

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Monday, August 23, 2021

Call to Order: 9:00 AM by President Kinsella

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

Adopt Agenda: Wojciechowski moved, Kaiser seconded. Carried.

Opportunity for Public Comment: No Comment.

Approval of Minutes: Minutes of July 26, 2021 meeting. Taylor moved, White seconded. Approved.

Reports of Officers/Staff:

President's Report: Performance Evaluation discussion. Kinsella collected Board's completed form and compiled. He proposes that he, White and Albaugh meet with Ryan to go over the compilation and comments. There is nothing new to report regarding interest in the Legacy building. Kinsella continues to communicate with realtor.

Treasurer's Report:

Treasurer Adams presented the amended Management Report for the period July 1, 2020-June 30, 2021. Changes discussed at the last meeting have been satisfactorily incorporated.

MOTION: To accept amended report. Adams moved, Taylor seconded. Carried.

Adams presented the Management Report for the period ending July 31, 2021. Discussion involving Memorial Gift Donations. Firm policy will be discussed at Planning Meeting. Adams led a discussion regarding status of the OPL bank accounts. Adams also reiterated the suggestion of switching the OPL credit card to an Amazon-issued card to take advantage of cash-back and other benefits. Ryan wishes to add an Amazon card and keep the current National Bank of Omaha card.

MOTION: To direct Ryan to open an Amazon Business Account with the most advantageous terms and appropriate credit card. Adams moved, Kaiser seconded. Carried.

John Markert from Cuomo, Winters & Schmidt, CPAs, PPLC continues to work on the 2020-2021 Audit. This should have been finished by now. Adams will speak to him about the delay.

Discussion of the August expenditures. Adams pointed out differences in price of gas and electricity between National Grid and alternate carriers. It was suggested to switch carriers to National Grid.

MOTION: To approve the expenditures from the Operating Account \$15,304.60. in the usual manner. Moved Adams, Second Wojciechowski. Approved.

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Director's Report: Ryan and Wilbur discussed the different statistic-gathering tools the OPL is using to analyze patron usage both in person and online. Footfall, a people counting program, provides many different statistics. Constant Contact is also being used, which provides many email-use statistics. Facebook provides much feedback data and countless opportunities for information dissemination, as well as Instagram, etc. Wish List: Categories have been established, information is now available to the public to become Wish Granters. Ryan mentioned there are many requests for Ancestry.com...\$50 per month is the cost of an OPL account. Programs have been continuing and new ones will be started. Wellness Program coming up. New books and DVDs are flying off the shelves. Ryan discussed fund availability for desired items, including oven, flagpole purchase and installation, 3-D printer options. Grant application for amphitheater has been submitted. Dead trees have been removed. Continued discussion regarding policy for sharing security camera footage. Policy must be established. Kinsella suggested examining the Midyork policy and take it from there.

Reports of Standing Committees: None

Anniversary Celebration Event Report: Albaugh reported that plans continue to move along for the October 2 event.

Unfinished Business: Final Form E Modifications: still pending, will need Board resolution to resolve.

New Business:

Announcements: Planning Session to be held following this meeting.

Next Regular Meeting Date: September 27, 2021, 9:00 AM.

Motion to adjourn: Taylor moved, Kaiser seconded. Carried. Meeting adjourned at 11:13 AM.

Respectfully Submitted,

Patricia K. Albaugh, Secretary
