

# Oneida Public Library– Trustee Meeting Minutes

**Meeting Date:** Monday, September 27, 2021

**Call to Order:** 9:07 AM by President Kinsella

**Present:** Rick Kinsella, Brad Adams, Lillian White, Katherine Wojciechowski, Patricia Albaugh, Mike Kaiser, Gary Taylor, Michele Ryan via Zoom, Ariel Wilber, Justin Miller from Universal Bookkeeper, Mark Strong from Cuomo, Winters & Schmidt, CPAs PPLC; (Miller and Strong via Zoom).

**Adopt Agenda:** Taylor moved, Wojciechowski seconded. Carried.

**Opportunity for Public Comment:** No Comment.

**Approval of Minutes:** Minutes of August 23, 2021 meeting. Kaiser moved, Taylor seconded. Approved.

## **Reports of Officers/Staff:**

**President's Report:** A successful meeting was held with Director Ryan, Kinsella and Albaugh to complete the Director Evaluation Process. There is some interest regarding the Legacy building. Kinsella continues to communicate with realtor. Architect Julia Marshall was on site, very happy with project and interested in feedback from public. Kinsella discussed drip-edge problem over entrance with her. It will be discussed and rectified. Landscaper has been onsite and will work on unfinished items.

## **Treasurer's Report:**

Justin Miller from Universal Bookkeeper discussed the Audit...he has been in constant contact with Mark Strong of Cuomo, Winters & Schmidt.

Miller and Adams led a discussion of the Management Report for the period ending August 31, 2021, clarifying and making suggestions for further ease of comprehension and management. Miller suggested sending monthly ledger entries and bank reconciliations to Director and entire Board, as an additional check. Adams asked if the same report could be available for the Petty Cash account; Miller affirmed and will include. Miller reported that OPL administration has been extremely diligent and cooperative regarding flow of information to the firm.

Adams presented the September expenses with the following totals: Operating Account: \$27,558.58 New Facility Account: \$28,717.40.

Amazon credit card has been set up and is in use, according to Ryan. It is an American Express card.

Mark Strong joined the meeting to report that John Markert from Cuomo, Winters & Schmidt, CPAs, PPLC will have a draft of the 2019-2020 audit ready by noon today. (September 27.)

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Strong said the Board will have the draft this week. Strong will now be the contact person for the OPL audit.

**Director's Report:** Wilbur reported on successful programs such as Disney Trivia Night, the Hop Fest talks, etc. Discussion regarding parking for next year's Craft Days. Successful Art Gallery reception, over 100 people. Author visit was well received. Roof leaking problem being worked on and mitigated. Grants received: 2021 Grant for the RFID project has been approved. \$56,790 project...awarded \$32,597. Matching funds will be \$24,193. NYS Construction Grant has been approved by MidYork and is pending NYS Dept. of Education approval. Taylor complimented Ryan on grant-writing and receiving skill! Board agreed!

**Reports of Standing Committees:** None

**Anniversary Celebration Event Report:** Albaugh reported that plans are in place for the October 2 event. A full schedule will be published this week.

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

Realty Company contract must be renewed. Price has been reduced to \$275,000.

MOTION: To renew contract with CBRE until March. Moved Adams, seconded Taylor. Approved.

**New Business:**

**Announcements:**

Next Regular Meeting Date: October 25, 2021, 9:00 AM.

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

Respectfully Submitted,

Patricia K. Albaugh, Secretary

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