

**Regular Meeting  
Nioga Board of Trustees  
June 22, 2021  
Nioga Headquarters  
Proposed**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 22, 2021.

**Present:** Charles Begley, Kristie Miller, Craig Bacon, Jeffrey Laub, Marcia Riley, Marilyn Zaciewski, Dan Haight, Mary Anne Braunbach, Brenda Whipple

**Absent:** Jonathan Incho

**Staff members present:** Tom Bindeman and Lisa Erickson and Laura Jeffery

**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 Ms. Braunbach to accept the minutes from the April 20, 2021 meeting as presented. Ms. Whipple seconded and the motion carried.

**ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2021/2022**

**Designation of Signatories and Depositories**

**Action:** It was moved by Mr. Haight, 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: Mr. Charles Begley, Mr. Jonathan Dan Haight, Mr. Thomas C. Bindeman, Ms. Lisa Erickson, and Mr. Thomas Loncto.

## **Appointments**

**Action:** It was moved by Ms. Riley, seconded by Ms. Whipple and the motion carried to accept the following appointments:

- Assistant Secretary: Lisa Erickson
- Auditor for 2022: Brown & Company, LLP

## **Resolution on Appointment of Internal Auditor**

**Action:** It was moved by Ms. Braunbach, seconded by Mr. Laub 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)].

## **Resolution on Contracts for Fixed Salaries or Compensation of Employees**

**Action:** It was moved by Mr. Haight, seconded by Ms. Miller and the motion carried that the following resolution be adopted for 2021/2022:

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. Haight, seconded by Ms. Whipple and the motion carried that the following resolution be adopted for 2021/2022: 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 April and May 2021.

### Schedule of Payments

April 2021	
General Fund 2021-04G	\$ 18,194.57
LAA Account 2021-04L	\$ 3,256.30
May 2021	
General Fund & SRF2021-05G	\$ 97891.02
LAA Account 2021-05L	\$ 14,481.55

Mr. Haight checked over the accounts and stated they are okay.

## **Nominating Committee**

Ms. Erickson gave an update on existing board vacancies.

## **Niagara Falls Board vacancy**

The Niagara Falls Board would like to nominate Judi Glaser.

## **Candidates up for Election at 2021 Annual dinner**

Genesee County Seat – Andrea Fetterly – Batavia

There are two nominations for the Orleans County Seat –

Patricia Nagel – Lyndonville and Gloria Nauden – Albion

Upcoming 2022 vacancies

Orleans County: Jonathan Incho, End of 2<sup>nd</sup> Term

City of Batavia: Jeffrey Laub, End of Appointed Term

Niagara County: Marilyn Zaciewski, End of 1<sup>st</sup> Term

The election will be held .....ballot.

## **PRESIDENT'S REPORT**

### **Board of Trustees Roster**

An updated roster was included in the Board Packet

### **Review of Committee Assignments**

**Review** Charges to Board Committees

Appoint Charles Begley Chair of Executive Committee

**Action:** It was moved by Mr. Bacon, seconded by Mr. Haight and the motion carried

Appoint Dan Haight Chair of Building and Grounds Committee

**Action:** It was moved by Ms. Zaciewski, seconded by Ms. Miller and the motion carried

Appoint Dan Haight Chair of Finance and Audit Committee

**Action:** It was moved by Ms. Whipple, seconded by Ms. Zaciewski and the motion carried

Appoint Jonathan Incho Chair of Nominating Committee

**Action:** It was moved by Mr. Haight, seconded by Mr. Laub and the motion carried

Appoint Mary Anne Braunbach Chair of Personnel Committee

**Action:** It was moved by Ms. Riley, seconded by Ms. Zaciewski and the motion carried

Appoint Marilyn Zaciewski Chair of Program Committee

**Action:** It was moved by Mr. Haight, seconded by Ms. Braunbach and the motion carried

Appointment of liaisons for:  
State and National Associations: (vacant)  
Niagara County: Jonathan Danner Haight  
Genesee County: Kristie Miller  
Orleans County: Mary Anne Braunbach  
Central Library (vacant)

**Action:** It was moved by Ms. Whipple, seconded by Mr. Haight and the motion carried

### **Committee Charges**

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

- Prepare and review budget for FY2022

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

- Review grant applications for the State Construction Grant Program for 2021/2022.

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

- Review trustee vacancies for 2022:

Update on the Annual Dinner

- Date: Thursday, September 2, 2021 at Krull Park under the Pavilion
- Ms. Zaciewski stated, registration is at 5:30 PM and dinner is at 6:00 PM.

“Thank you” card to Grigg-Lewis was sent around for signatures by Board members.

### **DIRECTOR’S REPORT**

#### **Update on Grigg-Lewis Foundation Grant**

**Action:** It was moved by Ms. Riley, seconded by Mr. Laub and the motion carried to accept the Grigg-Lewis Foundation Grant Award of \$4,037 for the 2021 Summer Reading Program.

#### **Appointment of Grigg-Lewis Summer Interns**

**Action:** It was moved by Ms. Riley, seconded by Ms. Whipple and the motion carried to appoint Katrina Peracciny from Lockport, as a Grigg-Lewis Summer Intern for \$12.50/hour. Her start date is June 28, 2021 and end date is August 27, 2021.

Member Library Statistics was included in the Board packet.

#### **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 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.

**ERATE Reimbursement commitment letter: \$4,200.00**

**Action:** It was moved by Ms. Miller, seconded by Ms. Riley and the motion carried

**New York State Insurance Refund (workers comp): \$2,521.05**

**Action:** It was moved by Ms. Braunbach, seconded by Ms. Riley and the motion carried

Tom Bindeman gave a report regarding how important it is to attend fundraisers for Assemblymen Norris, Senator Rath and Senator Ortt.

Tom Bindeman gave an update on the grants from Assemblyman Hawley and Assemblyman Norris.

Union Contracts were included in the Board packet.

Tom Bindeman gave a presentation on Kids Catalog (enhancement to Public Access Catalog).

Trustee Handbook Book Club was handed out at the meeting.

An update on Hollwedel Memorial Library (Pavilion) budget vote.

It was also stated Hollwedels Librarian was nominated by Senator Ryan as upstanding Librarian.

**Communication, Advocacy and Outreach Report  
Report on FY2021-2022 State Construction Program**

Lisa Erickson reported on the FY2021-2022 Public Library State Construction Grant Program amount available \$927,580. She also stated that due to Covid an extra year is being given to Grants from 2019-2021.

An update was given on members libraries Annual Reports.

**Youth Services Update**

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

**Extension Services Update**

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

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

It was mentioned that it's the perfect time to take a drive to see the Lyndonville Library.

**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: August 24, 2021 at 5:30 pm.

**ADJOURNMENT**

**Action:** It was moved by Mr. Bacon, seconded by Ms. Braunbach and the motion carried.  
The Meeting was adjourned at 7:10 pm.

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Secretary