

**Regular Meeting
Nioga Board of Trustees
Nioga Library System
June 20, 2023
Proposed**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 20, 2023.

Present: Charles Begley, Jeffrey Laub, Kristie Miller, Andrea Fetterly, Craig Bacon, Marilyn Zaciewski, Dan Haight, Patty Nagel, Jeanne Tuohey

Absent: None

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

Guest: Mr. Howard Balaban

Introductions:

Mr. Begley introduced Mr. Howard Balaban to the Nioga Board. Mr. Balaban is joining the Nioga Board representing the Orleans County seat.

Appointment of Trustee:

Action: It was moved by Mr. Laub, seconded by Mr. Bacon to appoint Mr. Howard Balaban to fill the Orleans County Trustee seat, and the motion carried.

OATH OF OFFICE:

Notary, Lisa Erickson, administered the oath of office to Mr. Howard Balaban.

2023/2024 Board Officers:

Mr. Begley gave a report on the slate of Officers for 2023/2024:

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

Action:

Mr. Laub made a motion to accept the Slate of Officers for 2023/2024 as presented. Ms. Tuohey seconded, and the motion carried.

PLEDGE OF ALLEGIANCE:

Mr. Haight 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 6:30 pm.

APPROVAL OF MINUTES:

Action: It was moved by Ms. Fetterly to accept the minutes from the April 18, 2023 meeting as presented. Ms. Nagel seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2022/2023

Designation of Signatories and Depositories:

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

- Assistant Secretary: Laura Jeffery
- Auditor: Lumsden & McCormick

Resolution on Appointment of Internal Auditor:

Action: It was moved by Ms. Miller, seconded by Mr. Bacon 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 Mr. Haight, 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 Ms. Nagel, seconded by Ms. Zaciewski and the motion carried that the following resolution be adopted for 2023/2024.

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 2023.

Schedule of Payments

April 2023	
General Fund 2023-04G	\$ 39,032.99
LAA Account 2023-04L	\$ 3,856.41
May 2023	
General Fund & SRF2023-05G	\$ 67,269.72
LAA Account 2023-05L	\$ 620.45

Mr. Haight stated the accounts are in order.

Program Committee:

Ms. Zaciewski gave an update the Board on the Annual Dinner held May 17, 2023 at Batavia Downs, Batavia, NY.

Trustee Training:

Mr. Begley stated fall training sessions will be October 18th and October 25th 6:00 pm to 8:00 pm via Zoom.

PRESIDENT’S REPORT

Board of Trustees Roster:

A Trustee roster was handed out at the meeting.

Review of Committee Assignments:

Appoint Charles Begley Chair of Executive Committee:

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

Appoint Dan Haight Chair of Building and Grounds Committee:

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

Appoint Dan Haight Chair of Finance and Audit Committee:

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

Appoint Jeffrey Laub Chair of Nominating Committee:

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

Appoint Kristie Miller 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. Haight, 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: Mr. Howard Balaban

Central Library: (vacant)

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

Committee Charges:

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

- Prepare and review budget for FY2024

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

- Review grant applications for the State Construction Grant Program for 2024

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

- Review upcoming trustee vacancies:
 1. Niagara County
 2. City of Lockport

Review Board Meeting Dates:

Mr. Begley updated the Board of Trustees, September 26th was added to the upcoming meeting dates: August 22nd, September 26th, October 24th and November 21st.

EXECUTIVE DIRECTOR'S REPORT:

Appointment of the Summer Intern – Chrissy Carney at \$14.25 per hour: Start date: June 26, 2023, end date: September 1, 2023

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

Review of 2023 Budget Votes:

Vote Counts were included in the Board Packet, all budget votes passed.

June 14th Directors Meeting:

Thomas Bindeman stated 14 libraries attended the Directors meeting at Nioga Library System.

System Advisory Committee (SAC):

System Advisory Report was included in the Board packet.

Bullet Aid from local Assemblyman Hawley, \$25,000:

Thomas Bindeman stated the Grant money will be divided between the libraries in Assemblyman Hawley's district.

2024 LAA approved Budget:

The budget was included in the Board Packet.

NOVELny:

A resource sheet was handed out at the meeting. Thomas Bindeman spoke about the NOVELny program and its online resources (currently from Gale and Britannica) that will now cease operations on June 30, 2024. He also explained that NOVELny has been an online library of hundreds of magazines, newspapers, maps, charts, research and reference books that were available to every New Yorker, free of charge.

Member Library Statistics:

Patrons & Items Count was included in the Board packet.

Communication, Advocacy and Outreach Report**State Construction Grant Program:**

Lisa Erickson handed out the Preliminary State Construction 2023-2024 worksheet with member libraries construction projects. Lisa Erickson also stated she is offering a state construction training seminar for the member libraries on Wednesday, June 28th.

Update on Haxton (Oakfield):

Lisa Erickson stated that a variance letter for education has been drafted for Kim Gibson.

Update on Corfu Public Library:

Lisa Erickson stated Corfu Public Library has received their Absolute Charter.

Youth Services Update:

A report was handed out at the Board meeting.

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 22, 2023.

ADJOURNMENT:

The Meeting was adjourned at 7:30 pm.

Secretary