

**Draft - Regular Meeting
Nioga Board of Trustees
September 22, 2020
Nioga Headquarters**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, September 22nd at 5:30 pm.

In-person: Craig Bacon, Charles Begley, Mary Anne Braunbach, Dan Haight, Anne Engel, 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 5:30 pm.

INTRODUCTIONS

Incoming Trustee, Kristie Miller, took the oath of office.

APPROVAL OF MINUTES

Action: It was moved by Ms. Riley to accept the minutes from the July 28th Meeting as presented. Ms. Whipple seconded and the motion carried.

COMMITTEE REPORTS

Finance and Audit Committee

The Monthly Budget Reports for July and August were included in the Board Packet. Also included was the Monthly Payroll Report.

Schedule of Payments

July 2020

General Fund 2020-07 PR & GF & SRF	\$119,853.84
LAA Account 2020-07 LAA	\$ 3,592.95

August 2020

General Fund 2020-08 PR & GF & SRF	\$349, 877.55
LAA Account 2020-08	\$ 25,950.83

Separation Policy

Mr. Haight reviewed with the Board the Employee Separation Policy that had been discussed at the Finance & Audit Committee Meeting

Action: Mr. Haight made a motion to accept the Employee Separation Policy as presented. Ms. Zaciewski seconded and the motion carried.

Personnel Committee

Ms. Riley updated the Board on the Executive Director’s evaluation. A report will be ready by the next Board Meeting.

Buildings & Grounds

The following 2020-2022 State Construction Grant Applications were received:

LIBRARY	DESCRIPTION	PROJECT \$	REQUEST
Barker Public Library	New Building	\$516,775	\$387,581
Lockport Public Library	Lighting Upgrade - Orchard Room & Children's Circulation Area	\$8,700	\$6,525
Ransomville Free Library	New Roof	\$12,000	\$9,000
Youngstown Free Library	New Lighting System	\$26,212	\$19,659
TOTAL		\$563,687	\$422,765
	Allocation	\$381,945	
	Requested Amount	\$422,765	
	Remainder	-\$40,820	

Action: Ms. Whipple made a motion to approve and submit the State Construction Applications as presented. Mr. Haight seconded and the motion carried.

PRESIDENT’S REPORT

New Director

Mr. Begley informed the Board of the appointment of the new library director at the Wilson Community Library, Meghan Brauer.

Employee Relations Policy

A draft of this policy was included in the Board Packet.

2020 Library Budget Votes

This report was included in the Board Packet. Across the System, more citizens voted on library budgets in 2020 than in the past five years. All budgets passed with exceptionally high numbers.

Annual Report

Mr. Begley announced that the 2019 Nioga Library System Annual Report has been approved.

Open Meeting Law

Governor Cuomo extends the suspension of in-person meeting requirement of Open Meetings Law until November 3rd.

Committee Assignments

Mr. Begley reviewed current Committee Assignments.

EXECUTIVE DIRECTOR'S REPORT

Status of Virus

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

Nioga Headquarters continues to follow guidelines outlined in our Safety Plan.

Budget Update

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 cutback is 20%

Tom Bindeman has made a list of possible budget cuts in the Nioga Budget totaling \$49,500. 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.

Niagara County Census Grant

A report was included in the Board Packet. The goal of this grant is to encourage Niagara County residents to complete the census. Activities will run from August 15 to September 30th.

Action: Mr. Bacon made a motion to accept grant funds in the amount of \$104,073. Mr. Haight seconded and the motion carried.

2021 LAA Budget

The budget was included in the Board Packet for informational purposes only. The net budget for 2021 is \$262,587. This is a decrease of \$36,256 over the previous year. The main reason for the reduction is the removal of the budget line for Hoopla. Starting next year the cost of this service will shift to the member libraries.

Union Negotiations

Mr. Bindeman updated the Board on Union negotiations.

Niagara County Grant Distribution

\$269,391 in county aid was distributed to the eleven libraries in Niagara County.

Communication, Advocacy and Outreach Report

Update on Holley Library

Due to staffing problems caused by illness, the Community Free Library will be closed from September 8th to September 21st.

Update on Hollwedel Library

Nioga Staff, Patt Fagan, representatives of the Hollwedel Library Board and library representatives from the Pioneer Library System will meet via *Zoom* on Monday, September 28th to discuss resistricting.

Update on Byron-Bergen

Nioga Staff met with the Director and the Library Board via *Zoom* to discuss a possible redistricting. Mr. Bindeman stressed the need to start the public relations program now leading up to a possible vote in 2022.

Member Library Annual Reports

All member library annual reports have been approved. It was an exceptionally long approval process this year due to the Pandemic.

Youth Services Update

A monthly report was included in the Board Packet.

Extension Services Update (BTOP)

A monthly report was included in the Board Packet

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

Mr. Incho, Ms. Braunbach and Ms. Whipple discussed fundraising efforts at their home libraries.

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: October 27th

ADJOURNMENT

The Meeting was adjourned at 6:44 pm.

Secretary