

Oneida Public Library– Trustee Meeting Minutes

Meeting Date: Tuesday November 30, 2021

Call to Order: 11:01 AM by President Kinsella

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

Adopt Agenda: Motion to Adopt : Kaiser moved, White seconded. Approved.

Opportunity for Public Comment: One member of the public was welcomed.

Approval of Minutes: Minutes of October 25, 2021 meeting. Motion to Accept: Taylor Second: Adams Approved.

Reports of Officers/Staff:

President's Report: Update on status of PPE Loan –Notification has been received from the Federal government that the loan has been officially forgiven.

No actions this month regarding sale of legacy building. Kinsella has discussed status with CBRE agent, agent feels price is reasonable and should remain as is for the moment.

Status regarding final expenses and sign offs for new building. Ed Keplinger, Julia Marshall, Central Paving, Kinsella and Ryan have been having discussions regarding cracks in concrete in sidewalks, plantings that have not survived. Full payment still being withheld due to these issues.

Treasurer's Report: Brad Adams discussed selected bills and asked Ryan for clarification, which she provided. Expenses and Income are satisfactorily in line and on target at this stage in the year.

November expenditures: Operating account: \$18,344.46 New Facility acct: \$1799.

Motion to accept November expenditures to be paid in the usual manner. Adams moved, Taylor second, Approved.

Discussed Management Report: Wojciechowski questioned the increase in Janitorial Expenses line. Ryan explained that the cleaning services and supplies line have been combined for streamlining. White suggested making that change in the Budget line as well. Ryan agreed to make the change.

Management Report was accepted.

Adams presented OPL Apportionment for 2022, broken down by municipalities.

Adams presented and discussed a proposed Amortization Schedule for the construction loan from 2022 to 2050. The schedule includes two interest payments (June and December) and one principal payment in December.

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MOTION: To approve the proposed Amoritization Schedule. Adams moved, Kaiser seconded. Approved.

Kinsella directed Adams to convey the information and schedule to the City.

Adams reported that his house has been sold and he will be moving out of the area. Therefore he will resign his post on the OPL Board as of December 1, 2021.

President Kinsella entertained a motion to accept Adams's imminent resignation and appoint Nicole Smith, Oneida resident and local bank employee, to fill Adams's position as Board Treasurer.

MOTION: To accept Brad Adams's resignation from the Board with regret, and to direct Kinsella to appoint Nicole Smith to fill Adams's position as Board Treasurer. Moved Kaiser, seconded Wojciechowski. Carried.

Kinsella praised Adams for his work on the Board over the past several years, and noted that he will be sorely missed.

Director's Report: Ryan reported on a conflict with a locally produced book, Soldiers and Sailors from Madison County who Died While Serving in World War I, authored by Madison County Historian Matthew Urtz, with major input from former OPL Asst. Director Tom Murray. The recent release of a similar county-produced book precludes the planned sales of the book. It was decided to hold presentations on the topic of the World War I casualties and make the books available for donations. Ryan explained a CLRC grant to purchase and maintain a Remote Locker system to install in the Sylvan Beach Senior Housing complex. This would enable easy access of the housing complex residents and users to MidYork books. The Remote Locker would be maintained by the OPL. The grant has been completed and submitted: word should be received by January. Ryan discussed amendments to Patron Code of Conduct to add no Marijuana and Vaping to the no use of Tobacco products line, and added No illegal activity as #10 under Forbidden Activity.

MOTION: To accept proposed changes to 2016 OPL Code of Conduct. White moved, Taylor seconded. Approved.

Ryan reported that the awning problem has not been solved...dripping of water and ice at entrances continues. Will continue to explore certain remedies.

Ryan discussed OPL Budget Vote and Board Election Calendar for 2022. The annual Budget Vote and Board Election will take place March 8, 2022.

She presented a proposed budget for 2022-2023. Discussion ensued regarding fine-tuning of various items. Finalized budget to be approved at December meeting.

Ryan provided updates on Memorial donations.

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MOTION

Reports of Standing Committees:

Reports of Special Committees:

Unfinished Business:

Community Room Use Policy: Discussion involved fees for operating and use of room after library hours continued. Ryan will revise the draft policy and present at the next Board meeting.

Discussion as to NYS amendments to Open Meetings Law. Public needs 24 hours notice as to agenda of meetings, minutes of meetings are available at OPL, zoom links available to public.

New Business: Budget Vote Calendar, Construction Tax Levy, discussed above.

Announcements: NOTE: Next meeting Tuesday December 21, 2021 @ 9:00 AM OPL Community Room

Motion to Adjourn: *Wojo* moved, Albaugh seconded. Carried at 12:33 PM.