

OLIVE FREE LIBRARY  
Board of Trustees Meeting  
June 16, 2021

**In attendance:**

Chrissy Lawlor, Rebecca Balzac, Kimberly Daley, Nathalie Andrews, Donna Elberg, Tom Hammang, Felice Castellano, David Edinger, and Sam Citrin.

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

**Approval of minutes:**

Minutes from May reviewed. Felice points out typos, and David points out a misspelled word. Nathalie makes a motion to approve the minutes with corrections. Tom seconds. All in favor. **Motion approved.**

**Issues to vote on:**

=> Approval of bills: Felice surveyed warrants for June. Warrants for June were \$2,602.74. Nathalie makes a motion to approve the warrants. Donna seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for two months (mid June/mid August) is \$2,375.22. Motion to accept prepayment list is made by Nathalie, seconded by Tom. All in favor. **Motion approved.**

=> Donations received: \$133.05 received in May. Nathalie makes a motion to accept donations, Felice seconds. All in favor. **Motion approved.**

=> Approval of continuation of Rebecca's board term: David explains the board has the option to extend Rebecca's term by one year according to by-laws. Nathalie points out the by-laws language is not really clear on this. David makes a motion to extend Rebecca's term by another year. Kim seconds. All in favor. **Motion approved.**

=> Approval of hiring: Chrissy would like to hire Ruby Gallin as a teen page. Ruby has volunteered at the library, and has been involved in the 4-H club. Ruby is very engaging and well known by the staff. Chrissy would like to hire her to replace Brian who is leaving June 28th. Her starting wage will be minimum wage, and she'll work 2 - 4 hours per week. Motion to approve hiring Ruby Gallin made by Rebecca, seconded by Nathalie. All in favor. **Motion approved.**

=> Approval of Rental Agreement policy: Board members reviewed the policy. David asks about 'use of the kitchen' language. Kim explains that the cabinets are labeled, so renters will be able to see clearly what is available to them. Sam asks about insurance clause, Chrissy clarifies. Nathalie makes a motion to accept the Rental Agreement. Kim seconds. All in favor. **Motion approved.**

=> Approval of Meeting Room policy: Board members reviewed the policy. Nathalie makes a motion to accept the policy, Kim seconds. All in favor. **Motion approved.**

=> Approval of 414 Resolution: Board members read the resolution letter which states their intention to have the 414 vote on November's ballot. This letter will be submitted to Dawn Giuditta, the town clerk. Nathalie makes a motion to accept the resolution letter, Tom seconds. All in favor. **Motion approved.**

### **Committee Reports:**

=> Art Exhibition Committee: Nathalie updates on the upcoming show. The committee has received nearly 60 submissions for the juried group show and will decide which pieces to hang. She reminds board members about the band playing for the opening on July 24 which is a fund raiser event.

=> Policy Committee: Meetings will be moved to Thursday's from Tuesday's. Next policies to review are the Whistle Blower Protection and Programming policies.

=> Book Sale Committee: Tom updates that he and Chrissy have been working on used book donation guidelines. Donations of current and in-good condition books are being accepted in small amounts. Storage is always an issue.

=> Friend's Group Committee: Felice updates that the bank account designated for group is now open. Participation in the group is growing, and is currently up to 3 people.

### **Old Business:**

=> Financial review fee: Chrissy heard back from UHY, LLC about the cost of the financial review. They are now asking for \$4,000 after billing \$5,000 based on an estimate of \$3,000. Board members do not agree on paying \$4,000. The board will accept a final bill of \$3,500.

=> Olive Day: Chrissy updates about Olive Day preparations. Chrissy offered the library's help with the promotional flyer. The Arm of the Sea theater will put on production. Kim and Felice are working on the raffle bags and will prepare the schedule for working the table. They will also need the Turning Outward survey to offer to people in order to be entered into the raffle. Sam suggested Olive Day would be a good starting point for an oral history collection of the town. Audio recordings could be added to the local museum collection. Board members liked this idea and will continue talking about it.

=> 414 messaging: Donna updates on the language she drafted for promotional material. Board members discussed the message and whether to send out as a rack card or folded letter or flyer in an envelope. Nathalie will help with the design of the rack card.

### **New Business:**

=> Community Solar: David updates on the county's push for solar energy and recommends the library sign up for the program. Board members agreed.

=> Accountant for 990: Chrissy and Nathalie update on the process of getting the 2020 taxes filed and working with current accountant, Joel Symrod. He has been very hard to reach by phone and email, and he filed the previous tax return late which triggered a late fee. The board may have to find a new accountant.

=> COVID protocols: David updates on Cuomo lifting all restrictions now that 70% of NYS has at least one shot of vaccination. Board members discussed whether or not masks are still necessary and how to protect the staff while respecting patron's wishes. For now, masks will be required and further discussion will be needed as we ease back into pre-COVID work spaces.

**Director's Report:**

=> Chrissy updates on SAM grant. She had a call back just yesterday from NYS Finance committee who said 'the application is not on a list of grants at this time'. So, the window financing will come from the \$20,000 O'Connor match along with OFL savings and donations. Chrissy is moving ahead with estimates for construction and window treatments.

**Treasurer's Report:**

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

**Motion to Adjourn** made by Nathalie, seconded by Felice. Meeting adjourned at 8:06 pm. Board members go into executive session.

may 2021

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		<b>\$240,299.83</b>
<b>Income</b>		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants*	\$3,000.00	
Loans	\$0.00	
Donations**	\$183.05	
OFL Trust	\$0.00	
Braby Fund	\$0.00	
Service Charges	\$121.15	
Yoga and Tai Chi	\$197.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$50.78	
Fundraising Income	\$0.00	
Art Sales	\$1,419.00	
Interest	\$1.96	
Miscellaneous Income***	\$60.75	
<b>Total Income</b>	<b>\$5,033.69</b>	
<b>Expenses</b>		
Personnel	\$11,931.60	
Building Insurance	\$0.00	
Media Purchases	\$1,539.54	
Supplies	\$713.98	
Independent Contractors****	\$1,507.92	
Utilities	\$531.02	
Capital Purchases	\$0.00	
Program Expenses	\$239.82	
Art Expenses	\$1,064.00	
MHLS	\$791.47	
Conference/Travel/Dues	\$0.00	
Advertising	\$487.18	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$0.00	
Credit Line Payments	\$55.77	
Miscellaneous Expenses*****	\$28.38	
<b>Total Expenses</b>	<b>\$18,890.68</b>	

may 2021

<b>Ending Balance Checking Community Bank</b>		<b>\$226,442.84</b>
<b>Fidelity Investment Account</b> – beginning balance		<b>\$122,936.17</b>
	change in investment value	<b>-\$81.53</b>
<b>Fidelity Investment Account</b> – end balance		<b>\$122,854.64</b>
<b>Ulster Savings Friends</b> – beginning balance		<b>\$1,738.51</b>
	interest	\$0.19
<b>Ulster Savings Friends</b> – end balance		<b>\$1,738.70</b> (may 27: closed at ulster savings)
<b>Total Library Funds</b>		<b>\$351,036.18</b>

- \* grants: \$3000 libraries transforming communities grant
- \*\* donations: \$162.85 windows project, rest general donations
- \*\*\* \$60.75 insurance dividend payment
- \*\*\*\* indep. contractors: \$750 cleaning, \$610 bookkeeper (two months of invoices),  
\$81.25 building and grounds, \$66.67 pest control
- \*\*\*\*\* misc. expenses: \$26.42 square fees, \$1.96 paypal fees