

**Regular Nioga Board Meeting
June 21, 2022
Yates Community Library
Lyndonville, NY**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 21, 2022 at Yates Community Library, Lyndonville, NY.

Present: Charles Begley, Craig Bacon, Mary Anne Braunbach, Jeffrey Laub, Kristie Miller, Patty Nagel, Andrea Fetterly, Jeanne Tuohey and Marilyn Zaciewski

Absent: Dan Haight

Staff members present: Thomas Bindeman, Lisa Erickson and Laura Jeffery

Introductions: Introducing the newest Nioga Trustee Board member, Ms. Jeanne Tuohey

Guests: Yates Community Library: Emily Cebula, Director; Board President, Thomas Wenhold; Vice President, Gail Foss; Board Treasurer, James Watson; Trustee Herbert Bohnet; Trustee, Kathleen Sillick; Trustee, Marlie Miller.

2022/2023 Board Officers:

Mr. Begley gave a report on the slate of Officers for 2022/2023:

- President – Mr. Begley
- Vice-President – Ms. Braunbach
- Treasurer – Mr. Haight
- Secretary – Ms. Miller

Action:

Mr. Bacon made a motion to accept the Slate of Officers for 2022/2023 as presented. Mr. Laub seconded, and the motion carried.

OATH OF OFFICE:

Notary, Lisa Erickson, administered the oath of office to Jeffrey Laub, Jeanne Tuohey and Marilyn Zaciewski.

PLEDGE OF ALLEGIANCE:

Mr. Laub led the Board in the Pledge of Allegiance

OPEN HEARING:

There was no business brought forth in the Open Hearing.

CALL TO ORDER:

Mr. Begley called the meeting to order at 6:00 pm.

APPROVAL OF MINUTES:

Action: It was moved by Ms. Braunbach to accept the minutes from the April 19, 2022 meeting as amended. Ms. Miller seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2022/2023

Designation of Signatories and Depositories:

Action: It was moved by Ms. Braunbach, seconded by Ms. Fetterly 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: Treasurer or Trustee

Accounts payable: Treasurer or Trustee, Executive Director and Business

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 F. Begley, Mr. Jonathan Dan Haight, Mr. Thomas Bindeman, Ms. Lisa Erickson, and Mr. Thomas Loncto.

Appointments:

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

- Assistant Secretary: Laura Jeffery
- Auditor for 2022: TBD

Resolution on Appointment of Internal Auditor

Action: It was moved by Ms. Zaciewski, seconded by Mr. Nagel 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. Tom Loncto

Resolution on Contracts for Fixed Salaries or Compensation of Employees:

Action: It was moved by Ms. Tuohey, seconded by Ms. Fetterly and the motion carried that the following resolution be adopted for 2022/2023:

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 Assistant Director or the Business Manager. [Commissioner's Regulation 90.6 (c) (12)].

Tax Sheltered Annuity Programs:

Action: It was moved by Mr. Laub, seconded by Ms. Miller and the motion carried that the following resolution be adopted for 2022/2023: Resolved that the Business Manager and the Administrative Assistant 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 April and May were included in the Board Packet. Also included were the Monthly Payroll Report for April and May 2022.

Schedule of Payments

April 2022

General Fund 2022-04G \$126,118.97

LAA Account 2022-04L \$ 3,461.15

May 2022

General Fund & SRF2022-05G \$ 40,232.10

LAA Account 2022-05L \$ 675.00

Thomas Bindeman gave the report for Mr. Haight.

Personnel Committee:

Ms. Braunbach ask the Board of Trustees if they would consider reviewing the Executive Director's Review Form.

Ms. Erickson gave an update on upcoming board vacancies:

- Orleans County
- City of Niagara Falls

PRESIDENT'S REPORT

Board of Trustees Roster:

An updated Trustee roster was included in the Board Packet.

Review of Committee Assignments:

Appoint Charles Begley Chair of Executive Committee:

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

Appoint Dan Haight Chair of Building and Grounds Committee:

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

Appoint Dan Haight Chair of Finance and Audit Committee:

Action: It was moved by Ms. Nagel, seconded by Mr. Laub and the motion carried

Appoint Jeffrey Laub Chair of Nominating Committee:

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

Appoint Mary Anne Braunbach Chair of Personnel Committee:

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

Appoint Marilyn Zaciewski Chair of Program Committee:

Action: It was moved by Mr. Bacon, seconded by Ms. Nagel and the motion carried.

Appointment of liaisons for:

State and National Associations: Mr. Jeffrey Laub

Niagara County: Mr. Jonathan Danner Haight
Genesee County: Ms. Kristie Miller
Orleans County: Ms. Mary Anne Braunbach
Central Library: (vacant)

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

Committee Charges:

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

- Approve appointment of a new auditor
- Prepare and review budget for FY2023

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

- Review grant applications for the State Construction Grant Program for 2022/2023

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

- Review trustee vacancies

Update on the Annual Dinner:

- Ms. Zaciewski gave an update on Annual Dinner which was held Wednesday, May 18, 2022 at White Birch Golf Course, Lyndonville, NY.

Update on the Trustee Training:

2023 a two hour training will be required for every trustee every year.

Update on the Niagara Fall Seat:

Niagara Falls Public Library may have a potential candidate for the Central Library vacant seat.

EXECUTIVE DIRECTOR'S REPORT:

Appointment of the Summer Interns – Vanessa Tran and Katrina Peracciny at \$13.20 per hour:

Action: It was moved by Ms. Tuohey, seconded by Mr. Bacon and the motion carried.

Review of 2022 Budget Votes:

Vote Counts were included in the Board Packet.

Update on new phone system:

Thomas Bindeman stated the new phones are installed and are operational. Half the cost was paid by a construction grant.

Community Free Library (Holley):

Community Free Library celebrated their Seventy Fifth Anniversary with a Reception. Tom Bindeman and Lisa Erickson attended.

Update on Service Population (2020 Census):

Thomas Bindeman stated that service area populations for the member libraries have gone down.

Update on Fine Free:

Thomas Bindeman stated Buffalo and Erie County Libraries have gone fine free. Mr. Bindeman also stated that because Nioga is a co-operative library system going fine free is a decision that is up to each individual member library.

Member Library Statistics:

Patrons & Items Count was included in the Board packet.

Collection Management Template and Guide:

Guide was included in the Board packet. Thomas Bindeman stated this a resource to help libraries confirm that their policies in place are ready for material challenges.

Library Bill of Rights:

The *Library Bill of Rights* was included in the Board packet. Approval of this item was tabled to next meeting.

Communication, Advocacy and Outreach Report

State Construction Grant Program:

Lisa Erickson reported the State Construction Grant portal is now open. Ms. Erickson also stated she is offering a state construction training seminar for the member libraries on Wednesday June 22nd and June 29th. Several libraries are coming.

Youth Services Update:

This report was included in the Board Packet.

Extension Services Update:

This report was included in the Board Packet.

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

OLD BUSINESS:

None presented.

NEW BUSINESS:

None presented.

OTHER:

None presented.

NEXT SCHEDULED BOARD MEETING:

The next Nioga Board Meeting is: August 23, 2022.

ADJOURNMENT:

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

Secretary