Regular Meeting
Nioga Board of Trustees
August 25, 2026
Nioga Headquarters

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, August 25, 2026.

Present: Charles Begley, Jeffrey Laub, Craig Bacon, Howard Balaban, Marilyn Zaciewski, Dan Haight, Andrea Fetterly, Jeanne Tuohey, and Peter Pfohl

Excused: Tammy Kinan

Staff members present: Frank Sykes, Gretchen Schweigert, Karen Meritt and Laura Jeffery

GUESTS: Mr. Jeremy Smith, CPA with Lumsden McCormick Certified Public Accountants, Ms. Brooke McNamara, CPA with Lumsden McCormick Certified Public Accountants

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.

OATH OF OFFICE:
Notary, Karen Meritt, administered the oath of office to Ms. Andrea Fetterly.

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

APPROVAL OF MINUTES:
Action: Ms. Tuohey made a motion to accept the minutes from the June 23, 2026 meeting as presented. Mr. Haight seconded and the motion carried.

Action: Mr. Haight made a motion to accept the Special Meeting minutes from the August 11, 2026 meeting as presented. Mr. Balaban seconded and the motion carried.

COMMITTEE REPORTS
Finance and Audit Committee:

AUDIT REPORT:
Mr. Haight introduced Jeremy Smith and Brooke McNamara from Lumsden & McCormick, LLP; Mr. Smith presented the FY2025 audit.

Action: Mr. Haight made a motion to accept the Audit for FY2025 as presented. Ms. Zaciewski seconded and the motion carried.

The Monthly Budget Reports for June and July 2026 were included in the Board Packet. Also included was the Monthly Payroll Report.

Schedule of Payments

June 2026	
General Fund 2026-06	$ 102,093.41
LAA Account 2026-06	$ 3,600.18
July 2025	
General Fund 2026-07	$ 184,197.41
LAA Account 2026-07	$ 38,000.42

Mr. Haight stated no problems with any of the accounts, they are good.

BUILDINGS and GROUNDS:
Summary of State Construction Grant Applications was included in the Board packet.

Mr. Haight stated that Lockport Public Library has increased their grant funds and they will receive 90%. Royalton Hartland Community Library, Yates Community Library, Lee-Whedon Memorial Library, and Hoag Library are considering applying. Mr. Haight also stated that Nioga is looking into a construction grant to replace Nioga's building roof.

Nioga Library System State Construction FY2026/2027 Cycle					
LIBRARY	**PROJECT**	**PROJ AMT**	**REQUEST**	**REC AWARD**	**Award %**
Lockport Public Library	Roof Top Unit #1 Replacement	$505,000	$454,500	$454,500	90%
Total		$505,000	$454,500	$454,500	
	APPROPRIATION TOTAL	**$1,171,777**		**$454,500**	

Action: Tabled until the October 27, 2026, meeting.

Nominating Committee
Genesee County Seat vacancy:
Mr. Laub reported that Genesee County libraries have not responded about a representative for the Nioga Board of Trustees vacant seat. He plans to reissue a letter to the directors and trustees.

Personnel Committee:

Update on the Executive Director Evaluation:
Ms. Zaciewski reported the committee consisted of Nioga Trustees: Ms. Zaciewski, Ms. Tuohey, Ms. Kinan, Mr. Bacon, Mr. Begley, Nioga Director Mr. Bindeman, and Ms. Jill Palermo from the Lewiston Public Library. The committee met throughout the months of June and July. After careful consideration, a new director was chosen - Mr. Frank Sykes. Frank Sykes started employment with Nioga on August 10, 2026. On August 19, 2026, Ms. Zaciewski noted that Nioga hosted a Meet & Greet for Nioga System Directors and Trustees to meet Mr. Sykes.

PRESIDENT'S REPORT
Upcoming Trustee Training Via Zoom, Oct. 7th and Oct. 21th 6-8 pm:
Mr. Begley stated there will be two upcoming Trustee Training sessions, Oct 7th and 21st . Each session is two hours long. The Law Office of Stephanie Cole Adams, PLLC will conduct the workshops via Zoom.

M&T BANK UPDATE:
Action: It was moved by Mr. Bacon, seconded by Ms. Fetterly and the motion carried to accept the following signatories.

Resolved: Be it resolved that the following individuals be authorized to receive and use credit cards issued under the NIOGA Library System Organization:

1. Frank Sykes
2. Gretchen Schweigert
3. Sara Taylor

KEY BANK UPDATE
Action: It was moved by Mr. Balaban, seconded by Mr. Bacon and the motion carried to accept the following signatories.

Resolved: Be it resolved Frank Sykes, Gretchen Schweigert, and Laura Jeffery be added as authorized individuals on the library's checking account and be granted access to the library's safety deposit box.

EXECUTIVE DIRECTOR'S REPORT
Update of first two weeks:

- Mr. Sykes shared an update on his first two weeks at Nioga, noting that he has spent time getting to know the staff, exploring the facility, reaching out to vendors, and learning internal systems. Looking ahead, he is scheduling visits to our member libraries and coordinating mini-surveys for them.
- On August 14, 2026, Mr. Sykes met with Nioga personnel to discuss facility and security concerns, and he is scheduled to follow up with them on August 20, 2026.
- Mr. Sykes met with Rob from JRM Delivery to discuss the delivery system for member libraries.

Upcoming Director's Meeting:

Mr. Sykes stated that the Director's meeting will take place at Nioga on September 23, 2026.

Communication, Advocacy and Outreach Report:
State Construction Update:
Gretchen Schweigert reported an increase in this year's Construction Grant Award for the Lockport Public Library. To date, Lockport remains the only library to open an application, though several others including Lee-Whedon, Yates, Royalton Hartland, and Hoag have indicated interest.

Member Library needs:
Gretchen Schweigert stated that she is working with the state to complete the paperwork for the Newfane Free Library's dissolution and charter.

Notary:
Gretchen Schweigert is scheduled to take the Notary exam this month.

Youth Services:
A monthly report was included in the Board Packet.

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

OLD BUSINESS:
None presented.

NEW BUSINESS: Adoption of the State of New York deferred Compensation Plan:
Action: Mr. Haight made a motion to accept the State of New York Deferred Compensation Plan as presented. Ms. Fetterly seconded and the motion carried.

OTHER: None

NEXT SCHEDULED BOARD MEETING:
Next Nioga Board Meeting: Tuesday, October 27, 2026

ADJOURNMENT:
The Meeting was adjourned at 7:15 PM.

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Secretary