

**Meeting Date:** Tuesday August 23, 2022

**Call to Order:** 8:30 AM by President Kaiser

**Present:** Rick Kinsella, Katherine Wojciechowski, Gary Taylor, Michele Ryan, Ariel Bero, Mike Kaiser, Lillian White

**Excused:** Patricia Albaugh, Nicole Smith

**Adopt Agenda:** Motion to Adopt: Taylor moved; Kinsella seconded. Approved.

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

**Approval of Minutes:** Minutes of July 26, 2022, meeting. Motion to Accept: Wojciechowski. Second: Kinsella. Approved.

**President's Report:** Kaiser reported on status of OPL's payment to the municipalities regarding the 20/21 tax cap surplus of \$116. OSC stated we owe each municipality their pro-rated amount plus interest. The Comptroller did not specify a % interest. Kaiser suggested OPL use a 10% interest rate which would increase the total amount distributed to \$127.56. Kaiser will calculate the amount OPL will distribute to each municipality. Kinsella volunteered to draft a letter to accompany each check. Money will come from the Operating Account. Ryan will check with UBI to calculate future tax caps.

Regarding status of Legacy Building, realtor reported interest but still no firm offers. Landscaping issue has been addressed but further work is needed.

**Treasurer's Report:** President Kaiser reported for Treasurer Smith. The month's total of \$19,288.72 expenditures from Operating Account, \$619.50 from New Facility Account. Checks were examined by Board members.

**MOTION:** To approve July expenditures of \$19,288.72 from the Operating Account and \$619.50 from New Facility Account and pay them in the usual manner. Kinsella moved, White seconded, Approved.

July Management Report from UBI reviewed. All appears to be in order. Noted that the cost of utilities is continually increasing. At her upcoming meeting with UBI on Aug. 24, 2022, Ryan will be discussing the budget categories to further resolve any ambiguities.

OPL report has been submitted to the State Comptroller's Office. We are below the tax cap.

**Director's Report:** Ryan reported that the application for sidewalk repair on Elizabeth St. has been submitted to the City of Oneida and approved. Project will begin soon. Kinsella suggested an evaluation regarding the amount of damage done due to the city owned trees. The city pays 100% of that damage. There are public requests for ancestry.com. Ryan explained that Mid York pays the cost for 1 library in each county. Canastota currently has that account. She will investigate the cost of a Library Edition for OPL. Ryan recommended updating the OPL Internal Controls Policy. She is currently working on a Meeting Room policy and crafting a special event

## Oneida Public Library— Trustee Meeting Minutes

policy. Tom Murray and Carolyn Gerakopoulos are organizing OPL archived materials. Some have been declassified for donations to Madison Historical Society. Ryan reported that the cost for newspapers is increasing. She will investigate cost of electronic copies. Ryan reported excellent numbers in both circulation and new library cards. The huge success of the Road Trip program was a contributing factor to the large increase in library cards. Teen Room is ready for after school use. New screen for the Community Room is here and ready to be mounted. Need volunteers to help in this task. Ryan is checking into a way to have usage of tutoring rooms recorded. Library will be closed on Sept. 2, 2022, for staff training, specifically in use of RFID equipment. OPL Book sale is Sept. 10 and 11, 2022 to coincide with the Madison Co. Historical Society Craft Days. Thank you to the staff for all their time and extra efforts in organizing and working the sale. OPL will have an information table at the Craft Days, manned by Board members. Board of Trustees membership list was circulated, checked for accuracy, and updated.

Discussion regarding the condition of the Rear parking lot. Ed Keplinger has taken photos and sent to Doug Deeb. Options to resolve the problem and costs involved for each option discussed. To mitigate further damage, White questioned the use of our parking lot for both vendors and visitors to the Craft Days. Decision that vendors can use rear lot, the front reserved for staff, library, and book sale patrons.

Board members were advised that the upcoming programs to promote are the Monk Rowe concert (Aug. 27) and the Amazing Race (Aug. 31)

**Reports of Standing Committees:** None

**Reports of Special Committees:**

Pillars of the Library Committee: Nothing new to report.

Flag Committee: Nothing new to report

**Unfinished Business:**

Ancestry Account to OPL addressed in Director's report

**New Business:**

Commendation to our dedicated, professional OPL staff. Patrons continually report on the positive, friendly, helpful attitudes of the staff. It needs to be noted that we have almost no turnover.

**Announcements: Next meeting: Tuesday, September 27, 2022, 8:30 AM. Community Room.**

Motion to Adjourn: Wojciechowski moved, White seconded. Carried at 9:30 AM.

Respectfully Submitted:

Katherine Wojciechowski, Acting Secretary