

OLIVE FREE LIBRARY
Board of Trustees Meeting
April 15, 2020

In attendance:

Via Zoom conference: Chrissy Lawlor, Felice Castellano, Rebecca Balzac, Klaus Buchele, Kimberly Daley, Nathalie Andrews, Tom Hammang, David Edinger, Donna Elberg, Lisa Klein, and Susan York.

The meeting was called to order at 6:00 pm by President Rebecca Balzac

Approval of minutes:

Minutes from March reviewed. Chrissy points out typo in Treasurer's Report section. Nathalie makes a motion to approve minutes with correction, Susan seconds. All in favor. Motion approved.

Issues to vote on:

=> Approval of bills: David surveyed warrants for April. Total warrants for April are \$2,541.73 Nathalie makes a motion to approve warrants list, Donna seconds. All in favor. Motion approved.

=> Prepayment list of bills: The total for one month (mid April/mid May) is \$1,837.89 Motion to accept prepayment list made by Nathalie, seconded by Susan. All in favor. Motion approved.

=> Donations received: \$666.26 received in March. Rebecca recommends we approve donations. All in favor. Motion approved.

Old Business:

=> Kim updates on email received from Ed Morton at Chemung. As a follow up to previous board question 'what section of what statute governs or mandates judicial relief to change the language in the trust document?' Ed answered: 'trusts are governed by the NY Estate Powers and Trusts Law (EPTL) and by applicable case law. EPTL Sections 7, (one might argue 8, also, because of the charitable nature of the endeavor supported by this trust), 10, 11, and 11-A are generally applicable'. Rebecca will forward information to OFL lawyer, Robert, to see what his interpretation may be.

Director's Report:

=> Chrissy updates on status of library closure. The library will continue to be closed at least until the end of April. Programming for April and May has been cancelled. Nathalie updates that the art committee has an art opening scheduled for May 30th. Most likely that will be cancelled but a lot of planning has been done for the opening and the show, so a final decision has not been made yet.

=> Chrissy updates on MHLS's recommendations on how to reopen when the time comes. This includes how to handle books coming and going, how to clean and disinfect materials and surfaces, and perhaps adopting scheduled times for people to come in instead of risking a lot of people entering at the same time. Staff members may need to man the door and the desk.

=> Chrissy updates on online classes (yoga, postcard party, etc). People are very happy to have the classes available. She received donations to cover some of the yoga classes.

=> Chrissy updates on Hoopla since OFL signed up. 43 items have been checked out so far and has cost the library about \$50.

=> Nathalie asks about estimates for replacement windows. Chrissy obtained more bids to replace all windows and doors. Board members had a discussion about the windows project and how to pay. The DASNY grant seems less likely now given the pandemic impact on the state. Kim suggests trust trustees could consider utilizing Power to Adjust to release monies from the trust to cover windows project. A loan could also be a possibility. Rebecca recommends waiting to see what happens with DASNY grant. Chrissy will reach out to DASNY and see if there's any movement.

Treasurer's Report:

=> Nathalie updates on vetting and interviewing candidates for the bookkeeper's job. Board members discussed the need for a new bookkeeper. Rose at O'Connor (accounting firm) has been difficult to work with, plus O'Connor recently asked if we needed help applying for the PPP loan for which they would charge \$2,500! Board members agreed that was outrageous. Chrissy applied herself (\$27,227 with Community Bank) at no charge. Nathalie thinks bookkeeper works about 2 - 3 hours per week; some candidates charge monthly flat rate and some an hourly rate. Some can do only bookkeeping and some can do both bookkeeping and tax prep. Board members discussed the current candidates, strengths and weaknesses. Plan is to vote on new person in a special meeting sometime in early May.

=> Treasurer's report for April. See attached.

=> Rebecca updates that board members voted via email to raise Chrissy's salary by 3% and agreed to lower her hourly work week to 35 hours from 40 which complies with OFL personnel policy.

Motion to Adjourn made by Tom, seconded by Nathalie. Meeting adjourned at 7:26 pm.

Addendum

=> Approval of new bookkeeper: Board members held a special meeting via phone conference to vote on a new bookkeeper. Rebecca, Lisa, Tom, Susan, Donna, and Nathalie participated. Nathalie made the motion to replace O'Connor Tax Services with Sara Allexander to do the OFL bookkeeping. All in Favor. Motion passed.

**Olive Free Library Association
Treasurer's Report – February 2020**

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		\$210,169.77
Income		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants	\$0.00	
Donations	\$783.46	
OFL Trust*	\$9,608.34	
Braby Fund	\$0.00	
Service Charges	\$42.65	
Yoga and Tai Chi	\$412.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$24.70	
Fundraising Income	\$0.00	
Art Sales	\$0.00	
Interest	\$8.32	
Miscellaneous Income	\$0.00	
Total Income	\$10,857.47	
Expenses		
Personnel**	\$14,091.50	
Building Insurance	\$9,675.48	
Media Purchases	\$2,294.91	
Supplies	\$867.62	
Independent Contractors***	\$1,718.97	
Utilities	\$1,123.00	
Capital Purchases	\$290.52	
Program Expenses	\$890.83	
Art Expenses	\$0.00	
MHLS	\$0.00	
Conference/Travel/Dues	\$45.00	
Advertising	\$435.35	
Fundraising Expenses	\$0.00	
Bookmobile Expenses****	\$415.00	
Taxes (NYS sales taxes)	\$318.44	
Credit Line Payments	\$55.77	
Miscellaneous Expenses	\$0.00	
Total Expenses	\$31,822.39	

march 2020

Ending Balance Checking Community Bank	\$189,204.85
Fidelity Investment Account – beginning balance	\$121,481.93
change in investment value	\$1,195.76
Fidelity Investment Account – end balance	\$122,677.69
Ulster Savings Friends – beginning balance	\$990.37
interest	\$0.13
Ulster Savings Friends – end balance	\$990.50
Total Library Funds	\$312,873.04

* two off trust payments, there was no payment in february

** includes \$1,307 workers compensation and \$873.18 paid family leave

*** independent contractors: \$600 cleaning, \$597 plumbing, \$430 bookkeeping,
\$66.97 pest control, and \$25 building & grounds

**** bookmobile auto insurance

