

**Regular Meeting  
Nioga Board of Trustees  
January 22, 2019  
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, January 22, 2019 at Nioga Headquarters, Lockport, New York.

**Present:** Craig Bacon, Charles Begley, Dan Haight, Jonathan Incho, Marcia Riley, Brenda Whipple, and Marilyn Zaciewski

**Absent:** Mary Anne Braunbach, Anne Engel, Christine Forster, and Samantha Schafer

**Staff members present:** Tom Bindeman, Lisa Erickson, Tom Loncto, and Karen Meritt

**OPEN HEARING**

There was no business brought forth in the Open Hearing.

**CALL TO ORDER**

Mr. Begley called the meeting to order at 6:30 pm.

**APPROVAL OF MINUTES**

**Action:** It was moved by Ms. Brenda Whipple to accept the minutes from the November 27, 2018 meeting as presented. Ms. Marcia Riley seconded and the motion carried.

**COMMITTEE REPORTS**

**Finance and Audit Committee**

The Monthly Budget Reports for November and December were included in the Board Packet.

Schedule of Payments - November

General Fund 2018-11-G	\$194,829.93
LAA Account 2018-11-L	\$7,860.55

Schedule of Payments - December

General Fund 2018-12-G	\$390,895.97
LAA Account 2018-12-L	\$ 65,058.79

November and December Employee Monthly Payroll Reports were also included.

## REOCCURRING BILLS

### NIOGA LIBRARY SYSTEM – VENDOR LIST – as of January 22, 2019

<u>Name</u>	<u>Service</u>
A T & T	Long Distance Service
AT & T Mobility	Cell Phone
CSEA Inc.	Union Dues
ExxonMobil	Gas
Flint Brothers Hardware, Inc.	Hardware Purchases
Guardian – Bethlehem	Dental Insurance
Key Bank	Credit Card - Thomas Bindeman
Key Bank	Credit Card - Lisa Erickson
Key Bank	Credit Card - Ken Gillis
Key Bank	Credit Card - Justin Genter
Key Bank	Credit Card - Maggie Stein
Independent Health	Health Insurance - Employees
Independent Health	Health Insurance - Retirees
JRM Delivery Inc.	Delivery Service
M J Mechanical Services, Inc.	Heating & Cooling Repairs
Modern Disposal Services Inc.	Garbage Pick Up
National Grid	Electrical
Newfane Water District No. 4	Water Service
NYS and Local Retirement System	Retirement
NYSEG	Natural Gas
OCLC, Inc.	Cataloging & Metadata Service
Paetec Communications	Telephone
PayChex	Payroll Service Fee
Pearl Carroll	Life Insurance
MailFinance (Neopost USA Co.)	Equipment Lease
Ricoh USA, Inc.	Equipment Lease
Ricoh USA, Inc.	Equipment Lease
Tops Markets LLC	Food & Grocery Supplies
UGI Energy Services	Natural Gas Supplier
United Way of Greater Niagara	Donations
Utica National Insurance Group	Insurance
Verizon	Telephone - Alarm
Verizon Wireless	Cell Phone
Whiteman Osterman & Hanna LLP	Legal Service

### LLA – VENDOR LIST – As of January 22, 2019

<u>Name</u>	<u>Service</u>
Answer National, Inc.	Phone Answering Service
Key Bank	Credit Card - Thomas Bindeman
Key Bank	Credit Card - Lisa Erickson
Key Bank	Credit Card - Ken Gillis
Key Bank	Credit Card - Justin Genter



**Action:** It was moved by Ms. Marcia Riley to accept Nioga's Sexual Harassment Policy with corrections as noted. Ms. Brenda Whipple seconded and the motion carried.

## **PRESIDENT'S REPORT**

### **Grigg Lewis Foundation Grant for STEM Program**

Mr. Charles Begley reported that this grant has been approved. It will be used to purchase materials to support STEM programs held at member libraries. The grant total is \$5,000.

**Action:** It was moved by Mr. Dan Haight to accept the \$5,000 grant to support STEM programs. Ms. Marcia Riley seconded and the motion carried.

### **Grigg Lewis Foundation Grant for Library Automation Association (LAA) Project**

Mr. Charles Begley reported that this grant has been approved. It will be used to support the Library Automation Association (LAA) Project. The grant total is \$12,000.

**Action:** It was moved by Mr. Jonathan Incho to accept the \$12,000 grant to support the Library Automation Association (LAA) Project. Mr. Craig Bacon seconded and the motion carried.

### **Grigg Lewis Foundation Grant for Supervision of the Summers Interns for the 2019 Summer Reading Program**

Mr. Charles Begley reported that this grant has been approved. It will be used to support supervision of the summer interns during the 2019 Summer Reading Program. The grant total is \$1,500.

**Action:** It was moved by Ms. Marilyn Zaciewski to accept the \$1,500 grant to support supervision of the summer interns during the 2019 Summer Reading Program. Ms. Brenda Whipple seconded and the motion carried.

A thank you card for the Annual Grant from the Grigg Lewis Foundation was passed around for signatures from those in attendance.

### **New York Library Association (NYLA) Advocacy Day**

New York Library Association Advocacy Day will be in Albany on February 26<sup>th</sup> and 27<sup>th</sup>. All trustees are encouraged to attend. Anyone planning to go should let Lisa Erickson know so arrangements can be made.

### **Updated Laptop Lending Policy**

An updated Laptop Lending Policy was included in the Board packet. It includes the revisions requested at the November 2018 Board meeting.

**Action:** It was moved by Mr. Craig Bacon to accept the updated Laptop Lending Policy as presented. Mr. Dan Haight seconded and the motion carried.

### **Ethics Statement**

The Nioga Trustee Ethics Statement was reviewed by Mr. Charles Begley. A copy of the Ethics Statement was passed out at the Board meeting.

### **Conflict of Interest**

A Conflict of Interest declaration was distributed to all trustees for their signature. This form must be signed by all trustees each year.

### **Library Trustees of New York (LTA) Newsletter**

A copy of the most recent newsletter was included in the Board packet.

### **Update on Appointment of Trustee Representing the City of Lockport**

Mr. Charles Begley reported that the trustee position representing the City of Lockport will be coming up for election at the Annual Dinner in May. Mr. Bacon has indicated he is willing to run for another term. Lockport Public Library will be nominating Mr. Bacon for the City of Lockport seat.

### **New Member Library Signs**

Tom Bindeman stated that new signs have been sent to all Nioga member libraries for display at their location. The sign will indicate the library is a member of the Nioga Library System.

### **Update on Barker Public Library Fire**

Tom Bindeman reported on efforts after the loss of the Barker Public Library due to fire. He stated that Nioga is willing to provide \$5,000 towards a building fund for the library.

**Action:** It was moved by Ms. Brenda Whipple to allow Nioga to provide a donation to the building fund for the Barker Public Library in the amount of \$5,000. Mr. Jonathan Incho seconded and the motion carried.

In addition Tom Bindeman reported that a letter from Charles Begley on Nioga letterhead will be sent to all member libraries asking each one to donate \$500. If the total raised reaches \$10,000, Nioga will pledge to donate a matching amount of \$5,000 (for a total of \$20,000).

**Action:** It was moved by Ms. Brenda Whipple to allow Nioga to donate an additional \$5,000 in matching funds to the Barker Public Library (for a total of \$10,000). Mr. Dan Haight seconded and the motion carried.

## **DIRECTOR'S REPORT**

### **Update of 2019/2020 Governor's Proposed Budget**

Tom Bindeman gave an update on the Governor's 2019/2020 proposed budget. It is projected that library aid will be cut by 5% and State Construction will go back to its previous level of \$14,000,000 statewide. It is also possible that Bullet Aid to libraries may be discontinued.

### **Report to Assembly Standing Committee on Libraries and Education Technology**

Tom Bindeman reported on his written statement submitted to the Assembly Committee on Libraries and Education Technology on December 7, 2018. A copy of his statement was included in the Board packet.

### **Chart for Various Programs Funds to Member Libraries**

A chart on various programs funds distributed to member libraries with Nioga as the lead administrative agent was included in the Board packet.

### **Program Grants (Nioga funds) Sent to Member Libraries**

A spreadsheet on program grants (Nioga funds) that were sent to member libraries during FY2018 was included in the Board packet.

### **2018 Member Library Circulation Statistics**

A report detailing the 2018 Member Library Circulation Statistics was passed out at the Board meeting.

### **2019 Nioga Library Programs Calendar**

A calendar of 2019 Nioga Library Programs was included in the Board packet.

## **COMMUNICATION, ADVOCACY AND OUTREACH UPDATE**

### **Advocacy Efforts**

Lisa Erickson reported on Nioga's advocacy efforts.

### **Advocacy Initiatives**

Lisa Erickson also reviewed NYLA's advocacy initiatives. A report was included in the Board packet.

### **US Census 2020**

Lisa Erickson reported on the US Census coming up in 2020. Libraries will be asking for funding to support Census efforts since most reporting will be done online. Presumably many patrons without online access will utilize libraries to register for the Census.

### **Trustee Review**

Lisa Erickson presented information included in the Trustee Handbook on the role of the treasurer on a Library Board.

### **Update on Direct Access Plan**

Lisa Erickson gave an update on Nioga's Direct Access Plan. The committee working on the plan will meet on February 20<sup>th</sup>. A draft will be available for the next Nioga Board meeting in March.

### **Continuing Education**

Lisa Erickson reported that Nioga hosted a two part workshop presented by Patt Fagan – "How to Approach a Funding Source and Ask for an Increase." It was well attended.

### **Annual Report**

Lisa Erickson gave an update on Annual Reports for the member libraries. The online portal is now open and reports are due by March 1<sup>st</sup>.

### **Extension Services Update (BTOP)**

Reports for the months of November and December 2018 were included in the Board packet.

### **MEMBER LIBRARY DIRECTORS' AND TRUSTEES' COMMENTS, ISSUES AND CONCERNS**

Ms. Marilyn Zaciewski expressed thanks for all the monetary donations received to date for the Barker Public Library Building Fund.

#### **Old Business**

None presented.

#### **New Business**

None presented.

#### **Executive Session**

**Action:** It was moved by Mr. Dan Haight to go into Executive Session to discuss negotiation of the union contract that expires in June 2019. Mr. Jonathan Incho seconded and the motion carried.

The Board entered into Executive Session at 7:20 pm.

#### **END OF EXECUTIVE SESSION**

Action: Ms. Riley made a motion to end the Executive Session. Mr. Haight seconded and the motion carried.

The Board came back into Executive Session at 7:30 pm.

#### **Next Scheduled Board Meeting**

The next Nioga Board Meeting is: March 19, 2019

#### **ADJOURNMENT**

The meeting was adjourned at 7:35 pm.

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Secretary