

OLIVE FREE LIBRARY
Board of Trustees Meeting
May 19, 2021

In attendance:

Chrissy Lawlor, Rebecca Balzac, Kimberly Daley, Nathalie Andrews, Donna Elberg, Tom Hammang, Felice Castellano, Klaus Buchele, Susan York, and Sam Citrin.

The meeting was called to order at 6:33 pm by Vice President Felice Castellano.

Approval of minutes:

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

Motion approved.

Issues to vote on:

=> Approval of bills: Kim surveyed warrants for May. She flagged the bill for the financial review and the elevator. The board discussed the bill for the review which came in at \$5,000 vs \$3,000 expected. Chrissy spoke with the accountants who provided the review and they cited extra work for understanding the Trust, understanding functional expenses, and generating reports because OFL now has a bookkeeper vs a CPA keeping the books. Board members were in agreement that the bill is too much and would like Chrissy to negotiate for an amount closer to the estimate. Warrants for May are \$11,079.55, including the \$5,000 for the review. Nathalie makes a motion to approve \$6,079.55 in warrants (excluding the bill for the review), Klaus seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for one month (mid May/mid June) is \$1,102.17. Motion to accept prepayment list made by Nathalie, seconded by Tom. All in favor. **Motion approved.**

=> Donations received: \$814 received in April. Nathalie makes a motion to accept donations, Susan seconds. All in favor. **Motion approved.**

=> Annual Community Report: Chrissy presented the 2020 report which features material usage numbers, a list of donor names, grants received in 2020, and photos of programs held throughout the year. The report will be mailed to the community and posted on the website. Nathalie makes a motion to accept the Community Report, Rebecca seconds. All in favor. **Motion approved.**

=> 414 ballot petitions: Donna updates on signatures collected; 69 vs 25 needed. Donna thinks we could use the Community Report trifold when we go out to remind people to vote this November. Motion to accept the petitions made by Rebecca, seconded by Nathalie. All in favor. **Motion approved.**

=> Master Facilities Plan: Board members reviewed the report. Nathalie points out that Jim Sofranko is still cited as the electrician. He is no longer the library's electrician and needs to be replaced by Switch It Up, Inc. Klaus makes a motion to accept the facilities plan with changes. Nathalie seconds. All in favor. **Motion approved.**

=> Volunteer and Smoking Policies: Kim points out typos and Felice asks about mailing vs physical address. Nathalie makes a motion to accept updated Volunteer and Smoking policies with corrections. Klaus seconds. All in favor. **Motion approved.**

Committee Reports:

=> Art Exhibition Committee: Nathalie updates on the closing show. It was well attended and the show in total had over \$1,600 in art sales. The new show, *Between Wind and Water*, is hung and the opening is this coming Saturday. Submissions for the juried show *Eye To Eye* are still very low. Nathalie is hoping more come in before the June 7 deadline.

=> Building & Facilities Committee: Donna updates on recent on-site meeting. She explains Hemlock trees in the front need considering. Also, the septic should be checked, maybe cleaned, and added to the CWC septic program.

=> Friends Group Committee: Felice, Chrissy, and Sam met yesterday. Recruiting of members for the Friends Group needs to happen. Sam is in contact with someone in West Shokan who may be interested. Board members are encouraged to find new members.

Old Business:

=> 414 messaging: Board members discussed the messaging needed for the proposed increase in 414 tax levy. Digital media collection (audiobooks, for example), investment in the museum/local history room, and keeping up with New York State minimum wage laws are at the top of the list. Donna will consider these points and work on wording. Donna will also submit petitions to Dawn Giuditta.

=> O'Connor Foundation Grant: Kim updates that she wrote to Ed at Chemung relaying what the board agreed to during the last meeting; that we would go for the remaining \$20,000 in the matching grant given specific conditions. Ed agreed to conditions and started to set up the cash account at Chemung, requesting an abundance of information from the officers of the board (Felice, David, Nathalie and Kim). Once the account is open, Kim and Nathalie will set up a transfer from Fidelity to Chemung for \$20,000.

New Business:

=> Olive Day: Chrissy updates that Olive Day is happening this year. The board needs to start planning. Felice and Kim have offered to plan Olive Day.

Director's Report:

=> Chrissy updates on the energy audit which happened this morning. The auditor recommended replacing all windows and doors (with an R8 or R10 insulating factor) which will help tremendously with reducing energy costs. Motion sensor lights downstairs and wifi capable thermostats would further help to lower costs. The board discussed bids from contractors and any grant opportunities.

=> Chrissy updates on the digital archives for the museum/local history room. They are now available on the MHLS online catalogue.

=> Chrissy updates on mask requirements. OFL will continue requiring visitors to wear masks.

Treasurer's Report:

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

Visionary discussion:

=> The board discussed community outreach at Olive Day now that the Turning Outward program has terminated. One idea is asking people to fill out a survey in order to be entered into the raffle for the gift bag. Turning Outward committee members will work on the survey for Olive Day.

Motion to Adjourn made by Susan, seconded by Nathalie. Meeting adjourned at 7:52 pm.

april 2021

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

| | <u>Activity</u> | <u>Balances</u> |
|---|--------------------|---------------------|
| Beginning Balance Checking Community Bank | | \$252,921.88 |
| Income | | |
| Town of Olive | \$0.00 | |
| Onteora School District | \$0.00 | |
| Grants* | \$277.00 | |
| Loans | \$0.00 | |
| Donations** | \$864.87 | |
| OFL Trust*** | \$4,742.60 | |
| Braby Fund | \$0.00 | |
| Service Charges | \$274.56 | |
| Yoga and Tai Chi | \$342.00 | |
| Other Programs | \$180.00 | |
| Amazon/Used Book Sales | \$19.00 | |
| Fundraising Income | \$0.00 | |
| Art Sales | \$1,144.00 | |
| Interest | \$2.01 | |
| Miscellaneous Income | \$0.00 | |
| Total Income | \$7,846.04 | |
| Expenses | | |
| Personnel | \$14,292.82 | |
| Building Insurance | \$691.00 | |
| Media Purchases | \$2,289.03 | |
| Supplies | \$283.98 | |
| Independent Contractors**** | \$876.67 | |
| Utilities | \$676.45 | |
| Capital Purchases | \$0.00 | |
| Program Expenses | \$387.32 | |
| Art Expenses | \$0.00 | |
| MHLS | \$791.47 | |
| 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***** | \$105.74 | |
| Total Expenses | \$20,468.09 | |

april 2021

| | |
|--|---------------------|
| Ending Balance Checking Community Bank | \$240,299.83 |
| Fidelity Investment Account – beginning balance | \$123,079.17 |
| change in investment value | -\$143.00 |
| Fidelity Investment Account – end balance | \$122,936.17 |
| Ulster Savings Friends – beginning balance | \$1,738.29 |
| interest | \$0.22 |
| Ulster Savings Friends – end balance | \$1,738.51 |
| Total Library Funds | \$364,974.51 |

* grants: \$277 local library service aid

** donations: \$100 windows project, rest general donations

*** still slightly short of \$4,804.17

**** indep. contractors: \$600 cleaning, \$210 generator service, \$66.67 pest control

***** misc. expenses: \$100 char500 check to IRS, \$5.74 paypal fees

