

OLIVE FREE LIBRARY
Board of Trustees Meeting
March 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 February reviewed. Nathalie makes a motion to approve minutes. Susan seconds. All in favor.

Motion approved.

Issues to vote on:

=> Approval of bills: Felice surveyed warrants for March. Total warrants for March are \$8,144.93 David asks about higher than usual amount. Chrissy explains warrants include remainder of insurance (workers comp, umbrella, and family leave portions). Rebecca makes a motion to approve warrants list, Susan seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for one month (mid March/mid April) is \$1,149.82. Motion to accept prepayment list made by Nathalie, seconded by Rebecca. All in favor. **Motion approved.**

=> Donations received: \$1,036.80 received in February. Kim makes a motion to accept donations, Nathalie seconds. All in favor. **Motion approved.**

=> Pandemic Response Plan: Nathalie asks if this will replace the COVID policy. Chrissy explains it will be filed with NY State along side the COVID policy, and is general in scope unlike the COVID policy. Nathalie makes a motion to accept Pandemic Response Plan, Tom seconds. All in favor. **Motion approved.**

=> Annual Report: Board members reviewed the annual report ahead of the meeting. Rebecca makes a motion to accept the filing of the annual report, Nathalie seconds. All in favor. **Motion approved.**

=> Resolution to request equalizing distribution from the OFL Trust: Kim explains this resolution is to request the payment of the 2020 retroactive change in the fee structure which has now been approved by the local AG's office. Any time OFL board members want to request a disbursement from the Trust outside of regular, monthly payments, a resolution needs to be filed with Chemung requesting the disbursement. The retroactive amount expected from 2020 is approximately \$17,000. Kim makes a motion to to accept the Resolution, Nathalie seconds. All in favor. **Motion approved.**

Committee Reports:

=> Art Exhibition Committee: Nathalie updates on the new show which was hung yesterday. *Across the River: Artists from Hudson Valley East*, opening Saturday and up until May 8, is an exhibition of works by artists from the east side of the Hudson River curated by Marie Cole from the Tivoli Artists Gallery. The committee has set July 24 as a possible date for a fundraiser event. Elaine Ralston's husband and his band have agreed to play music outside.

=> Policy Committee: Committee members reviewed Lending Rules/Procedures, Accessibility/ADA Statement, Displays/Posting, Incident Report Form, Freedom to Read, Freedom to View and are ready for approval. Nathalie makes a motion to accept reviewed policies, Felice seconds. All in favor. **Motion approved.**

Old Business:

=> Board evaluation survey: David updates that the evaluation survey is now ready online and board members should have it completed by the next board meeting. Chrissy emailed a link to the Google Doc, so board members should look for it in their emails.

New Business:

=> 414 petition drive: David explains that with new petition laws of only needing 25 signatures to get a petition on the ballot, he urges the board to consider going for it. The last petition was in 2018. Nathalie prepared a spreadsheet with amounts to consider and the corresponding impact on taxpayers. The increase in the 414 would be used for keeping up with mandatory NY State minimum wage increases. We could also devote more funding to adult media and an archivist for the local museum (something the community has asked for). Board members agreed on \$20,000 which is less than about \$5.00 per household based on average home value of \$300,000. Donna will take the lead on getting the petitions for signatures.

Director's Report:

=> Chrissy updates on new loan from the PPP Loan Program. The loan (\$28,922) has been approved with favorable terms of no payment due for 16 months and up to 5 years to pay off the loan. It will likely be forgiven as the last loan was.

=> Chrissy updates on staff vaccinations. All staff members have appointments booked for vaccines, so by the end of April all should be vaccinated which will open the way for everyone to work together again. Masks will still be required at all times.

=> Chrissy updates on new archivist, Melissa, who has been working in the museum about 4 - 5 hours per week. Melissa has identified five different collections and will begin to organize and catalog them, starting with the Reservoir collection.

=> Chrissy updates on scheduled poetry event for May 1. She will need to up the Zoom license for more participants because turn out is expected to be high.

=> Chrissy updates on email with Ed at Chemung about lower monthly trust payments. She sent Ed and all other trustees a spreadsheet detailing monthly payments and asking for a better explanation of why some payments are lower than the expected amount per month. Ed has not clearly explained why this is happening. She hopes that at the next quarterly meeting, trustees can figure this out and report back to her and the board.

Treasurer's Report:

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

Visionary discussion:

=> Board members discussed possible Book Mobile plans. Chrissy sent photos of tricked out vans that other libraries use. One photo is of Poughkeepsie's current book mobile. They raised funds by getting a grant from

the Dyson Foundation and from private donations. David suggested an ownership collaboration with Phoenicia and/or Woodstock. Chrissy said in the western part of the state, a few counties own book mobiles and participating libraries use them as needed.

=> Board members talked about the garage and how to retrofit it for future use of museum activities. We would need a grant to add heating and cooling. The upcoming energy audit could include a walk through the garage for assessment of the building's energy capabilities. Chrissy suggests waiting for feedback from the community which will come from the Turning Outward effort about how to use the building. What does the community want from it?

=> Rebecca suggests looking into employing or sub contracting a grant writer to help with future grant opportunities. Board members agree this would be a good idea.

Motion to Adjourn made by Nathalie, seconded by Rebecca. Meeting adjourned at 8:02 pm.

feb 2021

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		\$105,111.80
Income		
Town of Olive	\$148,142.00	
Onteora School District	\$0.00	
Grants	\$0.00	
Loans	\$0.00	
Donations*	\$1,036.80	
OFL Trust	\$3,996.15	
Braby Fund	\$0.00	
Service Charges	\$87.60	
Yoga and Tai Chi	\$370.00	
Other Programs**	\$464.23	
Amazon/Used Book Sales	\$20.63	
Fundraising Income	\$0.00	
Art Sales	\$0.00	
Interest	\$1.04	
Miscellaneous Income	\$0.00	
Total Income	\$154,118.45	
Expenses		
Personnel	\$12,217.11	
Building Insurance	\$0.00	
Media Purchases	\$1,213.98	
Supplies	\$339.39	
Independent Contractors***	\$1,622.84	
Utilities	\$725.10	
Capital Purchases	\$189.14	
Program Expenses	\$822.67	
Art Expenses	\$0.00	
MHLS	\$1,811.47	
Conference/Travel/Dues	\$0.00	
Advertising	\$17.84	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$0.00	
Credit Line Payments	\$55.77	
Miscellaneous Expenses****	\$180.00	
Total Expenses	\$19,195.31	

feb 2021

Ending Balance Checking Community Bank	\$240,034.94
Fidelity Investment Account – beginning balance	\$123,404.74
change in investment value	-\$169.24
Fidelity Investment Account – end balance	\$123,235.50
Ulster Savings Friends – beginning balance	\$1,737.87
interest	\$0.20
Ulster Savings Friends – end balance	\$1,738.07
Total Library Funds	\$365,008.51

* donations: all for windows project

** other programs: arkai concert

*** independent contractors: \$760 bookkeeping, \$600 cleaning,
\$175 elevator inspection, \$66.67 pest control, \$21.17 web hosting

**** misc. expenses: \$180 late tax filing penalty