

Oneida Public Library— Trustee Meeting Minutes

Meeting Date: Tuesday, August 29, 2023

Call to Order: 8:32 AM by President Kaiser

Present: Ariel Bero, Mike Kaiser, Rick Kinsella, John Nichols, Michele Ryan, Nicole Smith, Katherine Wojciechowski.

Excused: Nicole Rossi, Brianna Sprole

Adopt Agenda: Motion to Adopt: Kinsella moved; Nichols seconded. Approved.

Opportunity for Public Comment: None

Approval of Minutes: Minutes of July 25, 2023, meeting. Motion to Accept: Kinsella moved; Smith seconded. Approved.

President's Report: Kaiser reported on the Aug. 15, 2023, meeting of the staff compensation committee. Information regarding staff salaries and benefits is being gathered. Time off policy is the first to be addressed. Any increase in salary and other costs will impact the budget. The Foundation may be approached for increased funding support. No decisions have been made. The committee will bring recommendations to the Board.

Kaiser discussed raising the public profile of the Foundation and possible assistance of OPL staff in establishing their social media presence. Ryan suggested that the Foundation could use this for growth appeal as in an annual campaign. Kaiser will bring the social media suggestion to the Foundation. John Nichols will have all the duties, responsibilities and privileges when serving as a substitute member from the OPL at future Foundation meetings.

Kaiser presented the volunteer schedule for the Craft Day Table at the Sept. 9, 10 Madison Historical Society Craft Days. Requests for extra help will be sent to the Friends of the Library and the Foundation. Candy bar cost has increased. OPL will need to increase the price to \$2.00 per bar for Craft Day sales. Ryan reported that Sidney Loftus contacted her regarding vendors parking their vehicles in OPL back parking lot. Last year's agreement between OPL and Madison Historical Society will continue. Discussion as to materials needed for OPL table. Staff will gather necessary materials.

Treasurer's Report: Smith presented the month's total expenditures of \$29,558.38 from the Operating Account. No expenditures in August from the New Facilities Account.

MOTION: To approve expenditures of \$29,558.38 from the Operating Account and pay them in the usual manner. Smith moved, Kinsella seconded, Approved.

Management Report from UBI was presented. Board members examined the report and monthly checks. Kinsella questioned the small amount "Ask Client" item at the bottom of the Management report. Ryan explained that UBI cannot assign items to the correct support line until

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the support documents are uploaded. The “Ask Client” monies were August deposits that showed up in NBT but the support documents were not scanned in at the time the report was made. This will be corrected in next month’s report.

Director’s Report: Ryan reported the upcoming addition of the Communico app through Mid-York. This will allow patrons to reserve OPL rooms directly through the app. The app will be personalized to OPL. Ryan stated that our calendar will be connected so patrons will have the ability to check room availability. As our piano is unused, Ryan reported that OPL is donating the piano to the Keys program in Sherrill. Keys is a non-profit that provides music therapy to children with cancer. Our piano will be a source of comfort and healing to children and their families.

Ryan has received information from Sandy Lopata from Mid-York regarding OPL recouping monies from the Employee Retention Tax Credit, a refundable tax credit for businesses and tax-exempt organizations that had employees and were affected during the COVID-19 pandemic. Paychex will investigate and calculate our refund. Ryan informed the Board that our trash hauler, Simchik, is eliminating residential service. Currently OPL is listed as a commercial service. Ryan will contact Simchik and check our status. Ryan reminded the Trustees need to complete the yearly sexual harassment training. She will send Trustees the link to that and to other trainings. Policy and procedure updates have been deferred. Ryan requested Board members review the documents and specifically separate the policy statements from the procedures.

Bero reported on programming and shared our current stats. Notable increases in all areas, especially attendance in adult and general programming. Staff continue to develop creative and unique programs. Bero noted the staff is preparing for large outreach programming for September. OPL continues to attract new patrons. In fact, we have had insufficient parking capacity for more popular programs. There was discussion regarding expanding availability by re-designating some of the reserved spaces. Bero stated that staff and Friends of the Library are working diligently to organize the OPL Used Book Sale that will be held on September 9th and 10th. Our thanks to all those who are volunteering their time to make the sale a success.

Ryan commended Bero for a very well-attended, informative, and successful Family History Day event. Kaiser, who attended the program, added to the praise and recognition.

Reports of Standing Committees: None

Reports of Special Committees:

Pillars of the Library Committee: Kaiser presented a report from Pat Albaugh. The Pillars Committee has outlined the agenda for the Nov. 18, 2023, 100-year anniversary celebration event at OPL. Kinsella added that this will be the kick-off to a year of events. Bero and staff are planning events and activities for every month. Our thanks to all those committee members and OPL staff for their continued work.

OLD Business: Performance Evaluation: Kaiser reminded Board members to complete their performance evaluations for Director. Staff retirement plan has been implemented with majority

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of staff participating. Ryan has requested MEID provide an estimate for the rain gutters. Good progress on Amphitheater project. Ryan reported the grant for Phase II has been submitted. Ed Keplinger has been provided the specs for the flagpole and he will order. Goal is installation by Veterans Day. Kinsella reported that a piece of the lighting in the front of the building needs repair. Landscaping concerns remain to be addressed. Some improvements noted. Suggestion by Nichols to offer any existing plants free to the public. The idea is to have front area as total lawn. OPL policy updates addressed in Director's report.

New Business: none

Announcements:

Next Regular Meeting: Tuesday, September 19, 8:30 AM. Community Room.

Motion to Adjourn: Nichols moved; Smith seconded. Carried at 9:31 AM

Respectfully Submitted,
Katherine Wojciechowski, Secretary

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