

**Regular Meeting
Nioga Board of Trustees
March 24, 2020
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, March 19, 2019 via teleconference.

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

Absent: Mary Anne Braunbach, Anne Engel and 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 6:30 pm.

APPROVAL OF MINUTES

Action: It was moved by Mr. Bacon to accept the minutes from the January 21, 2020 meeting as presented. Ms. Whipple seconded and the motion carried.

COMMITTEE REPORTS

Finance and Audit Committee

The Monthly Budget Reports for January and February were included in the Board Packet.

Schedule of Payments - January

General Fund 2020-01 PR & GF	\$142,648.04
LAA Account 2020-01 LAA	\$35,306.01

Schedule of Payments - February

General Fund 2020-02 PR & GF	\$80,807.66
LAA Account 2020-02 LAA	\$96,179.91

January and February 2020 Employee Monthly Payroll Reports were also included.

Nominating Committee

Update on City of Batavia Seat

Mr. Incho, Chair of the Nominating Committee, updated the Board on the City of Batavia Seat. The Richmond Memorial Library has nominated Catherine Huber to fill the vacancy.

Action: Ms. Whipple made a motion to accept this nomination and appoint Ms. Huber to fill this vacancy. Ms. Zaciewski seconded and the motion carried.

Upcoming Board Vacancies

Mr. Incho also updated the Board on two upcoming vacancies on the Board. 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. So far one nomination has been received for this seat.

Program Committee

Ms. Zaciewski updated the Board on plans for the Annual Dinner scheduled for May 20th. In light of the Coronavirus, this event will most likely need to be postponed. More information to follow.

PRESIDENT'S REPORT

Niagara County Grant

Action: Mr. Bacon made a motion to accept the Niagara County Grant in the amount of \$269,391. These funds will be distributed to the 11 libraries in Niagara County. Ms. Whipple seconded and the motion carried.

Grigg-Lewis Foundation Grants

Action: Mr. Haight made a motion to accept the \$1,500 Grant for the supervisor of the Workership Program. Ms. Zaciewski seconded and the motion carried.

Action: Ms. Whipple made a motion to accept the \$12,000 Grant for the Alms Project. These funds are used to lower automation costs for all 21 member libraries. Mr. Incho seconded and the motion carried.

Nioga Library System 2019 Annual Report

The Library System operated under its approved Plan of Service in accordance with its provision of Education Law and the Regulations of the Commissioner, and assures that the annual report was reviewed and accepted by the Board/Council.

Action: Mr. Haight made a motion to accept the statement as presented for the 2019 Annual Report. Ms. Riley seconded and the motion carried.

CHARGE TO COMMITTEES

- Mr. Begley charged the Nominating Committee to finalize the 2020/2021 slate of officers for the Nioga Board of Trustees.
- Mr. Begley charged the Program Committee to review applicants for 2020 Annual Dinner Meeting awards:
 - ❖ Outreach
 - ❖ Trustee(s) of the Year

- Mr. Begley charged the Personnel Committee to review and finalize plans for the Evaluation of the Executive Director.

Holiday Schedule

Action: Mr. Incho approved the 2020 Holiday Schedule as presented. Mr. Bacon seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

Coronavirus Update

As per the Governor's Executive Order, Tom Bindeman presented two proposals for the Board to consider.

Action: In order to comply with Governor Cuomo's mandate that all NY State workers in nonessential businesses stay at home in an effort to combat the spread of the Coronavirus, Mr. Haight made a motion to reduce the staffing level from March 30th to April 24th and continue to pay employees at their present rate of pay. Ms. Zaciewski seconded and the motion carried.

Action: Ms. Whipple made a motion that if the Board is unable to meet in April, to allow the Executive Director to extend the period of reduced personnel levels and to continue to pay employees at their current rate. Ms. Riley seconded and the motion carried.

Update on 2020/2021 Governor's Proposed State Budget

In light of the Coronavirus, the future budget is dismal and the effect on Nioga's future operating Budget cannot be projected.

Advocacy Update

Tom Bindeman gave an update on advocacy efforts. He reported that he and Lisa Erickson have met with many local and state legislators before the Coronavirus Crisis. Funding in these areas is currently on hold.

Update on Census 2020

The Census Bureau had hoped to have 70% of households complete the Census Form online. Nioga had applied for and received two grants to assist our Member Libraries in this process. Currently, these projects are on hold due to the Coronavirus Pandemic.

Proposed Expenditures

NY State Shield Act Insurance

Action: Mr. Haight made a motion to accept the purchase of *Cyber Liability and Data Breach Insurance* at the cost of \$1,100. Ms. Whipple seconded and the motion carried.

Plan of Service

Action: Ms. Zaciewski made a motion to retain MP FAGAN LTD to orchestrate the next 2021-2026 Plan of Service at the cost of \$7,000. Mr. Incho seconded and the motion carried.

Rebrand the BTOP Program

Action: Mr. Incho made a motion to retrain MP Fagan LTD to rebrand the BTOP Program at the cost of \$2,000. Ms. Riley seconded and the motion carried.

Library District Website

Action: Mr. Haight made a motion to retain MP Fagan LTD to create an informational website on library re-districting at the cost of \$700. Mr. Bacon seconded and the motion carried.

Libray Redistricting

Action: Ms. Whipple made a motion to retain MP Fagan LTD at the cost of \$5,000 to assist the Hollwedel Memorial Library in their re-districting efforts. Mr. Incho seconded and the motion carried.

COMMUNICATION, ADVOCACY AND OUTREACH UPDATE

Direct Access Plan

Action: Mr. Haight made a motion to ratify the revised Direct Access Plan, presented by Lisa Erickson and approved by a majority of member libraries. Ms. Whipple seconded and the motion carried.

Update on Public Library State Construction Program for 2019/2020

Lisa Erickson gave an update on the Public Library State Construction Grant Program for 2019/2020.

Youth Services Update

A report on Youth Services was included in the Board packet.

Extension Services Update (BTOP)

Reports for the months of January and February 2020 were included in the Board packet.

Old Business

There was no Old Business to discuss.

New Business

None presented.

ADJOURNMENT

The meeting was adjourned at 7:21 pm.

