

# Oneida Public Library– Trustee Meeting Minutes

**Meeting Date:** Monday, October 25, 2021

**Call to Order:** 9:12 AM by President Kinsella

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

**Adopt Agenda:** Motion to Adopt with addition of New Business: Discussion of Mask Policy, Taylor moved, Adams seconded. Approved.

**Opportunity for Public Comment:** Doreen Borders stated she was considering position as OPL Board member

**Approval of Minutes:** Minutes of September 27, 2021 meeting. Motion to Accept: Taylor Second: Adams Approved.

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

President's Report: Update on status of PPE Loan – OPL has met all requirements and has requested loan forgiveness for PPE loan. Notification is expected within 30 days. This is good news for taxpayers.

No actions this month regarding sale of legacy building.

Status unchanged regarding final expenses and sign offs for new building. Waiting for notification from site contractor. Full payment will be given when all site work is completed. Adams suggested holdback amounts be reported to Universal Bookkeeping.

Treasurer's Report: Brad Adams discussed the Budget Report. Reports attached. Expenses and Income are satisfactorily in line and on target at this stage in the year.

Adams explained USDA and BAN process for Borders. OPL has switched financial reports from a cash to an accrual basis.

Noted that the professional services expenses are over budget. This is due to cost of the audit. Some professional expenses are for software contracts. Suggestions that these software contracts be moved into the service contracts budget line.

Discussion regarding the Accounts Receivable (A/R) Aging Summary which needs updating.

October expenditures: Operating account: \$18,691.06 New Facility acct: \$1909.86

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

Draft Audit (year ending June 2020) was presented and discussed. Cost to OPL was less than average cost - a benefit for taxpayers. Justin from Universal Bookkeeping has reviewed and

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approved the draft. Kinsella proposed a change in language that the Library District rather than the Board of Trustees be noted as responsible for the financial statement.

Motion to accept Audit: Adams moved, Kinsella second, Approved

Director's Report: Ryan reported that the RFID grant has been approved. Collaboration and coordination needed with Mid-York. Rob Sporing will be working with Michele. Tagging of books will begin the first of the year. The stove and refrigerator for the community room kitchen is scheduled for delivery. Services of an electrician are required for installation of the stove. Monies for this are from New Facility Account. Ryan is looking to use stand up Lobby signs, as an addition to digital kiosk signage, to advertise specific upcoming OPL programs. In preparation for Bid process, Ryan has asked Meid Construction for a sample bid for the amphitheater construction. She is writing a CLRC grant for an outreach to our outlying areas (Sylvan Beach) which will include a mobile hotspot. Ryan reported on the success of OPL Sept. programs specifically noting the author visit, Children's Storytime, and Adult Hogwarts Academy. OPL is already booked for visits from local schools and a Denali Park Zoom. Community Room use is in high demand. Kudos and thanks to all the staff of the OPL whose hard work, dedication, enthusiasm and talent make these programs possible

**Reports of Standing Committees:** 2022- 23 Budget Committee was established with members Brad Adams, Lillian, White and Rick Kinsella

Board Membership Committee was established with Brad Adams member.

**Reports of Special Committees:** Albaugh reported that the Anniversary Celebration on October 2 was a rousing success. About 400 people attended and enjoyed building tours, classic cars, Jeff the Magic Man, Utica Zoo presentation, kids crafts, Monk Rowe and Five Family Ensemble concert, cookies and ice cream, and live Facebook streaming by Ken Blumburg. Thank you to all who participated and helped. Thank you also to the Oneida Foundation for funding the event.

### **Unfinished Business:**

**Gift and Donation Policy:** While OPL has a policy in place, Ryan explained that policies require updating. After discussion a motion was made to accept the updated Gift and Donation Policy. Wojciechowski moved, Taylor second, approved.

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

**Mask Policy:** Due to time this was tabled and moved for discussion in Nov. meeting. Ryan will research policies requiring use of masks indoors.

**New Business:** 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.

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**Announcements: NOTE: Next meeting Tues. Nov. 30, 2021 @ 11:00AM OPL Community Room**

Motion to Adjourn: White moved, Taylor seconded. Carried at 10:57 AM.