

# Oneida Public Library– Trustee Meeting Minutes

**Meeting Date:** Tuesday February 22, 2022

**Call to Order:** 9:00 AM by President Kinsella

**Present:** Lillian White, Rick Kinsella, Katherine Wojciechowski, Gary Taylor, Michele Ryan, Mike Kaiser, Patricia Albaugh, Ariel Bero, Excused: Nicole Smith

**Adopt Agenda:** Motion to Adopt : Taylor moved, White seconded. Approved.

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

**Approval of Minutes:** Minutes of January 11, 2022 meeting. Motion to Accept: Wojciechowski. Second: White Approved.

Kaiser pointed out a typo in the minutes: Under Unfinished Business, the RESOLUTION should read: To move \$14,957.73 from the Fiscal Coordinator Budget line in the USDA Form E Budget to the Single Audit line. Wojciechowski resolved, White seconded. Approved.

Kaiser offered an amendment to reflect the change. Kaiser moved, White seconded the amendment. Carried.

President's Report: Kinsella gave information about interest in legacy building. A party is interested, waiting for more details.

## **Treasurer's Report:**

Ryan and Kinsella discussed several aspects of the Management Report for the period ending January 31, 2022, including gifts and loan amounts from the Oneida Library Foundation. These figures need to be updated and reconciled and Universal Bookkeeper is working on it.

Discussion regarding why the Management Report lists items as an Accrual Report and not an Actual Report. The answer to this is the way Quickbooks works, and is also due to the dates of our fiscal year compared to the fiscal years of the City and Towns, for example. This will be discussed with Universal Bookkeeper.

There remain only a few outstanding gifts for the construction project, and soon those books will be closed. Landscaping company issue is close to resolution, so the Form E is close to being complete.

Several checks were discussed and explained by Director Ryan.

**MOTION:** To approve February expenditures of \$35,408.02 from the Operating Account and pay them in the usual manner. Kaiser moved, White seconded, Approved.

Ryan stated that the amount of the automatic monthly transfer for payroll needs to be increased. She will relay this to Treasurer Smith.

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Kinsella suggested we close the opportunity for donors to use credit cards for donations, since there is a monthly charge for this service and regular credit card donations have come to a halt. Agreed, Ryan will take care of this.

**Director's Report:** Ryan reported that the cleaning service Mama Birds' Nest is dropping commercial clients, so she is lining up a new cleaning service. The area carpets to keep the tile clean are still causing problems, solutions continue to be sought. Ryan continues to work on information for Smart Locker project. Acrylic poster holders have arrived and are being used for wall displays throughout the library. Fence on north side of property is in disrepair and has been identified as a problem by a neighboring property owner. Discussion ensued regarding resolution, including total removal, etc. Ryan will look into who actually owns the fence, etc.

**Reports of Standing Committees:** None

**Reports of Special Committees:** The In Memoriam Committee will meet Tuesday, March 10 at 11:00 AM.

### **Unfinished Business:**

Flagpole Discussion: Committee to be formed to work on purchase and installation. Kaiser, Wojo and Albaugh volunteered. Target date for completion to be in time for a June 14 (Flag Day) ceremony.

**Public Hearing:** For Budget Vote, March 1, 7:00 PM. Wojo and Nicole will do brief presentation as candidates.

**New Business:** Discussion of existing bank accounts and which ones can be closed as a result of the construction project being closed and potential sale of legacy building. Goal is to streamline.

Book Banning, Censorship Issue: Wojo inquired what procedure would be in the event of a public inquiry. Ryan stated that Director and Staff are responsible for individual books. If there are questions regarding individual books they should be directed to the Director, who will deal with them in conjunction with our existing Collection Development Policy.

**Announcements: Next meeting: March 22, 2022 @ 9:00 AM OPL Community Room**

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Motion to Adjourn: Wojciechowski moved, Albaugh seconded. Carried at 10:55AM