Regular Meeting
Nioga Board of Trustees
Nioga Library System
June 24, 2025
Proposed

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 24, 2025.

Present: Charles Begley, Jeffrey Laub, Andrea Fetterly, Howard Balaban, Kristie Miller, Marilyn Zaciewski, Dan Haight, Jeanne Tuohey

Absent: Craig Bacon, and Patty Nagel and Tammam Kinan

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

CALL TO ORDER:
Mr. Begley called the meeting to order at 6:30 PM

OATH OF OFFICE:
Notary, Lisa Erickson, administered the oath of office to Mr. Dan Haight and Ms. Kristie Miller.

INTRODUCTIONS: none

PLEDGE OF ALLEGIANCE:
Mr. Haight led the Board in the Pledge of Allegiance

APPROVAL OF MINUTES:
Action: It was moved by Mr. Haight to accept the minutes from the April 15, 2025 meeting as presented. Ms. Fetterly seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2025/2026
Designation of Signatories and Depositories:

Action: It was moved by Ms. Miller, seconded by Ms. Tuohey 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 Ms. Zaciewski, seconded by Ms. Fetterly 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. Tuohey, 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)].

- Appointment: Ms. Laura Jeffery

Resolution on Contracts for Fixed Salaries or Compensation of Employees:
Action: It was moved by Mr. Balaban, seconded by Ms. Miller 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 Ms. Fetterly, seconded by Mr. Balaban 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 260 (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 2025.

Schedule of Payments

April 2025	
General Fund 2025-04G	$ 57,927.59
LAA Account 2025-04L	$ 52,292.22
May 2025	
General Fund & SRF 2025-05G	$141,905.61
LAA Account 2025-05L	$ 4,402.89

Mr. Haight approved the accounts.

Personnel Committee:
Update on review of Executive Director
Ms. Miller stated nothing to report at this time.

Upcoming Board Vacancies:
There will be two openings on the Nioga Board of Trustees: Genesee County seat and At large seat.

Program Committee:
Ms. Zaciewski updated the Board on the Nioga Annual Dinner held May 21, 2025 at the White Birch Golf Club, 1515 N. Lyndonville Road, Lyndonville, NY. Ms. Zaciewski also stated next year's Annual Dinner will be in Genesee County.

PRESIDENT'S REPORT
Board of Trustees Roster:
An updated Trustee roster was included in your Board packet.

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

- Prepare and review budget for FY2026

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

- Review grant applications for the State Construction Grant Program for 2025/2026

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

- Review upcoming trustee vacancies:
  1. Genesee County
  2. At Large

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

- Review Executive Director

Updated Telephone Extension list was included in the Board packet.

EXECUTIVE SESSION
Action: Mr. Haight made a motion to move into Executive Session. Ms. Miller seconded and the motion carried.

The Board went into Executive Session at 6:47 PM

END OF EXECUTIVE SESSION
Action: It was moved by Ms. Fetterly to end the Executive Session. Mr. Haight seconded and the motion carried.

The Executive Session ended at 6:53 PM.

Action: Mr. Laub made a motion to approve a 3% increase for Business Manager, Laura Jeffery. Mr. Haight seconded and the motion carried.

Action: Ms. Fetterly made a motion to move Youth Services Consultant, Laura Herold to Librarian III, Step 5. Ms. Zaciewski seconded and the motion carried.

Action: Ms. Tuohey made a motion to hire Kevin Michki as Technical Services Consultant, Librarian II, Step 5. Mr. Haight seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT:
Update on State Budget:
For the 2026 Fiscal Year, the New York State budget includes approximately $106.3 million for Library Operating Aid, a slight increase from the previous year, along with $44 million for library construction

Member Library Statistics:
Patrons & Items Count was included in the Board packet.

Legislator Fundraiser:
Thomas Bindeman stated he has attended two fundraisers: Assemblyman Stephen Hawley and Assemblyman Angelo Morinello.

Legislative Grants - $100,000:
Thomas Bindeman stated Assemblyman Hawley is giving $60,000 to the Nioga member libraries in his District. Assemblyman Morinello is giving $40,000, two libraries in his district will receive $20,000. Assemblyman Morinello did this previously to two different libraries in his district.

Libraries on the Attack:
Federal Government is attacking libraries on Censorship removal. Thomas Bindeman stressed the importance of member libraries having a Collection Policy in place.

Communication, Advocacy and Outreach Report
State Construction Grant Program:
Lisa Erickson stated the grant portal is now open. At least seven libraries plan to apply. Building and Grounds will meet in September to review applications.

Annual Reports:
Lisa Erickson stated all member libraries but one has been approved.

Youth Services Update:
Summer Reading Program Report was included in the Board packet. This year's Passport Program booklet was included in the Board packet. Erie Canal Junior Ranger booklet was passed around to Board Members.

Extension Services Update:
This report was included in the Board Packet.

MEMBER LIBRARY DIRECTORS' AND TRUSTEES' COMMENTS, ISSUES AND CONCERNS
MS. Zaciewski spoke to the Board regarding changing the Nioga Board meeting dates to the fourth Tuesday of the month instead of the second Tuesday of the month. Meeting dates for the rest of this year would be September 23, 2025 and November 25, 2025.

Action: Mr. Haight made a motion to change the Nioga Board meeting dates to the fourth Tuesday of the month. Ms. Miller seconded and the motion carried.

OLD BUSINESS:
None presented.

NEW BUSINESS:
None presented.

OTHER:
None presented.

NEXT SCHEDULED BOARD MEETING:
The next Nioga Board Meeting is: August 26, 2025

Buildings and Grounds will meet at 5:15 PM.

ADJOURNMENT:
The Meeting was adjourned at 7:16 pm.

____
Secretary