

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Monday, March 15, 2021

Call to Order: 9:04 AM 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, White. Second, Wojciechowski. Carried.

Opportunity for Public Comment: No Comment.

Approval of Minutes: Minutes of February 23, 2021 meeting. Wojciechowski moved, Kaiser seconded. Approved.

Reports of Officers/Staff:

President’s Report: Discussion regarding gifts and donations to OPL, memorials, and recognition.etc Ad Hoc Committee was formed to study this: Kinsella, Albaugh and Ryan.

Regarding closing on USDA loan: March 26 is deadline. Kinsella reports that everything is lining up to make this deadline. Orrick Counsel Tom Meyers is working (as our Bond Counsel) to make this happen. City will reimburse OPL for \$85,000 paid toward bond last August. Will be placed in New Facility Fund.

Legacy Sale: Signs are up, advertising is being done, no action so far, per CBRE, real estate agent. Adams suggested asking for a brochure to be circulated by Board members, etc.

Treasurer’s Report: Treasurer’s Report deferred and report to follow, as bookkeeper materials were not ready. (Attached) Discussion regarding correcting and streamlining accounting practices.

MOTION: To adopt proposal to hire Universal Bookkeeper firm to perform accounting duties for a 15 month contract to encompass the remainder of the 2021 fiscal year and 2021-2022 fiscal year, pending approval of auditing firm Cuomo and Schmidt. Moved: Wojciechowski
Seconded: White. Carried.

Director’s Report: Ryan met with Madison County Health Department regarding best practices on Covid-19 procedure. Will continue doing temperature checks. Library employees now classified as front-line workers, so eligible for vaccine.

Programs have begun! Story hours, book clubs, yoga are being held in person and virtually. We are still at 50% capacity. Burglar alarm and security camera installation has begun, “people counter” will be installed. Tele-med services are available at OPL. Three Chromebooks and stools soon coming for the Cyber Cafe in the lobby. Two new employees have been added, so staff is complete. Discussions regarding OPL as a stop on the Madison County Transit route are proceeding. Sporing has talked with Julia regarding rain and snow falling near entrances...she is working on a remedy.

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Reports of Standing Committees: None

Reports of Special Committees:

Unfinished Business: PPP Loan has been accepted and received for payroll issues due to Covid-19. \$47,500 will be used for these purposes. Funds will be placed in Savings Account for security and transferred as needed.

Recent donations should be acknowledged by Board of Trustees. Discussion regarding a meeting with reps from Board and staff with family to determine how the funds should be applied.

Suggestion for purchase of double oven and refrigerator for catering kitchen

Bottle and can deposits still available to benefit OPL at Northside Depository.

Landscape concerns...major cleanup...volunteer effort? Discussion with Lowe's regarding help with landscaping may be scheduled.

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

Motion to adjourn: Kaiser moved, White seconded. Carried. Meeting adjourned at 10:50 AM.

Respectfully Submitted,

Patricia K. Albaugh, Secretary
