction portion:

MOTION: To levy the current amount for the Library Construction. Moved Adams, Seconded, Kaiser. Carried.

RESOLVED: To hereby confirm the existence of a vacancy for a 5-year Board of Trustees term, to begin July 1, 2021. Resolved by Wojciechowski, Seconded by Kinsella. Carried.

RESOLVED: That the Annual Budget Vote and Election of One (1) Trustee shall occur on March 2, 2021. Resolved by Adams, Seconded by White. Carried.

RESOLVED: That an official election chairperson and up to four election inspectors shall be hired for said Election, at the rate of compensation currently mandated by the Madison County Board of Elections. Resolved by White, Seconded by Albaugh. Carried.

MOTION: To name Secretary of Board of Trustees as Clerk of the District for purposes of the Annual Budget Vote and Election of Trustees. Moved by Wojciechowski, Seconded by Kaiser. Carried.

Assignments were given regarding posting of legal notices of the Budget Vote and Election in three public places in each of the six municipalities.

The Budget Hearing and Candidate's Night was set for Tuesday, February 23, 2021, at 7:00 PM.

Cleaning service bids discussion: bids from three companies were received for the regular cleaning of the building.

MOTION: To select Mama Bird's Nest Cleaning firm, based on description and low bid.

Moved by Albaugh, Second by White. Carried.

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Announcements: Next Regular Meeting Date: February 23, 2021, 5:00 PM.

Motion to adjourn: Wojciechowski moved, Kaiser seconded. Carried. Meeting adjourned at 11:00 AM.

Respectfully Submitted,

Patricia K. Albaugh, Secretary
