

OLIVE FREE LIBRARY
Board of Trustees Meeting
February 17, 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 6:31 pm by President David Edinger.

Approval of minutes:

Minutes from January reviewed. Nathalie makes a motion to approve minutes. Susan seconds. All in favor.

Motion approved.

Issues to vote on:

=> Approval of bills: Kim surveyed warrants for February. Total warrants for February are \$14,349.32. Kim points out that the annual insurance bill was a little higher than expected. Chrissy plans to discuss it with the insurance rep. Also, the accountant bill was over \$700 for the month. Nathalie explains that is to be expected in January because the accountant is closing out the year, and preparing W-2's and 1099s. The accountant is paid by the hour, not a fixed, monthly amount. 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 February/mid March) is \$1,103.82. A new addition to this list is the amount we pay the online payroll company. Motion to accept prepayment list made by Nathalie, seconded by Klaus. All in favor. **Motion approved.**

=> Donations received: \$3,171.75 received in January. Year-end appeal monies, including \$500 from the Gierloff family. Susan makes a motion to accept donations, Kim seconds. All in favor. **Motion approved.**

=> Approval of policies reviewed: The Policy Committee review the Customer Service policy, Freedom to Read/View policy, Copier/Copyright policy, and the Local History policy. Kim points out a few typos. David points out the Local History policy mentions an archivist which is unclear. Kim questions statement from ALA (American Library Assoc.) under Freedom to View policy. Committee will review that policy again. Nathalie makes a motion to approve Customer Service, Copier/Copyright, and Local History policies with corrections, Kim seconds. All in favor. **Motion approved.**

Committee Reports:

=> Art Exhibition Committee: Nathalie emailed an update on the recent meeting which board members reviewed. An excerpt: The committee went over all planned 2021 exhibitions. A fundraiser had been planned for the Small Works Show scheduled for the end of last year. This exhibition was postponed as a number of shows didn't happen last year due to the library being closed. The committee discussed holding this fundraiser event (with music by Elaine Ralston's husband's band) outside this summer as part of the summer group show's opening and reception. Since the last committee meeting, Elaine and Nathalie have contacted 18 regional artists of color inviting them to our "Skin Deep" exhibition planned to open on September 25 this year.

=> The Buildings Committee: Committee members will arrange to meet after the energy audit which is tentatively scheduled for the end of March. Board members discussed the windows project (financing it, applying for grants, donations collected so far, and getting bids for the work).

Old Business:

=> Board evaluation: David will have the report ready for discussion at the next board meeting.

=> Trust update: Kim updates that Trustees heard from Ed at Chemung that the fee structure change has been cleared by the AG's office. OFL should now expect a disbursement from the Trust for a retro active payment reflecting the change in fees paid in 2020. Kim also explains that at the next quarterly meeting with the Trustees (not scheduled yet), David, acting as the Grantor, should ask about a resumption of fixed monthly payments based on the 2021 budgeted amount.

Director's Report:

=> Chrissy updates that the PPP loan forgiveness is pending. Community Bank will email when the loan is forgiven.

=> Chrissy updates on donations. Window donations now total more than \$7,000. This is well above the donations received for the elevator project.

=> Chrissy updates on Library Advocacy Week (next week). Chrissy scheduled a virtual meeting with new State Senator, Oberacker, along with Phoenicia Library director, Liz Potter, to discuss advocacy and funding. Board members can attend if they wish.

=> Chrissy updates on recent interest in the museum room. She is working on organizing and processing the collection. Last year, the Vassar students made a good start in organizing, but Chrissy plans to hire someone with more knowledge about archives to pick up where Vassar students left off. This person will work on organizing, processing, and cataloging. The end goal is to digitize items on the New York Heritage site. Having things digitized would make them more accessible to our patrons and open up future programming possibilities. Board members discussed funding for this project.

=> Chrissy updates on AARP tax prep program. AARP for Ulster County is working on ways to make the free tax prep available like they did in years past. A local patron has been certified as a preparer and is pushing to get Olive set up as one of the sites.

Treasurer's Report:

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

Visionary discussion:

=> David would like the visionary discussion to happen at the end of the meeting and also to have discussions more focused on long term ideas instead of programming ideas.

=> Klaus updates on planning a road race on the Ashokan Rail Trail and a poetry circle to add to programming. He has contacted two friends who can help set that up.

=> Kim mentions donations received for the new windows and how to communicate it to the town. Board members discussed how to get the message out about financing and how we plan to raise funds in addition to the donations. A target date for the project is tentatively 'sometime in September.'

=> Susan asked about funding for the archivist and how to use donations for this project, too. Susan also asked about the book mobile and what board members plan to do with the current van.

=> Nathalie suggests a budget evaluation this year sometime in July to firm up our Operating Reserves amount.

=> David suggests setting up a meeting to discuss wish list items and have longer, in depths conversations about visions and how they tie in with the Long Range Plan.

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

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**Olive Free Library Association
Treasurer's Report – January 2021**

| | <u>Activity</u> | <u>Balances</u> |
|---|--------------------|---------------------|
| Beginning Balance Checking Community Bank | | \$113,056.84 |
| Income | | |
| Town of Olive | | \$0.00 |
| Onteora School District | | \$0.00 |
| Grants* | \$1,500.00 | |
| Loans | | \$0.00 |
| Donations** | \$4,796.75 | |
| OFL Trust | | \$0.00 |
| Braby Fund | | \$0.00 |
| Service Charges | \$176.68 | |
| Yoga and Tai Chi | \$572.00 | |
| Other Programs | | \$0.00 |
| Amazon/Used Book Sales | | \$7.50 |
| Fundraising Income | | \$0.00 |
| Art Sales | | \$0.00 |
| Interest | | \$0.94 |
| Miscellaneous Income | | \$0.00 |
| Total Income | \$7,053.87 | |
| Expenses | | |
| Personnel | \$12,459.24 | |
| Building Insurance | | \$0.00 |
| Media Purchases | \$402.43 | |
| Supplies | \$403.81 | |
| Independent Contractors*** | \$66.67 | |
| Utilities | \$1,334.74 | |
| Capital Purchases | | \$0.00 |
| Program Expenses | \$50.95 | |
| Art Expenses | | \$0.00 |
| MHLS | | \$0.00 |
| Conference/Travel/Dues | | \$0.00 |
| Advertising | \$235.58 | |
| Fundraising Expenses | | \$0.00 |
| Bookmobile Expenses | | \$0.00 |
| Taxes (NYS sales taxes) | | \$0.00 |
| Credit Line Payments | | \$0.00 |
| Miscellaneous Expenses**** | | \$45.49 |
| Total Expenses | \$14,998.91 | |

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|--|---------------------|
| Ending Balance Checking Community Bank | \$105,111.80 |
| Fidelity Investment Account – beginning balance | \$123,502.82 |
| change in investment value | -\$98.08 |
| Fidelity Investment Account – end balance | \$123,404.74 |
| Ulster Savings Friends – beginning balance | \$2,012.62 |
| 501(c)(3) application fee | -\$275.00 |
| interest | \$0.25 |
| Ulster Savings Friends – end balance | \$1,737.87 |
| Total Library Funds | \$230,254.41 |

* cwc grant: \$1500

** donations: \$4696.75 for windows, \$100 rosalia room

*** independent contractors: \$66.67 pest control

**** misc. expenses: \$45.49 paypal fees