

**Regular Meeting
Nioga Board of Trustees
November 19, 2019
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, November 19, 2019 at Nioga Headquarters, Lockport, New York.

Present: Mr. Craig Bacon, Mr. Charles Begley, Ms. Anne Engel, Ms. Christine Forster, Mr. Dan Haight, Mr. Jonathan Incho, Ms. Marcia Riley, Ms. Brenda Whipple, and Ms. Marilyn Zaciewski

Absent: Ms. Mary Anne Braunbach

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

Guests present: Josselyn Borowiec, Director – Hollwedel Memorial (Pavilion), Linda Deeks, Director – Sanborn-Pekin, and Melissa Langridge, Director – Wilson

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 Ms. Forster to accept the minutes from the October 8, 2019 meeting as presented. Mr. Begley seconded and the motion carried.

COMMITTEE REPORTS

Finance and Audit Committee:

FY2018 Audit Report from Brown & Company, LLP

The FY2018 Audit Report will be presented at the next Board meeting in January. The Finance & Audit Committee met prior to the meeting to review the FY2020 proposed budget.

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

Schedule of Payments

September 2019	
General Fund 2019-09G	\$ 90,393.30
LAA Account 2019-09L	\$ 12,393.41

September 2019 Employee Monthly Payroll Report

October 2019	
General Fund 2019-10G	\$ 279,409.05
LAA Account 2019-10L	\$ 13,925.02

October 2019 Employee Monthly Payroll Report

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

Proposed FY2020 Operations Budget for Nioga

Tom Bindeman reviewed the proposed FY2020 Operations Budget for Nioga. No increase in financial aid is expected for the upcoming year. A copy of the Operations Budget was included in the Board Packet.

Action: It was moved by Mr. Haight to accept the proposed FY2020 Operations Budget for Nioga as presented. Ms. Forster seconded and the motion carried.

Additional Funds

The sale of the BTOP Truck and some additional grant funds remain unspent in the 2019 Budget. The auditor recommends that these funds be spent this year.

Action: It was moved by Mr. Haight to use these funds toward a meeting room and computer lab upgrade and to purchase a replacement vehicle for the blue Dodge minivan. Mr. Begley seconded and the motion carried.

Nominating Committee

Ms. Engel noted that there will be two upcoming vacancies on the Nioga Board of Trustees. Ms. Engel, the representative for Genesee County, is nearing the end of her second term and is ineligible to run again. Mr. Haight, the representative for the City of North Tonawanda, is nearing the end of his appointed term. Mr. Haight has indicated he is willing to run for another term.

Update on City of Batavia Representative Vacancy

Lisa Erickson gave an update on this vacancy. Richmond Memorial Library in Batavia is planning to nominate a replacement for Samantha Schafer who resigned last month.

PRESIDENT’S REPORT

Proposed Board Meeting Dates

A list of the proposed 2020 Nioga Board Meeting dates was included in the Board packet. Snow days, if needed, are included for January 2020 and November 2020 meetings. The alternate snow day meeting dates would be two days later on Thursday of those weeks.

Action: It was moved by Mr. Begley to accept the meeting dates as presented including snow day alternate dates, if needed. Mr. Haight seconded and the motion carried.

CHARGE TO COMMITTEES

Program Committee

Advocacy Day 2020

The dates for Advocacy Day 2020 in Albany are February 24-25.

Nioga Annual Dinner 2020

The 2020 Annual Dinner will be held in Niagara County.

Nioga Staff Holiday Party

A Holiday Staff Party will be held Thursday, December 19th at 12:30 pm. Lunch will be provided compliments of Tom Bindeman.

Update on NYLA Conference 2019

Several Nioga trustees attended the Conference in Saratoga Springs.

Byron-Bergen Library Closing

The Byron-Bergen Library will be closed for remodeling December 2019, January and February 2020 for remodeling.

Nioga Board of Trustees By-laws

A copy of the By-laws for the Nioga Board of Trustees was included in the Board Packet.

Program Funds Distributed to Member Libraries FY2019

A chart with information on program disbursements to member libraries with Nioga Library System as the Lead Administrative Agent for FY2019 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.

EXECUTIVE DIRECTOR'S REPORT

Update on New York State Funding

Tom Bindeman gave an update on funding from New York State for FY2019/2020. No increase in library aid is expected.

Update on 2019 Bullet Aid

Tom Bindeman gave an update on 2019 Bullet Aid. He stated that this program will likely not continue in the future.

Review FY2020 Nioga Library System Operations Budget

Tom Bindeman reviewed the Nioga Library System Operations Budget for FY2020. A copy of the budget was included in the Board Packet.

CSEA Contract

A copy of the new CSEA Contract was included in the Board Packet. It is a one year agreement that expires on June 30, 2020.

Sale of Nioga's BTOP Truck

The 2010 Ford BTOP truck was recently sold at a price of \$10,800.

SAM Grant from Dormitory Authority of NY State (DASNY)

A SAM grant award from DASNY was previously outlined in a memo from Tom Bindeman. A garage, the final project covered by the grant, was recently completed by Robert Miller Construction.

Census 2020

Reporting will be done mostly online. Libraries and staff will be needed to help patrons without internet access to complete surveys.

COMMUNICATIONS, ADVOCACY AND OUTREACH

Report on 2019-2021 State Construction Program

Lisa Erickson gave an update on the grant applications that were submitted under the Public Library State Construction Program. A report was distributed at the Board meeting.

Extension Services Update (BTOP)

A report for the month of October 2018 was included in the Board Packet. Sara Taylor has contacted the Town of Wheatfield to make arrangements to offer computer classes to its residents. This is in advance of the expiration of the contracts between Wheatfield, North Tonawanda Public Library and the Sanborn-Pekin Free Library.

Youth Services Update

A report on youth services from Laura Herold for the month of November was included in the Board Packet. Laura will be holding a workshop with a teen related theme at Nioga in January of 2020.

Upcoming Workshop

Lisa Erickson reminded Trustees about the workshop at Nioga scheduled for tomorrow. The topic is "Human Resources and the Law." All trustees are welcome to attend.

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

None presented.

Old Business

Evaluation of Executive Director

In Ms. Engel's absence, Mr. Begley reviewed with Tom Bindeman his evaluation results.

New Business

None presented.

UPCOMING EVENTS**Nioga Staff Christmas Party**

Nioga will hold a staff Christmas party on Thursday, December 19th at 12:30 pm. All trustees are invited to attend.

Next Scheduled Board Meeting

The next Nioga Board Meeting is January 21, 2020

ADJOURNMENT

The Meeting was adjourned at 7:20 pm.

Secretary