

**Draft - Regular Meeting
Nioga Board of Trustees
June 23, 2020
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held via teleconference on Tuesday, June 23, 2020.

Present: Craig Bacon, Charles Begley, Mary Anne Braunbach, Dan Haight, Catherine Huber, Anne Engel, Jonathan Incho, Marcia Riley, Brenda Whipple, and Marilyn Zaciewski.

Absent: Christine Forster

Staff members present: Tom Bindeman and Lisa Erickson

OPEN HEARING

There was no business brought forth in the Open Hearing.

CALL TO ORDER

Mr. Begley called the meeting to order at 6:31 pm.

APPROVAL OF MINUTES

Action: It was moved by Mr. Haight to accept the minutes from the May 26, 2020 meeting as presented. Ms. Riley seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2020/2021

Designation of Signatories and Depositories

Action: It was moved by Ms. Braunbach, seconded by Ms. Riley 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: Charles Begley, Dan Haight, Thomas C. Bindeman, Lisa Erickson, and Thomas Loncto.

Appointments

Action: It was moved by Mr. Incho, seconded by Mr. Bacon and the motion carried to accept the following appointments:

- Assistant Secretary: Lisa Erickson
- Auditor for 2020: Brown & Company, LLP

Resolution on Appointment of Internal Auditor

Action: It was moved by Ms. Engel, seconded by Ms. Huber 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 2020/2021.

Resolution on Contracts for Fixed Salaries or Compensation of Employees

Action: It was moved by Ms. Whipple, seconded by Ms. Riley and the motion carried that the following resolution be adopted for 2020/2021:

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. Incho, seconded by Mr. Bacon and the motion carried that the following resolution be adopted for 2020/2021: 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 May were included in the Board Packet. Also included were the Monthly Payroll Report for May.

Schedule of Payments

May 2020	
General Fund 2020-05 PR &GF & SRF	\$ 76,973.02
LAA Account 2020-05 LAA	\$ 2,888.40

May 2020 Employee Monthly Payroll Report was also included.

Nominating Committee

Mr. Incho reviewed existing board vacancies. Dan Haight, currently serving as the City of Tonawanda representative, has agreed to run again. Anne Engel of Genesee County is serving her second term and is ineligible to run again. There are two nominations for the Genesee County Seat:

- Jeffrey Laub, a retired special education teacher from Batavia
- Kristie Miller, a school librarian from Corfu

The election will be held via absentee ballot.

PRESIDENT'S REPORT

Board of Trustees Roster

An updated roster was included in the Board Packet

Review of Committee Assignments

Committee Charges

Mr. Begley made the following charges to the Finance and Audit Committee:

- Prepare and review budget for FY2021

Mr. Begley made the following charges to the Buildings and Grounds Committee:

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

Mr. Begley made the following charge to the Nominating Committee:

- Review trustee vacancies for 2021:
 - ▶ Genesee County: Marcia Riley (end of her 2nd term)
 - ▶ Trustee-at-Large: Brenda Whipple (end of her 2nd term)

Library Director Resignation

Melissa Langridge, Director of the Wilson Community Library, has resigned.

July Meeting

Action: Mr. Haight made a motion to schedule a July Meeting. Ms. Whipple seconded and the motion carried. The Next Nioga Board Meeting will be held July 28th at 5:30 pm.

EXECUTIVE DIRECTOR'S REPORT

Update on Grigg-Lewis Foundation Grant

Action: It was moved by Ms. Braunbach, seconded by Mr. Incho and the motion carried to accept the Grigg-Lewis Foundation Grant Award of \$8,400 for the 2020 Summer Reading Program.

Appointment of Grigg-Lewis Summer Interns

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

Action: It was moved by Ms. Huber, seconded by Mr. Bacon and the motion carried to appoint Kaylee Woodruff from Niagara Falls, as a Grigg-Lewis Summer Intern for 35 hours per week at \$11.10/hour. This is a 10 week appointment.

Update on State Budget

The State Budget was passed on April 3rd with a 4% cut. The state construction program was reduced from \$34 million to \$14 million.

As a result of the pandemic, the caveat in the budget package is that the Governor is allowed to review and modify the budget every two months. The first cutbacks are rumored to be between 15% and 20%.

Nioga Budget

Mr. Bindeman has made a list of possible budget cuts totaling \$29,000. Additional budget reductions cannot be made until there is official confirmation of what the final reduction in state funding will be.

Any substantial funding cuts will have to come with a reduction in staffing.

Communication, Advocacy and Outreach Report Report on FY2021-2023 State Construction Program

Lisa Erickson reported on the FY2021-2023 Public Library State Construction Grant. She stated that the New York State Portal is now open for the next grant cycle. Nioga's allocation this year is \$381,945.

Update on the State Construction Grant Program for FY2020-2022

Action: Ms. Engel made a motion to accept additional state construction monies in the amount of \$42,804. Ms. Braunbach seconded and the motion carried.

Youth Services Update

A report for the month of June was included in the Board Packet.

Action: Mr. Incho made a motion to accept the \$5,000 grant from Humanities NY. Ms. Whipple seconded and the motion carried.

Extension Services Update (BTOP)

A report for the month of June was included in the Board Packet.

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: July 28, 2020 at 5:30 pm.

ADJOURNMENT

The Meeting was adjourned at 7:20 pm.

Secretary