

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Monday, April 26, 2021

Call to Order: 9:00 AM by President Kinsella

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

Adopt Agenda: Moved, Kaiser. Second, Taylor. Carried.

Opportunity for Public Comment: No Comment.

Approval of Minutes: Minutes of March 15, 2021 meeting. Wojciechowski moved, Taylor seconded. Approved.

Universal Bookkeeping Company will now handle bookkeeping for OPL. Justin Miller of Universal gave a presentation via Zoom. Miller reported on the first two weeks of working on OPL financials. Goal is to have financials “audit-ready”. Will condense and make accounts more efficient. Miller is a former Treasurer of the New York Mills Library. After Miller’s presentation, questions and input were given by Board. Treasurer Adams expressed approval with the March 31 report format, as did Taylor, Ryan and others.

Reports of Officers/Staff:

President’s Report: Construction financial issues have been wrapped up with the City. Regarding the repayment of USDA loan and annual tax levy, the following procedure has been put in place:

1. The City Comptroller will communicate to OPL the amount of tax to be levied for the coming year for Capital improvements (included in the following Jan/Feb tax bill) in April based on the USDA amortization schedule.
2. The OPL Treasurer will calculate the apportioned levy for each municipality based on the formula established by OPL Special Legislative District Law and provide that information to the municipalities by December 1st.
3. The municipalities will collect the library tax in the usual fashion. The municipalities will turn over the portion of tax collected for Capital Improvements (the USDA bond payments 6 month interest payment and 12 month interest and principal) directly over to the City of Oneida Comptroller.
4. The portion of the tax collected by the municipalities for the OPL annual operating budget will be sent to the OPL . The City of Oneida will pay the entire amount for the annual operating budget levied following their second City Council meeting in March. (The City will also forward any payment mistakenly sent to it by the Towns which was to pay the operating budget portion of the library tax they collected.)

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5. There is no change in the procedure for communicating the apportionment of the annual operating tax (in December) and the estimated tax levy to finance the operating budget and the capital improvements (USDA Bond payments) for the following year by February 1st.

Some construction issues remain, regarding landscaping, etc. Ryan will contact Julia Marshall, Architect, for clarification. Marshall is coming to OPL on May 4 for final walkthrough for punchlist items...trustees are welcome to attend.

Treasurer's Report:

MOTION: To approve the March expenditures of \$32,038.24. Albaugh moved, Wojciechowski seconded. Carried. \$19,766.32 is the total for April bills. Spencer Electric bill was for back door card-reading mechanism. Cleaning service bills reflect two months, due to timing of meetings.

MOTION: To approve April bills in usual manner. Adams moved, Taylor seconded. Approved.

Director's Report: Ryan reported on restructuring of OPL staff...chart attached. Asst. Director Rob Sporing has resigned and taken a position at MidYork. Ryan has advertised for an OPL Librarian full-time position.

Board members issued the following unanimous statement regarding Sporing's tenure at OPL: Rob was an excellent asset to the OPL and did a stellar job assisting in completion of the building project, working with the USDA, handling the finalization and installation of donor recognition signage, and overall troubleshooting as loose ends were tied. The Board thanks Rob for his work and wishes him well in his new endeavors.

Ryan reported that the OPL Friends of the Library group has officially dissolved. Many members have expressed interest in volunteering for various events and will be contacted as needed. The group will purchase a bench with their remaining funds. A new sound system has been purchased. The system is portable and suitable for use at outdoor OPL events.

Stats are improving and are good. Programs continue to be added, such as two different yoga groups, a poetry open mic event, a new spring art exhibit which will be staged May 1, and several book clubs.

The OPL is now operating at 50% capacity under COVID-19 regulations.

MOTION: To enter Executive Session to discuss sale of Legacy building. Moved Wojciechowski. Seconded White. 11:02 AM.

MOTION: To withdraw from Executive Session. Moved White, Seconded Kaiser. Carried. 11:30 AM.

Reports of Standing Committees: None

Reports of Special Committees: None

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Unfinished Business: None

Announcements: Next Regular Meeting Date: Wednesday, May 26, 2021, 9:00 AM.

Motion to adjourn: White moved, Kaiser seconded. Carried. Meeting adjourned at 11:45 AM.

Respectfully Submitted,

Patricia K. Albaugh, Secretary
