

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Tuesday, February 23, 2021

Call to Order: 5:06 PM by President Kinsella

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

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

Opportunity for Public Comment: No Comment.

Approval of Minutes: Minutes of January 11, 2021 meeting. Kaiser moved, Taylor seconded. Approved.

Reports of Officers/Staff:

President's Report: Kinsella reported that according to Chapter 389 of the Laws of NY Emergency Response bill, due to Covid, taxes may be delayed by up to 120 days. Installments may be made. Local ordinance must be passed in order to initiate this action. No information as to what municipalities might be taking advantage of the law. City appears to be preparing to close on our USDA loan by mid-March, according to Alan Gregory, our USDA liason. Regarding the Legacy sale: no interest so far, according to realtor CBRE.

Treasurer's Report: Director Ryan went over reports. All expenses were examined and explained. Ryan 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. Kinsella presented the monthly expenditures: Operating Account: \$27,460.75 . Capital Projects Account: \$31,884.28. New Facility Account: \$10,660.10. New Facility Evaluation Account: No transactions.

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

Director's Report: Ryan reported that a new bookkeeper has been hired, Michele Meyers. Library Statistics are very low due to limited services. Programming has begun on small scale, will increase with time. OPL is eligible for PPP, Ryan is pursuing it, working with NBT bank. Tutoring rooms are open and being booked. Gutters are needed for roof edges...Spring will work on this.

Reports of Standing Committees: None

Reports of Special Committees:

Unfinished Business: Tours Report: Albaugh reported that several building tours have been conducted for major donors. MidYork Director tours are now being offered, and patron tours are being conducted by Friends of the Library members.

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Petty Cash Policy: Spring suggested approving the draft Petty Cash Policy as presented. (Attached)

MOTION: To approve the proposed Petty Cash Policy as presented. Moved Albaugh. Seconded White. Carried.

MOTION: To set balance of \$150 for Petty Cash. Moved Wojo, Seconded Kaiser. Carried.

MOTION: To set Change Fund balance of \$65. Moved Kaiser, Seconded Taylor. Carried.

FINAL Form E Modifications: Spring reported that City and Municipalities will close on USDA loan. A new account, Secure Bank Account, SBA, will be opened under the names of USDA and OPL, and all construction bills will be paid from it. We need to zero out lines on the Form E by official motions.

MOTION: To extend contract of Holmes, Kalquist and King to \$2,150. MOVE: Wojo, seconded, Taylor. Carried.

MOTION: To modify the Builder's Risk line to \$6,525, moving \$10 to Contingency. Move: Kaiser, seconded Taylor. Carried.

MOTION: To modify the Construction Administration to \$70,060. Move: White. Seconded Kaiser. Carried.

MOTION: To modify the NTE Bid Through Construction to \$24,742.42, moving \$15,257.58 to Contingency. Move: Kaiser, Seconded Wojo. Carried.

MOTION: To modify the Special Inspection line to \$13,377.96, moving \$8757.04 to Contingency. Move: Albaugh, Seconded Kaiser. Carried.

Announcements: Next Regular Meeting Date: March 15, 2021, 9:00 AM.

Motion to adjourn: White moved, Kaiser seconded. Carried. Meeting adjourned at 6:45 PM.

Respectfully Submitted,

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Patricia K. Albaugh, Secretary
