

OLIVE FREE LIBRARY
Board of Trustees Meeting
January 20, 2021

In attendance:

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

The meeting was called to order at 6:32 pm by President David Edinger.

Approval of minutes:

Minutes from December reviewed. Nathalie points out misspelling of name under Art Exhibition paragraph. 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 January. Total warrants for January are \$3,043.99. Nathalie makes a motion to approve warrants list, Klaus seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for one month (mid January/mid February) is \$1,093.12. Motion to accept prepayment list made by Nathalie, seconded by Klaus. All in favor. **Motion approved.**

=> Donations received: \$4,381.85 received in December. David recommends we approve donations. All in favor. **Motion approved.**

=> Approval of Board of Trustees Officers for 2021: David Edinger as President, Felice Castellano as Vice President, Nathalie Andrews as Treasurer, and Kim Daley as secretary. Susan makes a motion to approve Officers, Donna seconds. All in favor. **Motion approved.**

=> Approval of number of board seats: David requests we raise the number of board seats to 11 (upper end of what the Charter allows) from 10 so there's an odd number for voting purposes, and so that we can bring in another person hopefully from the Olive Bridge/Samsonville area (not currently represented on the board). Nathalie makes a motion to accept number of board seats, Klaus seconds. All in favor. **Motion approved.**

=> Approval of 2021 meeting dates: Board meetings will be held on 2/17, 3/17, 4/21, 5/19, 6/16, no meeting in July, 8/11, 9/15, 10/20, 11/17, and 12/15. Nathalie makes a motion to accept meeting dates, Klaus seconds. All in favor. **Motion approved.**

=> Approval of monetary and legal institutions for 2021: Community Bank for the Operating Account, Fidelity for the Reserve Account, and Ulster Savings for Friends Account. White, Osterman & Hanna, LLP for legal services. Sara Allexander for bookkeeping. Joel Cymrot for accounting. Chrissy explains we will eventually be moving over the Friends Account to Community Bank. Rebecca makes a motion to accept institutions, Klaus seconds. All in favor. **Motion approved.**

=> Approval of staff salaries for 2021: David explains these are the salary increases already discussed and approved as part of the 2021 Budget. Nathalie makes a motion to re-approve staff salary increases, Susan seconds. All in favor. **Motion approved.**

Committee Reports:

=> Policy committee: The committee reviewed five policies and emailed to board members. Chrissy explains these policies did not need correcting. Nathalie points out a few typos. Susan will correct. Nathalie makes a motion to accept updated policies. Donna seconds. All in favor. **Motion approved.**

Board members discussed current committee groups and who sits on each committee. Kim will update the committees list.

=> Art Exhibition Committee: Nathalie updates on exhibition schedule for the year. Board members received an updated list in the email packet. David asks if an in person opening is scheduled in March. Nathalie is confident that can happen, especially if the weather is mild enough for the doors to be open.

Old Business:

=> Visionary discussion: Klaus would like to organize a road race for the fall. Donna is interested in a community reads programs where the community votes on a book and/or a topic for reading, and then joins virtually to discuss. Kim suggests a virtual movie night utilizing Kanopy. Rebecca suggests a chess group. David suggests a Civics discussion group. A conversation ensued about the Constitution and US history as a community outreach program.

=> Trust update: Nathalie asks if there's been a response from Chemung about the fee structure change. Kim explains she emailed Ed twice but has had no response. Kim included in her first email to Ed the budgeted amount of income expected from the Trust in 2021 based on guidance given by Ed. Chrissy emailed Ed as well and did hear back, but only that there was no update on the change to the fee structure.

Director's Report:

=> Chrissy updates on board members needing to fill out annual Conflict of Interest form.

=> Chrissy updates on donations. Year end appeal amount exceeded last year, and the number of people who donated also exceeded last years number.

=> Chrissy updates on Overdrive purchase of RB Digital. This will result in having access to over 3,000 magazines available on Libby. That should start next month.

=> Rebecca asks about virtual holiday fair. Chrissy updates they received a few donations and a few vendors had some sales. Certainly, in-person holiday fairs are far better for vendors, the community, and donation amounts to the library.

Treasurer's Report:

=> Nathalie updates on December report. See attached for report.

Motion to Adjourn made by Nathalie, seconded by Klaus. Meeting adjourned at 7:48 pm.

dec 2020

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		\$121,376.45
Income		
Town of Olive	\$0.00	
Onteora School District	\$5,600.00	
Grants*	\$1,976.82	
Loans	\$0.00	
Donations**	\$4,381.85	
OFL Trust	\$4,804.17	
Braby Fund	\$1,420.73	
Service Charges	\$109.20	
Yoga and Tai Chi	\$412.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$8.50	
Fundraising Income	\$0.00	
Art Sales	\$0.00	
Interest	\$1.01	
Miscellaneous Income***	\$29.90	
Total Income	\$18,744.18	
Expenses		
Personnel****	\$19,375.05	
Building Insurance	\$0.00	
Media Purchases	\$175.94	
Supplies	\$735.62	
Independent Contractors*****	\$4,736.67	
Utilities	\$588.32	
Capital Purchases	\$0.00	
Program Expenses	\$449.35	
Art Expenses	\$0.00	
MHLS	\$0.00	
Conference/Travel/Dues	\$542.10	
Advertising	\$167.84	
Fundraising Expenses	\$196.14	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$0.00	
Credit Line Payments	\$55.77	
Miscellaneous Expenses*****	\$40.99	
Total Expenses	\$27,063.79	

dec 2020

Ending Balance Checking Community Bank	\$113,056.84
Fidelity Investment Account – beginning balance	\$122,734.60
change in investment value	\$768.22
Fidelity Investment Account – end balance	\$123,502.82
Ulster Savings Friends – beginning balance	\$2,012.36
donations	\$0.00
interest	\$0.26
Ulster Savings Friends – end balance	\$2,012.62
Total Library Funds	\$238,572.28

* ulster county ppe grant: \$1976.82

** donations: \$1775 for windows, \$1606.85 general, \$1000 teitelbaum

*** bookmobile insurance refund: \$29.90

**** includes three payrolls and holiday bonus payments, 2020 w2/1099 forms

***** independent contractors: \$3000 landscaping, \$1350 cleaning,

\$270 bookkeeping, \$66.67 pest control, \$50 building & grounds

***** misc. expenses: \$40.99 paypal fees