

Meeting Date: Tuesday, October 25, 2022

Call to Order: 8:30 AM by President Kaiser

Present: Nicole Smith, Katherine Wojciechowski, Ariel Bero, Mike Kaiser, Lillian White, John Nichols

Excused: Rick Kinsella

Adopt Agenda: Motion to Adopt: Wojciechowski moved; White seconded. Approved.

Opportunity for Public Comment: None

Resignation: Kaiser presented the resignation letter of Board Member Gary Taylor, which was submitted due to personal reasons.

MOTION: To accept with regret the resignation of Board Member Gary Taylor. Moved: White. Seconded: Wojciechowski. Accepted with regret and thanks to Taylor for his valuable service.

RESOLUTION: To appoint John Nichols to the Trustee term vacated by Gary Taylor. Resolved by President Kaiser. Seconded: Smith. Approved.

The Oath of Office was administered to Nichols by Kaiser. Nichols was welcomed and thanked.

Approval of Minutes: Minutes of September 27, 2022, meeting. Motion to Accept: Wojciechowski. Second: White. Approved.

President's Report: Kaiser reported in Kinsella's absence there has been no movement on the Legacy building. Discussion of contract with realtor, CBR, including the question of whether to renew the CBR contract, which expires November 1. Kaiser will discuss the question with Kinsella, who has been heading the sale project. Regarding the return of the Tax Cap checks by Vernon and Verona: Kaiser will send a letter to the State Comptroller advising them of the situation.

Treasurer's Report: Treasurer Smith presented the month's total of \$18,347.93 expenditures from Operating Account, \$1002.96 from New Facility Account. Checks were examined by Board members.

MOTION: To approve September expenditures of \$18,347.93 from the Operating Account and \$1002.96 from New Facility Account and pay them in the usual manner. Smith moved, White seconded, Approved.

September Management Report from UBI was reviewed.

Director's Report: Ryan discussed the architectural plans for the amphitheater, construction of which will be covered by a NYS Library Construction Grant for \$45,000, plus our matching amount of \$20,000 for a total of \$65,000.

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MOTION: To hire Ed Keplinger to act as architect for the amphitheater project, at a fee not to exceed \$7000. Moved: Nichols, Seconded, White. Approved.

Ryan discussed a situation involving a person video-recording inside and outside the building, including activity at the Red Cross Blood Drive. The person was somewhat belligerent when asked to cease. It was determined that the person was interrupting library services, which will be covered in the OPL Policy covering the use of recording devices.

MOTION: To adopt the OPL Policy covering the use of recording devices in the OPL, with the addition of a clause covering recording of children. Moved: Smith. Second: Wojciechowski. Carried.

Internal Controls Policy: White asked many questions and Ryan provided satisfactory information.

MOTION: To adopt the OPL Internal Controls Policy as presented by Ryan. Moved: White. Seconded: Wojciechowski. Carried.

Ryan reported the purchase of dividing panels for the Community Room to enable two events at once in the room. This item was cut from the original budget...Ryan was able to find them at a reasonable price. Ryan stated she is looking into reducing costs of phone system, copier and insurance. Smith will help look into the insurance, and Nichols will help with phone system.

Tagging for the RFID system is ongoing.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: Next meeting will be November 15, 11:00 AM.

Flag Committee: Nothing new to report

Unfinished Business:

Motion made and carried regarding Internal Controls Policy, as recorded above.

New Business:

Recording Devices Policy, Hiring of Amphitheater architect, recorded above in Director's Report.

Announcements: Next meeting: Tuesday, November 29, 2022, 8:30 AM. Community Room.

Motion to Adjourn: Wojciechowski moved, Nichols seconded. Carried at 9:43 AM.

Respectfully Submitted,

Patricia K. Albaugh, Secretary