

**Meeting Date:** Tuesday, November 29, 2022

**Call to Order:** 8:34 AM by President Kaiser

**Present:** Nicole Smith, Katherine Wojciechowski, Ariel Bero, Mike Kaiser, Lillian White, John Nichols, Rick Kinsella, Via Zoom: Patricia Albaugh, Justin Miller (UBI) Melissa Martel-Felton, Real Estate Attorney with Campanie & Wayland-Smith

**MOTION:** To go into Executive Session to discuss Legacy building sale: Kinsella moved, White seconded. Carried at 9:00 AM.

**MOTION:** To leave Executive Session. Kinsella moved, Smith seconded. Carried at 9:13.

**Adopt Agenda:** Add UBI Report. Motion to Adopt: Nichols moved; Kinsella seconded. Approved.

**Opportunity for Public Comment:** None

**Approval of Minutes:** Minutes of October 25, 2022, meeting. Motion to Accept: Kinsella. Second: Nichols. Approved.

**BUDGET DISCUSSION:** Justin Miller OF UBI led the discussion on possibilities and issues for the upcoming Budget. Many items have no flexibility. The Board talked about utilities and insurance costs for Legacy building, which are adding up to the tune of \$8,000 to \$12,000 per year, inclusive. Miller emphasised the need to sell that building. The current building's janitorial expense is a large increase. Adjusting staff hours to cut costs was discussed. Ryan explained recent changes in the copier department, which will result in significant savings. Nichols expressed an importance to maintain the staff at their current hours.

**President's Report:** Kaiser asked Kinsella to present an explanation of the OPL Tax legislation, etc. Kinsella distributed copies to explain tax legislation, how our OPL taxes are determined and collected, in order to explain the Tax Cap process. He explained the equalization rate, etc. (Attached) Each year this must be revisited by OPL Treasurer due to changes in property values, etc. Kinsella pointed out that there is a discrepancy between the Oneida City School District and the OPL taxes. There shouldn't be, but always is. Needs to be looked at annually.

Kaiser thanked Kinsella for this report.

**Treasurer's Report:** Treasurer Smith presented the month's total of \$18980.58 expenditures from Operating Account, plus two additional bills totalling \$1185.01 after report was complete. \$177.98 from New Facility Account. Checks were examined by Board members. Items are in good shape for time of year.

**MOTION:** To approve October expenditures of \$18,980.58 from the Operating Account and 177.98 from New Facility Account and pay them in the usual manner. Smith moved, Wojciechowski seconded, Approved.

## Oneida Public Library— Trustee Meeting Minutes

October Management Report from UBI was reviewed.

**Director's Report:** Talked about uncollected pledges from Capital Campaign.

MOTION: To write off uncollected pledges on Capital Campaign. Moved: Nichols Second: Wojciechowski. Carried.

Ryan reported that all stats are very good, programs are going very well, building use continues to be very high. Ryan reported that we are paying sales tax to National Grid. This shouldn't be happening, will explore stopping that and recouping past payment.

Gutter work is progressing. Copier: Ryan contacted 3 companies for plans in an attempt to lower costs. She explained details of all 3.

MOTION: To authorize Ryan to enter into agreement with Ed & Ed Business Technology of Westmoreland for copy services, effective immediately. Moved Kaiser, Second Nichols. Carried.

Photo shoots for families have been done by Colleen Samura. Special thanks to her. Nichols gave a glowing report on Trivia Night. Kinsella reported that the Jack-O-Lantern contest night was fantastic, and kudos to the staff. Ryan reported an excellent relationship with the Rec Department. Wojciechowski also gave kudos. OPL has backpacks from CAP for those in need, and we continue to be a Code Blue warming station. Kinsella suggested having a list of numbers at the desk to use when people are in need.

**Reports of Standing Committees:** None

**Reports of Special Committees:**

Pillars of the Library Committee: Albaugh presented an update on the recognition project, stating that work is underway to gather information and compose the copy for the plaques, which will be hung in the building. Katherine Mutz will work on the project as Graphic Designer. Next meeting will be January 17, 11:00 AM.

Flag Committee: Nothing new to report

**Unfinished Business:**

All covered above.

**New Business:**

None.

**Announcements:** Next meeting: Tuesday, December 20, 2022, 8:30 AM. Community Room.

**Motion to Adjourn:** Wojciechowski moved, Nichols seconded. Carried at 10:01 AM.

Respectfully Submitted,  
Patricia K. Albaugh, Secretary

