

OLIVE FREE LIBRARY
Board of Trustees Meeting
April 21, 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 6:15 pm by President David Edinger.

Financial Review presentation: Financial review for year ended 2019 presented by Matt VanDerbeck and Scott Lang from UHY, LLP. See Financial Review on file.

Approval of minutes:

Minutes from March reviewed. Nathalie points out correction needed in the 414 paragraph. Chrissy points out correction needed in the Visionary paragraph. Rebecca makes a motion to approve minutes with corrections. Klaus seconds. All in favor. **Motion approved.**

Issues to vote on:

=> Approval of bills: David surveyed warrants for April. Total warrants for April are \$3,931.97. Susan makes a motion to approve warrants list, Rebecca seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for one month (mid April/mid May) is \$1,071.92. Motion to accept prepayment list made by Kim, seconded by Rebecca. All in favor. **Motion approved.**

=> Donations received: \$772.80 received in March. Rebecca makes a motion to accept donations, Klaus seconds. All in favor. **Motion approved.**

=> Tax Cap Override Resolution: Board members reviewed Resolution. Klaus makes a motion to accept Resolution, Donna seconds. All in favor. **Motion approved.**

=> Unattended Children and Tutoring Policies: Board members reviewed updated policies. Felice asked about language in the last bullet point of Unattended Children. David clarified. Rebecca makes a motion to accept the updated policies, Sam seconds. All in favor. **Motion approved.**

Committee Reports:

=> Art Exhibition Committee: Nathalie updates on notes submitted. The March 20th opening of Across the River: Artists from Hudson River East was very well attended with over 60 visitors and over \$1,000 in art sales. Rebecca asked why committee was having a closing ceremony for this show. Nathalie explains it was asked for by the curator. Nathalie thinks more sales would have happened if we could accept credit cards. Chrissy is working on getting credit card capabilities. Nathalie asks board members to spread the word about the summer juried group show for more submissions. Deadline for submission is June 7 and there's a link on the website for a call for artists.

=> Policy Committee: The next policies to be reviewed are Smoking and Meeting Room Rental. The next meeting is scheduled for May 4.

Old Business:

=> Board evaluation survey: Some board members still need to submit the survey. David will send out the link again.

=> Book mobile van: Board members discussed keeping the van. Chrissy explains the shortage of staff this coming summer makes operating the van too difficult. Board members agreed to get rid of it.

New Business:

=> 414 petition drive: Donna updates on receiving four signature petition forms so far. The board has to vote to accept the petitions at the next board meeting. Donna reminds board members we will need to push voters to come out and vote as this is not a high priority election in November. David will ask Olive Democrats if the 414 petition can be included in their materials. Nathalie suggests adding flier to the June mailing with message about 414 increase. Chrissy thinks August or September would be better timing for adding to rack card or adding a flier. Donna will work on the messaging. David wants the board to agree on messaging by the June meeting.

=> O'Connor Foundation grant: The O'Connor Foundation grant for the elevator has a balance of \$20,000 which could be triggered with a like amount match. The grant expires at the beginning of May. According to the grant, this money needs to be deposited in the Trust and used for construction projects only. Kim spoke with Ed about it and Ed recommended triggering the grant. Kim explained to the board how it could work (taking \$20,000 from the reserve account at Fidelity to trigger the match). Rebecca suggests we write a letter to Ed with stipulations of how OFL will be able to access the funds. Kim will write to Ed and explain that the board wants our funds plus the O'Connor grant funds (for a total of \$40,000) to be placed in a cash account with no time restrictions, and not invested so there is no discussion of principal vs income, and no trustee approval required for disbursement of the funds. Klaus makes a motion to trigger the grant with these conditions, Susan seconds. All in favor. **Motion approved.**

Director's Report:

=> Chrissy updates on UCLA meeting which Congressman Delgado attended. The association is sponsoring a Build America's Library act for \$5 billion which will include COVID relief, broadband funding, and accessibility and mobility funding (i.e. book mobiles!).

=> Chrissy updates on a \$3,000 grant awarded from ALA which will be used towards digitizing the museum room archives.

=> Chrissy updates on another grant opportunity coming up from New York State; the Digital Inclusion competitive grant. Chrissy is working on understanding the guidelines to see if funds could be used towards new computers.

=> Chrissy thanks Nancy Doyle for making the AARP tax filing help happen at the library. Nancy will plan on being the lead person for the program next year.

=> Chrissy updates the Turning Outward team has met a few times and are working on community conversations, practicing what participants will ask during conversations.

Treasurer's Report:

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

Visionary discussion:

=> David discusses the idea of working with a grant writer. Klaus and Nathalie know people who are grant writers and can reach out.

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

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		\$240,034.94
Income		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants*	\$611.00	
Loans	\$0.00	
Donations**	\$1,032.80	
OFL Trust***	\$8,423.43	
Braby Fund	\$0.00	
Service Charges	\$134.15	
Yoga and Tai Chi	\$706.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$19.00	
Fundraising Income	\$20.00	
Art Sales	\$127.00	
Interest	\$2.08	
Miscellaneous Income****	\$28,922.00	
Total Income	\$39,997.46	
Expenses		
Personnel	\$13,405.52	
Building Insurance	\$9,408.44	
Media Purchases	\$256.02	
Supplies	\$531.27	
Independent Contractors*****	\$1,043.65	
Utilities	\$1,626.85	
Capital Purchases	\$0.00	
Program Expenses	\$330.37	
Art Expenses	\$0.00	
MHLS	\$0.00	
Conference/Travel/Dues	\$0.00	
Advertising	\$315.72	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$64.14	
Credit Line Payments	\$111.54	
Miscellaneous Expenses*****	\$17.00	
Total Expenses	\$27,110.52	

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Ending Balance Checking Community Bank	\$252,921.88
Fidelity Investment Account – beginning balance	\$123,235.50
change in investment value	-\$156.33
Fidelity Investment Account – end balance	\$123,079.17
Ulster Savings Friends – beginning balance	\$1,738.07
interest	\$0.22
Ulster Savings Friends – end balance	\$1,738.29
Total Library Funds	\$377,739.34

- * grants: \$500 stewarts grant and \$111 local library service aid
- ** donations: all for windows project
- *** two trust payments: \$3,619.26 on march 1 and \$4,804.17 on march 31
- **** ppp loan: \$28,922
- ***** indep. contractors: \$600 cleaning, \$340 bookkeeping, \$103.65 energy audit
- ***** misc. expenses: \$17 paypal fees