

**Regular Meeting  
Nioga Board of Trustees  
January 21, 2020  
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, January 21, 2020 at Nioga Headquarters, Lockport, New York.

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

**Absent:** Mary Anne Braunbach, Anne Engel, Christine Forster, and Jonathan Incho

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

**Staff members absent:** Tom Bindeman

**OPEN HEARING**

There was no business brought forth in the Open Hearing.

**PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

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

**APPROVAL OF MINUTES**

**Action:** It was moved by Ms. Whipple to accept the minutes from the November 19, 2019 meeting as presented. Mr. Bacon seconded and the motion carried.

**COMMITTEE REPORTS**

**Finance and Audit Committee**

**FY2018 Audit Report from Brown & Company, LLP**

The FY2018 Audit Report was included in the board packet. The Finance & Audit Committee met prior to the meeting to review the audit.

**Action:** It was moved by Mr. Begley to accept the FY2018 Audit Report as presented. Ms. Riley seconded and the motion carried.

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

Schedule of Payments - November

General Fund 2019-11-G	\$78,019.55
LAA Account 2019-11-L	\$9,584.31

Schedule of Payments - December

General Fund 2019-12-G	\$264,933.88
LAA Account 2019-12-L	\$ 23,371.36

November and December Employee Monthly Payroll Reports were included in the Board Packet.

### **Nioga Balance Sheets for FY2020**

Nioga's balance sheets for November and December were included in the Board Packet.

### **REOCCURRING BILLS**

**Action:** Mr. Begley made a motion to approve the reoccurring monthly bill payments. Ms. Marcia Riley seconded and the motion carried.

### **Nominating Committee**

In the absence of Mr. Jonathan Incho, committee chair, Lisa Erickson 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. There are a few persons interested in this seat. 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. The seat for the City of Batavia is still vacant. The Richmond Memorial Library continues to search for an appropriate replacement.

### **Program Committee**

#### **Update on 2020 Nioga Annual Dinner**

Lisa Erickson reported on the upcoming 2020 Annual Dinner. The date for this year's dinner will be Wednesday, May 20th at Terry's Corners Fire Hall in Gasport. This is the same location as in 2017.

### **PRESIDENT'S REPORT**

#### **Evaluation of Executive Director**

**Action:** Ms. Zaciewski made a motion to approve the two (2) additional paid vacation days for Tom Bindeman. Mr. Bacon seconded and the motion carried.

### **Holiday Schedule**

**Action:** Mr. Charles Begley made a motion to approve the holiday schedule. Mr. Bacon seconded and the motion carried.

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

New York Library Association Advocacy Day will be in Albany on February 24<sup>th</sup> and 25<sup>th</sup>. Anyone planning to go should let Lisa Erickson know so arrangements can be made.

### **Ethics Statement**

A copy of the Ethics Statement was included in the Board Packet.

### **Conflict of Interest**

A Conflict of Interest declaration was included in the Board Packet. This form must be signed by the trustees every year and kept on file at Nioga. Signed forms were handed in by the trustees in attendance.

### **Review of the 2019 Christmas Party**

Mr. Haight reviewed the 2019 Nioga Christmas Party.

## **Director's Report**

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

Acting Director, Lisa Erickson, gave an update on the Governor's 2019/2020 proposed budget. It is projected that library aid will be cut and State Construction Aid will be reduced from \$34M back to \$14M. Bullet Aid to libraries will no longer be available.

### **Advocacy Efforts**

Ms. Erickson reported that handwritten letters sent to their representative, instead of an email, go directly to the legislator.

### **2019 Member Library Circulation Statistics**

A report detailing the 2019 Member Library Circulation Statistics was passed out at the Board meeting.

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

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

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

### **Advocacy Efforts**

Lisa Erickson reported on Nioga's advocacy efforts. A Library Advocacy Agenda from NYLA was included in the Board Packet.

### **Funding from NY Community Trust Census Grant**

In collaboration with the Chautauqua-Cattaraugus and Buffalo & Erie County Library Systems, Nioga has received funding in the amount of \$6,400 to be used toward US Census efforts.

**Action:** Mr. Begley made a motion to accept the NY Community Trust Census Grant funding in the amount of \$6,400. Ms. Riley seconded and the motion carried.

### **Meeting with Correctional Facility Librarians**

Ms. Erickson and Staff met with the facility librarians from the Albion Correctional Facility (ACF) and the Orleans Correctional Facility (OCF) on December 31st. They discussed programming needs for both facilities.

### **Update on Hollwedel Memorial Library**

Lisa Erickson gave an update on interactions with the Board of the Hollwedel Memorial Library in Pavilion. A memo detailing events regarding placement of a funding proposition on the school district ballot was included in the Board Packet.

Assuming this Library is able to get back on track, Tom Bindeman is requesting a \$5,000 Grant to be paid out over two years:

- \$2,500 in 2020 for PR efforts
- \$2,500 in 2021 for efforts toward the Vote

**Action:** Mr. Begley made a motion to issue grant funding to the Hollwedel Memorial Library in Pavilion in the amount of \$5,000 at the discretion of Nioga's Executive Director or Acting Director. Ms. Riley seconded and the motion carried.

### **Update on Town of Wheatfield**

Lisa Erickson gave an update on the Town of Wheatfield. The contract with Wheatfield will expire in 2021. As per Nioga's proposed new Direct Access Plan, the Town will have to deal directly with Nioga and not libraries in the surrounding communities.

### **Youth Services Update**

A report on Youth Services from Laura Herold was included in the Board Packet. Extra duties include work on Nioga's Trustee Website and both the Family Literacy and the Adult Literacy grant activities.

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

Reports for the months of November and December 2019 from Sara Taylor were included in the Board Packet. Extra duties include outreach to the Town of Wheatfield and US Census activities.

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

None presented.

### **Old Business**

None presented.

### **New Business**

None presented.

### **Next Scheduled Board Meeting**

The next Nioga Board Meeting is: March 17, 2020.

### **ADJOURNMENT**

The meeting was adjourned at 7:10 pm.

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Secretary