

Draft - Regular Meeting  
Nioga Board of Trustees  
October 27, 2020  
Nioga Headquarters

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, October 27th at 5:30 pm.

**In-person:** Craig Bacon, Charles Begley, Mary Anne Braunbach, Dan Haight, Kristie Miller, Marcia Riley, Brenda Whipple, and Marilyn Zaciewski.

**Via Zoom:** Jonathan Incho

**Absent:** Christine Forster

*Catherine  
Huber*

**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 5:41 pm.

**PLEDGE OF ALLEGIANCE**

Mr. Haight led the Board in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Action:** It was moved by Ms. Whipple to accept the minutes from the September 22nd Meeting as presented. Ms. Miller seconded and the motion carried.

**COMMITTEE REPORTS**

**Finance and Audit Committee**

The Monthly Budget Reports for September 2020 were included in the Board Packet. Also included was the Monthly Payroll Report.

**Schedule of Payments**

Sept 2020	
General Fund 2020-09 PR & GF & SRF	\$158,891.70
LAA Account 2020-09 LAA	\$ 45,427.98

**Action:** Mr. Haight made a motion to accept the **revised** 2020 and 2021 Budgets. Ms. Braunbach seconded and the motion carried.

**Nominating Committee**

**Action:** Mr. Bacon made a motion to accept the nomination of Jeffrey Laub to fill the City of Batavia Seat, vacated by Samantha Schafer. Ms. Riley seconded and the motion carried.

*Catherine Huber*

**Personnel Committee  
EXECUTIVE SESSION**

**Action:** It was moved by Ms. Whipple to go into Executive Session to discuss the evaluation of the Executive Director. Ms. Riley seconded and the motion carried. The Board went into Executive Session at 5:46 pm.

**END OF EXECUTIVE SESSION**

**Action:** It was moved by Ms. Whipple to end the Executive Session. Mr. Haight seconded and the Board moved back into regular session at 5:53 pm.

**PRESIDENT'S REPORT**

**Employee Incentive Program**

Mr. Begley discussed the Employee Incentive Program. Information on this program was included in the Board Packet.

**Proposed 2021 Trustee Meeting Dates**

**Action:** Ms. Riley made a motion to approve the proposed meetings for 2021. Mr. Bacon seconded and the motion carried.

**Proposed Holidays for 2021**

**Action:** Ms. Miller made a motion to approve the proposed Holiday Schedule. Ms. Riley seconded and the motion carried.

**Committee Assignments**

Mr. Begley reviewed current Committee Assignments.

**Action:** Ms. Riley made a motion to appoint Brenda Whipple as Secretary. Ms. Braunbach seconded and the motion carried.

**Action:** Ms. Riley made a motion to approve Marilyn Zaciewski's appointment as Chair of the Program Committee. Mr. Haight seconded and the motion carried.

**Action:** Ms. Zaciewski made a motion to appoint Charles Begley as the Central Library Liaison. Ms. Riley seconded and the motion carried.

**Employee Relations Statement**

Mr. reviewed the Employee Relations Policy that will be presented to Nioga Staff at the next Staff Meeting.

**Action:** Mr. Haight made a motion to approve the Nioga Employee Relations Policy as presented. Ms. Riley seconded and the motion carried.

**City of Niagara Falls Seat**

Several attempts have been made to contact Nioga Trustee, Christine Forster.

**Action:** Mr. Haight made a motion to send a registered letter to Ms. Forster declaring her removal from the Board. Mr. Incho seconded and the motion carried.

## **Charge to Committees**

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

- Review upcoming board vacancies
  - Genesee County Seat
  - Trustee-at-Large

## **EXECUTIVE DIRECTOR'S REPORT**

### **Update on State Budget**

The State Budget was passed on April 3<sup>rd</sup> 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 cutback is 20%.

State aid revenues expected to be released in 2020 have also been cut.

Tom Bindeman presented a revised budget for 2020 and 2021.

### **Minimum Standards**

Mr. Bindeman presented information on minimum standards for libraries in NYS. This information was previously sent to Directors/Managers and Board Presidents. New standards will take effect January 1<sup>st</sup>.

### **Member Library Services Update**

A status report was included in the Board Packet. All 21 Member Libraries are open for some type of service.

### **Communication, Advocacy and Outreach Report**

#### **Census Grant**

The activities for this grant have ended. Staff are in the process of preparing the closeout report.

### **Youth Services Update**

A monthly report from Laura Herold was included in the Board Packet.

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

A monthly report from Sara Taylor was included in the Board Packet.

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

Ms. Braunbach discussed fundraising efforts at the Hoag Library.

### **OLD BUSINESS**

There was no Old Business to discuss.

### **NEW BUSINESS**

None presented.

### **OTHER**

None presented.

**NEXT SCHEDULED BOARD MEETING**

Next Nioga Board Meeting: January 26th

**ADJOURNMENT**

The Meeting was adjourned at 6:40

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Secretary