

**Regular Meeting
Nioga Board of Trustees
October 8, 2019
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, October 8, 2019 at Nioga Headquarters, Lockport, New York.

Present: Mr. Craig Bacon, Mr. Charles Begley, Ms. Mary Anne Braunbach, Ms. Anne Engel, Ms. Christine Forster, Mr. Dan Haight, Mr. Jonathan Incho, and Ms. Marcia Riley

Absent: Ms. Samantha Schafer, Ms. Brenda Whipple, and Ms. Marilyn Zaciewski

Staff: Tom Bindeman, Lisa Erickson, and Karen Meritt

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.

APPROVAL OF MINUTES

Action: It was moved by Mr. Haight to accept the minutes from the August 27, 2019 meeting as presented. Mr. Incho seconded and the motion carried.

COMMITTEE REPORTS

Finance and Audit Committee:

The Monthly Budget Reports for August were included in the Board packet. Also included was the Monthly Payroll Report for August.

Schedule of Payments

August 2019

General Fund 2019-08G \$ 90,093.30

LAA Account 2019-08L \$ 22,680.31

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

Nioga Audit Update

Tom Bindeman reported that Mr. Pat Brown from Brown & Company, LLP will be coming in next week to start working on Nioga's audit for 2018.

Personnel Committee

Ms. Riley, chair of the committee, reported that the Executive Director's Annual Evaluation is complete.

Building and Grounds Committee

Mr. Haight reported on 2019-2021 member library grant applications.

Action: It was moved by Ms. Mary Anne Braunbach to accept the State Construction Grant Requests presented. Ms. Forster seconded and the motion carried.

LIBRARY	DESCRIPTION	PROJECT \$	ALLOTMENT
Barker Public Library	Foundation for new library build	\$210,800	\$98,713
Community Free Library	Below grade masonry repair; LED lighting; ADA compliant doorway	\$100,720.00	\$75,540
Lee-Whedon Memorial Library	Expansion project phase II; HVAC systems upgrade	\$212,831.00	\$159,623
Lewiston Public Library	Shingle replacement; Refurbish HVAC	\$106,594.00	\$79,946
Lockport Public Library	VAV direct digital controls and electric panels replacement	\$152,700.00	\$114,525
North Tonawanda Public Library	Children's room renovation	\$20,784.00	\$15,588
Royalton-Hartland Community Library	Window panes; plumbing; electric work; access ramp repair; electric door	\$38,971.00	\$29,228
Sanborn-Pekin Free Library	Siding	\$6,655.00	\$4,991
Wilson Community Library	Library interior reconfiguration and renovation	\$207,001.00	\$155,251
Woodward Memorial Library	Roof renovation	\$269,000.00	\$183,000
Youngstown Free Library	HVAC system	\$14,900.00	\$11,175
TOTAL		\$1,326,056.00	\$927,580

Audit and Finance Committee

Proposed FY2020 Operations Budget for Nioga

Tom Bindeman reported on the proposed FY2020 Operations Budget for Nioga. A copy of the Operations Budget will be available at the next Board meeting.

Nomination Committee

Trustee Resignation

Ms. Engel reported that Ms. Samantha Schafer has resigned from the Nioga Board of Trustees. A copy of her resignation letter was passed out at the Board meeting. Ms. Schafer was the representative for the City of Batavia. Nioga will need a new trustee to fill out the remainder of her term. Ms. Lisa Erickson stated that Nioga will contact the director of Richmond Memorial Library in Batavia to recommend a replacement trustee.

Action: It was moved by Mr. Haight to officially accept the resignation of Ms. Samantha Schafer. Mr. Begley seconded and the motion carried.

PRESIDENT'S REPORT

New York State Bullet Aid

Tom Bindeman stated that Nioga is not certain if any bullet aid will be received this year.

2019 New York Library Association (NYLA) Annual Conference

Ms. Engel reminded all trustees that this year's NYLA Annual Conference is coming up in November. The dates are November 13-16, 2019, in Saratoga Springs. Several trustees are registered for this event.

Program Disbursement to Member Libraries FY2019

Ms. Engel reviewed information on FY2019 program disbursements to member libraries with Nioga Library System as the Lead Administrative Agent. A chart was included in the Board packet.

Grants from Nioga Library System to Member Libraries

A chart with information on Grants from the Nioga Library System to the Member Libraries for FY2019 was included in the Board packet.

Tour of Member Libraries with New Library Directors

Ms. Engel suggested a tour of member libraries with new library directors. This would include the libraries in LeRoy, Pavilion, Sanborn, and Wilson. Lisa Erickson will contact the new directors and invite them instead to attend the next Nioga Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Update on funding from New York State

Tom Bindeman gave an update on funding from New York State for FY2019/2020.

County Funding

Niagara County:

Tom Bindeman and Lisa Erickson plan to meet with the Niagara County Library Committee.

Orleans County:

Tom Bindeman and the library directors from Albion, Holley, Lyndonville, and Medina recently made a presentation to the Orleans County Legislature asking for increased funding. An article about the presentation was passed out at the Board meeting.

Genesee County:

The member libraries in this county were approved for funding in the amount of \$41,680 after a presentation by Genesee County Library Directors and Tom Bindeman. This is the same amount as last year.

Fundraisers

Tom Bindeman stated that he attended fundraisers for Assemblyman Steve Hawley, Assemblyman Michael Norris, and Senator Rob Ort. He will be attending one tomorrow for Niagara County Legislature Chairman, Keith McNall.

Library Automation Association (LAA) Budget for 2020

The approved Library Automation Association (LAA) Budget for 2020 was included in the Board packet. Tom Bindeman reported it is a tight budget with a minimal increase.

Update on New Construction at Nioga Campus

Tom Bindeman reported that the new garage has been constructed. This is the final project funded through the State and Municipal Facilities Program (SAM Grant).

Sale of BTOP Truck

This vehicle was purchased with a federal grant money almost 10 years ago. Mr. Bindeman is considering replacing the Nioga minivan with proceeds from the sale of the BTOP vehicle.

Update on Hoopla Electronic Resources

Tom Bindeman gave an update on the Electronic Resource, *Hoopla*. The cost for this service has increased to approximately \$92,000. Instead of having a collective agreement Nioga will switch to individual library memberships. Next year will be a transitional phase.

Update on Zinio Electronic Magazines

Tom Bindeman gave an update on *Zinio* Electronic Magazines. A chart with statistical usage on this program was included in the Board packet.

Nioga System Statistics

A Patron Counts Chart was included in the Board packet.

COMMUNICATION, ADVOCACY AND OUTREACH REPORT

Update on Direct Access Plan

Lisa Erickson gave an update on Nioga's Direct Access Plan. The major change in the revised plan is that cities, towns, and villages with a population over 10,000 must negotiate a contract directly with the System (not individual libraries). The final plan will be sent to the member libraries for a majority vote and then forwarded to the New York State Division of Library Development (DLD) for approval.

Report on 2019-2021 State Construction Program

State Construction Applications for the 2019-2021 Public Library State Construction Program was included in the Board packet.

Extension Services Update (BTOP)

Reports for the months of August and September 2019 were included in the Board packet.

Youth Services Update

A report on Youth Services for the months of August and September 2019 from Laura Herold was included in the Board packet.

Continuing Education

Central Library Workshop

A Central Library Workshop will be held at Niagara Falls Public Library on Thursday, October 17th at 11:00 a.m. The topic is "Learn about Library Goals and Planning."

EXECUTIVE SESSION

Action: It was moved by Mr. Begley to move into Executive Session to discuss the Executive Director's yearly evaluation. Ms. Forster seconded and the motion carried.

The Board went into Executive Session at 7:25 pm.

END OF EXECUTIVE SESSION

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

The Board came back into open session at 7:48 pm.

Ms. Engel stated that she will meet privately with Mr. Bindeman to go over his Executive Director evaluation.

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

Ms. Anne Engel stated the Board of the Haxton Memorial Library in Oakfield has postponed construction of a lift. Currently there is no exit door in the Children's area which is located in the basement. Security cameras were installed there recently.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

None presented.

NEXT SCHEDULED BOARD MEETING

The next Nioga Board Meeting is: Tuesday, November 19, 2019.

ADJOURNMENT

The Meeting was adjourned at 7:52 pm.

Secretary