

**Regular Meeting
Nioga Board of Trustees
Nioga Library System
June 25, 2024
Proposed**

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 25, 2024.

Present: Charles Begley, Tammy Kinan, Jeffrey Laub, Andrea Fetterly, Craig Bacon, Marilyn Zaciewski, Dan Haight, Jeanne Tuohey

Absent: Kristie Miller, Patty Nagel and Howard Balaban

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

CALL TO ORDER:

Mr. Begley called the meeting to order at 6:17 PM

OATH OF OFFICE:

Notary, Lisa Erickson, administered the oath of office to Mr. Charles Begley and Craig Bacon.

INTRODUCTIONS: none

PLEDGE OF ALLEGIANCE:

Mr. Haight led the Board in the Pledge of Allegiance

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.

APPROVAL OF MINUTES:

Action: It was moved by Ms. Fetterly to accept the minutes from the April 16, 2024 meeting as presented. Mr. Bacon seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2024/2025

Designation of Signatories and Depositories:

Action: It was moved by Ms. Tuohey, seconded by Mr. Laub 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 Manager

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 Ms. Laura Jeffery.

Appointments:

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

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

Resolution on Appointment of Internal Auditor:

Action: It was moved by Ms. Kinan, 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: Ms. Laura Jeffery

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:

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. Haight, seconded by Mr. Bacon and the motion carried that the following resolution be adopted:

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 2024.

Schedule of Payments

April 2024	
General Fund 2024-04G	\$ 25,780.42
LAA Account 2024-04L	\$ 5,443.13
May 2024	

General Fund & SRF2024-05G	\$ 324,459.70
LAA Account 2024-05L	\$ 20,568.20

Mr. Haight stated the accounts are in order.

EXECUTIVE SESSION

Action: Mr. Haight made a motion to go into Executive Session. Mr. Laub seconded and the motion carried.

The Board went into Executive Session at 6:27 PM

END OF EXECUTIVE SESSION

Action: It was moved by Mr. Bacon to end Executive session. Mr. Haight seconded and the Board moved back into regular session.

The Board ended Executive Session at 6:33 PM

Motion: Approve the proposed labor agreement, as presented, between the Nioga Library System and CSEA Local 1000 AFSCME, AFL-CIO Local 717. Duration of contract is July 1, 2024 to June 30, 2028.

Action: Mr. Haight made a motion to accept the proposed labor agreement as presented, seconded by Mr. Laub and the motion carried

New Motion: Increase the salary of the Business Manager 5% effective July 1, 2024.

Action: Mr. Haight made a motion to increase the salary of the Business manager 5% Effective July 1, 2024. Ms. Fetterly seconded and the motion carried.

FY2024 AUDIT UPDATE

Mr. Bindeman updated the Board on the Audit 2023.

UNION CONTRACT

The new Union contract was included in the Board packet.

UPCOMING BOARD VACANCIES:

Mr. Laub gave an update on the upcoming vacancies on the Nioga Board Trustees. The Genesee County seat (Ms. Miller) and the City of North Tonawanda seat (Mr. Haight).

Program Committee:

Ms. Zaciewski gave an update to the Board on the Nioga Annual Dinner held May 23, 2024 held at the Wurlitzer Event Center, North Tonawanda, NY. Ms. Zaciewski also stated next year's Annual Dinner will be in Orleans County.

PRESIDENT'S REPORT

Board of Trustees Roster:

A Trustee roster was sent around to Trustees during the meeting for any updates or corrections and returned to Mr. Begley.

POSSIBLE LIBRARY TOUR (Orleans County - August 15th)

Mr. Begley proposed reinstating the Nioga Trustees making visits to Nioga member libraries. Further discussion will be held at the next meeting.

Review of Committee Assignments:

Appoint Charles Begley Chair of Executive Committee:

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

Appoint Dan Haight Chair of Building and Grounds Committee:

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

Appoint Dan Haight Chair of Finance and Audit Committee:

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

Appoint Jeffrey Laub Chair of Nominating Committee:

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

Appoint **Kristie Miller** Chair of Personnel Committee:

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

Appoint Marilyn Zaciewski Chair of Program Committee:

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

Appointment of liaisons for:

State and National Associations: Mr. Jeffrey Laub and Mr. Craig Bacon

Niagara County: Mr. Jonathan Danner Haight

Genesee County: Ms. Kristie Miller

Orleans County: Mr. Howard Balaban

Central Library: Ms. Tammam Kinan

Action: It was moved by Ms. Fetterly, 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 FY2025

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

- Review grant applications for the State Construction Grant Program for 2024/2025

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

- Review upcoming trustee vacancies:
 1. Genesee County
 2. City of North Tonawanda

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

- Review Executive Director

NYLA CONFERENCE – SYRACUSE 11/7/24-11/8/24

Mr. Begley stated, this is open to all Trustees interested in participating.

Revised Board Meeting Dates:

A revised schedule was included in the Board Packet.

EXECUTIVE DIRECTOR'S REPORT:

Review of 20243 Budget Votes:

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

Member Library Statistics:

Patrons & Items Count was included in the Board packet.

Update on State Budget:

Thomas Bindeman stated the NYS budget passed on April 1st.

Bullet Aid:

Thomas Bindeman stated \$40,000.00 will be divided between the libraries in Assemblyman Hawley's District. \$40,000.00 will be divided between Wilson Community and the second Library is pending in Assemblyman Norris's District. \$40,000.00 from Assemblyman Morinello to go to Niagara Falls Public Library and to Youngstown Free Library.

Member Library Director Openings:

Thomas Bindeman stated there are two Director's positions open, Royalton Hartland Community Library and Community Free Library will soon have an opening.

NYLA Position Paper on Remote Director

A report was included in the Board packet.

Communication, Advocacy and Outreach Report

State Construction Grant Program:

Lisa Erickson stated the now portal is open. Ms. Erickson has asked all member libraries to apply by June 1st. An attachment was included in the Board packet.

Youth Services Update:

A 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

Ms. Zaciewski stated Barker Public Library is open and in the coming month of July will have an open house

OLD BUSINESS:

None presented.

NEW BUSINESS:

None presented.

OTHER:

None presented.

NEXT SCHEDULED BOARD MEETING:

The next Nioga Board Meeting is: August 20, 2024

ADJOURNMENT:

The Meeting was adjourned at 7:16 pm.

Secretary