

**Draft - Regular Meeting
Nioga Board of Trustees
June 25, 2019
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 25, 2019 at Nioga Headquarters, Lockport, New York.

Present: Craig Bacon, Mary Anne Braunbach, Anne Engel, Christine Forster, Dan Haight, Jonathan Incho, Marcia Riley, Samantha Schafer, Brenda Whipple, and Marilyn Zaciewski.

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

OPEN HEARING

There was no business brought forth in the Open Hearing.

CALL TO ORDER

Ms. Engel called the meeting to order at 6:30 pm.

OATH OF OFFICE FOR INCOMING TRUSTEE CRAIG BACON

Mr. Craig E. Bacon was sworn in as the new representative for the City of Lockport. He was elected to his first 5 year term ending in 2024.

PLEDGE OF ALLEGIANCE

Mr. Haight led the Board in the Pledge of Allegiance.

2019/2020 NIOGA BOARD OFFICERS

Action: It was moved by Mr. Bacon, seconded by Mr. Haight and the motion carried to accept the following Nioga Board Officers:

- President: Anne Engel
- Vice President: Mary Anne Braunbach
- Secretary: Christine Forster
- Treasurer: Jonathan Danner Haight

APPROVAL OF MINUTES

Action: It was moved by Ms. Braunbach to accept the minutes from the April 23, 2019 meeting as presented. Ms. Whipple seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2019/2020

Designation of Signatories and Depositories

Action: It was moved by Ms. Riley, seconded by Mr. Haight and the motion carried to accept the following signatories and depositories:

Resolved: That any check authorized to be drawn in the name of the Corporation (Nioga Library System) may be signed with the manual or facsimile signature or signatures of any of the duly designated signatories placed on file with each institution as follows:

Payroll: President

Accounts Payable: Treasurer, Executive Director, Outreach Consultant, and President of the Board of Trustees.

Key Bank, Inc.: Payroll

M & T Bank: General Fund, Special Revenues Fund and Library Automation Association Capital and Reserve Fund

Persons named (for the accounts listed above) on the Signature Cards: Anne Engel, Jonathan Danner Haight, Thomas C. Bindeman, Lisa Erickson, and Thomas Loncto.

Appointments

Action: It was moved by Ms. Zaciewski, seconded by Ms. Riley and the motion carried to accept the following appointments:

- Assistant Secretary: Lisa Erickson
- Auditor for 2019: Brown & Company, LLP

Resolution on Appointment of Internal Auditor

Action: It was moved by Mr. Incho, seconded by Ms. Braunbach and the motion carried to recommend that vouchers may be audited and approved by an individual so designated by the Board as internal auditor provided that any individual so designated may not hold the office of financial clerk or treasurer and shall be bonded with such penalty and sureties as the Board may require. [Commissioner's Regulation 90.6 (c) (11)].

- Appointment: Mr. Thomas Loncto as Internal Auditor for 2019/2020.

Resolution on Contracts for Fixed Salaries or Compensation of Employees

Action: It was moved by Mr. Incho, seconded by Mr. Haight and the motion carried that the following resolution be adopted for 2019/2020:

Resolved that amounts due upon contracts for fixed salaries or for compensation of employees regularly engaged at agreed periodic rates may be paid without prior audit upon submission to the treasurer of a voucher or payroll duly certified by the library system director, or his duly authorized representatives: either the Outreach Consultant or the Business Manager. [Commissioner's Regulation 90.6 (c) (12)].

Tax Sheltered Annuity Programs

Action: It was moved by Mr. Haight, seconded by Ms. Braunbach and the motion carried that the following resolution be adopted for 2018/2019: Resolved that the Executive Director and the Business Manager be authorized to approve on behalf of the Nioga Library System applications from employees for salary reduction agreements with ING Aetna Financial Services, American Funds, MetLife Financial Services, Pierce, Fenner and Smith and Edward Jones Financial Services. Compensation which otherwise is payable directly to the employee will instead be used in payment of the annuity premiums qualifying for Section 403 (b) of the IRS code of 1954 as amended. [Commissioner's Regulation 260 (b) and (c)]

COMMITTEE REPORTS

Finance and Audit Committee:

The Monthly Budget Reports for April and May were included in the Board Packet. Also included were the Monthly Payroll reports for April and May.

Schedule of Payments

April 2019

General Fund 2019-04G \$ 95,512.05

LAA Account 2019-04L \$ 4,810.39

May 2019

General Fund 2019-05G \$105,085.32

LAA Account 2019-05L \$ 17,529.46

Treasurer Mr. Haight reviewed the financial reports with the Board of Trustees.

Personnel Committee

Ms. Riley, chair of the committee, reported that the Executive Director Evaluation Forms will be available at the August Board meeting and postage paid return envelopes provided. The evaluations are due back to her by September 22nd so the results will be ready in time for the October 2019 Board meeting.

Board Vacancy – Niagara County At-Large Seat

The Nominating Committee reported that notices were sent to all eleven Niagara County libraries asking for nominations for the Niagara County Board vacancy. No nominations were received. Due to the lack of responses, the Nominating Committee is asking for a motion to appoint Charles Begley to fill the vacant seat and serve out the balance of the term which expires in 2024.

Action: It was moved by Ms. Braunbach to appoint Charles Begley to fill the Niagara County seat for the balance of the term. Ms. Whipple seconded and the motion carried.

PRESIDENT'S REPORT

Board of Trustees Roster

An updated roster was included in the Board packets.

Review of Committee Assignments

1. **Action:** It was moved by Mr. Haight, seconded by Mr. Incho and the motion carried to appoint Anne Engel as Chair of the Executive Committee.
2. **Action:** It was moved by Ms. Zaciewski, seconded by Mr. Incho and the motion carried to appoint Brenda Whipple as Chair of the Buildings and Grounds Committee.
3. **Action:** It was moved by Mr. Incho, seconded by Ms. Schafer, and the motion carried to appoint Jonathan Danner Haight as Chair of the Finance and Audit Committee.
4. **Action:** It was moved by Mr. Haight, seconded by Ms. Riley and the motion carried to appoint Jonathan Incho as Chair of the Nominating Committee.
5. **Action:** It was moved by Ms. Zaciewski, seconded by Ms. Schafer and the motion carried to appoint Marcia Riley as Chair of the Personnel Committee.

6. **Action:** It was moved by Mr. Haight, seconded by Ms. Braunbach and the motion carried to appoint Christine Forster as Chair of the Program Committee.
7. **Action:** It was moved by Ms. Riley, seconded by Mr. Incho and the motion carried to accept the following State and National, County and Central Library Liaisons:
- State and National – Brenda Whipple
 - Niagara County – Jonathan Danner Haight
 - Genesee County – Anne Engel
 - Orleans County – Mary Anne Braunbach
 - Central Library – Christine Forster

Committee Charges

Ms. Engel made the following charges to the Finance and Audit Committee:

- Prepare and review budget for FY2020

Ms. Engel made the following charges to the Buildings and Grounds Committee:

- Review grant applications for the State Construction Grant Program for 2019/2021.

Ms. Engel made the following charge to the Nominating Committee:

- Review trustee vacancies for 2020:
 - ▶ City of North Tonawanda: Mr. Dan Haight (end of his appointed term)
 - ▶ Genesee County: Ms. Anne Engel (end of her 2nd term)

Ms. Engel is not eligible to run for another term. Mr. Haight needs to decide if he wants to continue and run for election to another term in 2019.

Review 59th Annual Dinner

Ms. Engel reviewed the 60th Annual Dinner Meeting of the Nioga Library System that was held at the Quality Inn & Suites in Batavia on Wednesday, May 22nd. One hundred forty four trustees, staff, and friends from the member libraries attended this event.

Annual Dinner Meeting Minutes

A copy of the minutes from the Nioga 60th Annual Dinner Meeting were included in the Board packet.

Funds Raised for the Barker Public Library's Building Fund

Ms. Engel reported that \$2,037.00 was raised from the proceeds of the Basket Raffle, the 50/50 split, and other games of chance held at the Nioga Annual Dinner Meeting. A total of 52 baskets were donated for the raffle.

Thank You Card to Grigg-Lewis

A thank you card to Grigg-Lewis for their Foundation Grant Award to Nioga was passed around for all Nioga trustees to sign.

New York Appoints New State Librarian

Ms. Lauren Moore, formerly Executive Director of the Pioneer Library System, has been appointed as New York State Librarian, effective August 1, 2019.

Member Library Budget Votes

Tom Bindeman gave an update on the budget votes at Nioga member libraries. A report with all the voting results was included in the Board packet.

EXECUTIVE DIRECTOR'S REPORT

Update on Grigg-Lewis Foundation Grant

Action: It was moved by Ms. Riley, seconded by Ms. Braunbach and the motion carried to accept the Grigg-Lewis Foundation Grant Award of \$8,400.00 for the 2019 Summer Reading Program.

Appointment of Grigg-Lewis Summer Interns

Action: It was moved by Mr. Haight, seconded by Mr. Incho and the motion carried to appoint Ms. Amy McQuay from Lockport, as a Grigg-Lewis Summer Intern for 35 hours per week at \$11.10/hour. This is a 10 week appointment.

Appointment of Grigg-Lewis Summer Interns

Action: It was moved by Mr. Haight, seconded by Ms. Braunbach and the motion carried to appoint Ms. Elise Andrews from Lockport, as a Grigg-Lewis Summer Intern for 35 hours per week at \$11.10/hour. This is a 10 week appointment.

Member Library Statistics: Patrons and Items

A chart detailing the number of registered patrons and number of items owned by member libraries in the System was included in the Board packet.

Updated Directors List

An updated list with information for all current directors of member libraries in the System was included in the Board packet. It was noted that Pavilion (Hollwedel Memorial) has a new director – Josselyn Borowiec.

SAM Grant from Dormitory Authority of NY State (DASNY)

A SAM grant to Nioga from DASNY was outlined in a memo from Tom Bindeman. The memo lists all 8 of the projects to be covered by the grant. Six of the 8 items have been completed. Tom Bindeman requested a motion to award a contract to Robert Miller Construction in the amount of \$42,300.00 to complete the two outstanding items.

Action: It was moved by Mr. Incho, seconded by Mr. Haight and the motion carried to award a contract to Robert Miller Construction in the amount of \$42,300.00 for completion of the two remaining projects.

E-rate Reimbursement

Tom Bindeman reported that Nioga received a total of \$6,048.25 in E-rate Reimbursement funds from Windstream Corporation. Sara Taylor at Nioga files the required paperwork annually to receive this reimbursement.

Action: It was moved by Mr. Incho, seconded by Ms. Riley and the motion carried to accept the E-rate Reimbursement funds in the amount of \$6,048.25.

New York State Insurance Refund (Workman's Comp)

Tom Bindeman reported that Nioga has received a refund on our New York State Insurance Fund (Workman's Comp) in the amount of \$1,192.18 this year.

Fundraiser for Assemblyman Norris

Tom Bindeman reported that he attended a fundraiser for Assemblyman Michael Norris.

Update on Grants from Assemblyman Hawley and Assemblyman Norris

Tom Bindeman gave an update on grants received from Assemblyman Stephen Hawley and Assemblyman Michael Norris.

Communication, Advocacy and Outreach Report Report on FY2018-2020 State Construction Program

Lisa Erickson reported on the FY2018-2020 Public Library State Construction Grant. She stated that the New York State Portal is now open for the next grant cycle.

Update on the State Construction Grant Program for FY2019-2021

Lisa Erickson gave an update on the FY2019-2021 Public Library State Construction Program. The amount of the allocation for our System for FY2019-2021 is \$381,945. This is a decrease compared to last year's amount of \$927,580.

Update on Member Library Annual Reports

Lisa Erickson reported that corrections requested by New York State are still being made on all 21 member libraries Annual Reports including Nioga's.

Youth Services Update

A report on Youth Services from Laura Herold was included in the Board packet. The annual Summer Reading Program starts on June 26th.

Extension Services Update (BTOP)

Reports for the months of April and May 2019 were included in the Board packet.

EXECUTIVE SESSION

Action: It was moved by Mr. Haight to go into Executive Session to discuss the proposed union contract. Ms. Braunbach seconded and the motion carried.

The Board entered into Executive Session at 7:10 pm.

END OF EXECUTIVE SESSION

Action: It was moved by Ms. Braunbach to come out of Executive Session. Ms. Whipple seconded and the motion carried.

The Board came back into open session at 7:30 pm.

Action: It was moved by Ms. Whipple, seconded by Ms. Braunbach and the motion carried to approve a one year contract (July 1, 2019 to June 20, 2020) Memorandum of Understanding between the Nioga Library System and the Civil Service Employee Association, Local 717, AFSCME, AFL-CIO as presented.

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

None reported.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

None presented.

OTHER

None presented.

NEXT SCHEDULED BOARD MEETING

The next Nioga Board Meeting is: August 27, 2019.

NEXT SCHEDULED COMMITTEE MEETING

The Buildings and Grounds Committee will meet on August 27, 2019 at 5:15 pm (*before the regular Board meeting*).

ADJOURNMENT

The Meeting was adjourned at 7:45 pm.

Secretary