

OLIVE FREE LIBRARY  
Board of Trustees Meeting  
August 11, 2021

**In attendance:**

Chrissy Lawlor, Rebecca Balzac, Kimberly Daley, Nathalie Andrews, Donna Elberg, Tom Hammang, David Edinger, Susan York, and Samantha Citrin.

The meeting was called to order at 6:36 pm by President David Edinger.

**Approval of minutes:**

Minutes from June reviewed. Nathalie makes a motion to approve the minutes with corrections. Susan seconds. All in favor. **Motion approved.**

**Issues to vote on:**

=> Approval of bills: Kim surveyed warrants for July and August. Warrants for July were \$6,759.86. Warrants for August were \$6,616.75. Susan makes a motion to approve the warrants. Donna seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for two months (mid August/mid September) is \$1,453.14. Motion to accept prepayment list is made by Susan, seconded by Nathalie. All in favor. **Motion approved.**

=> Donations received: \$818.82 received in June & July. Nathalie makes a motion to accept donations, Susan seconds. All in favor. **Motion approved.**

=> Approval of CWC grant for Ashokan Center hike: The hike will happen next spring. Nathalie makes a motion to accept the grant. Kim seconds. All in favor. **Motion approved.**

=> Approval of Whistle Blower policy: Board members reviewed the policy. Nathalie makes a motion to accept the Whistle Blower policy. Donna seconds. All in favor. **Motion approved.**

=> Approval of Model Airborne Infectious Disease Exposure Prevention Plan & Standards policy: Board members reviewed the policy. Nathalie makes a motion to accept the policy, Klaus seconds. All in favor. **Motion approved.**

**Committee Reports:**

=> Art Exhibition Committee: Nathalie updates about the fundraiser at the last art exhibit opening. David will send a letter of thanks to the committee members who organized the event. Turn out was good and everyone enjoyed the music. Nearly \$750 was raised in donations. The next show, Skin Deep, is being worked on now and should be very good.

=> Book Sale Committee: Tom updates that he'll need help sorting books for Olive Day. Board members discussed what books to offer for Olive Day. Klaus will help with sorting and pulling books.

### **Old Business:**

=> Olive Day: Kim updates about Olive Day preparations. Raffle theme is Dogs and Cats. There will be two bags; one for dogs, one for cats. Local businesses like Woofstock are willing to participate. Kim and Felice will ask other local proprietors. Board members contributed money to the raffle bag items and signed up for shifts at the booth. While working the booth, board members will sell raffles, sell baked goods, encourage people to fill out the survey, and collect names of people who would like to contribute stories about the Town of Olive for the 8th grade English class archive project.

=> 414: Donna updates on the progress of the promotional letter and filing with the Board of Elections. The Town Clerk has taken care of putting the wording on the November 2nd ballot. Board members discussed time for printing and stuffing envelopes and mailing out the letter.

=> Energy Audit Report: Board members discussed the extensive report. At the top of the list is replacing doors and windows, and replacing the refrigerator downstairs.

### **New Business:**

=> Motion sensor light switches downstairs: The electrician informed Chrissy that the Children's Room area is a large area and on one designated switch. The rest of the downstairs area (kitchen, etc) is on a separate switch and will cost \$350 to add motion sensors. Tyler will let Chrissy know the cost to add the children's area.

=> End of Year Appeal: Board members discussed continuing the focus of replacing windows and doors. The most current estimate is \$51,000 to replace all windows and doors, and \$21,000 to add shades on the windows. So far, the library has received about \$8,000 in donations towards windows. Rack card format for the end of year appeal worked out well last year and board members recommend doing it again. Chrissy explains she can prepared a November rack card for programs and a December rack card for end of year appeal.

### **Director's Report:**

=> Chrissy updates on OFL Trust. Ed Morton informed Chrissy the fee structure change can move forward and hence, a check for \$32,724.67 will be deposited into the Community Bank account this week. This amount represents 2020's retro active payment and the refund in fees paid for the current year. Board members had a discussion about what to expect for income payments going forward, how to budget for future payments, asking for loan forgiveness (loan taken for elevator) and whom to elect as a trustee to replace Garry. Kim recommends Rebecca. Rebecca is willing to join the trustee board. The next trust trustee meeting is this coming Friday, and Kim will ask for an update on the income projection for this year and next year.

=> Chrissy updates on elevator servicing which happened today. All went well.

### **Treasurer's Report:**

=> Nathalie updates on June and July reports. See attached for report. Kim asks about restricted donations vs general donations. Chrissy explains the budget needs to figure out how to show donations for general use and donations made for specific projects. Nathalie thinks Sara can add a restricted line to the budget.

Nathalie updates on a discussion with the accountant, Joel Symrod. He confirmed being in touch with Sara and Chrissy and now has all the information needed to file the tax return.

**Visioning:**

=> Board members discussed investing in a new sign for the front lawn. A digital sign would be ideal for advertising programs and illuminating the presence of the library at night. Chrissy would need to find out about building codes in the town, and the cost for a digital display. All board members agree this would be a good investment.

**Motion to Adjourn** made by Nathalie, seconded by Kim. Meeting adjourned at 8:31 pm.

june 2021

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		<b>\$226,442.84</b>
<b>Income</b>		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants	\$0.00	
Loans	\$0.00	
Donations*	\$464.81	
OFL Trust**	\$8,232.49	
Braby Fund	\$0.00	
Service Charges	\$92.14	
Yoga and Tai Chi	\$197.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$26.00	
Fundraising Income	\$0.00	
Art Sales	\$950.00	
Interest	\$1.81	
Miscellaneous Income	\$0.00	
<b>Total Income</b>	<b>\$9,964.25</b>	
<b>Expenses</b>		
Personnel	\$11,733.31	
Building Insurance	\$0.00	
Media Purchases	\$546.19	
Supplies	\$570.02	
Independent Contractors***	\$1,570.03	
Utilities	\$634.23	
Capital Purchases	\$0.00	
Program Expenses	\$793.15	
Art Expenses	\$66.50	
MHLS	\$0.00	
Conference/Travel/Dues	\$49.00	
Advertising	\$320.87	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$0.00	
Credit Line Payments	\$55.77	
Miscellaneous Expenses****	\$24.58	
<b>Total Expenses</b>	<b>\$16,363.65</b>	

june 2021

<b>Ending Balance Checking Community Bank</b>	<b>\$220,043.44</b>
<b>Fidelity Investment Account</b> – beginning balance	<b>\$122,854.64</b>
moved to Chemung Capital Replacement Fund	<b>-\$20,000.00</b>
change in investment value	\$738.22
<b>Fidelity Investment Account</b> – end balance	<b>\$103,592.86</b>
<b>Chemung Capital Replacement Fund</b> – beginning balance	<b>\$0.00</b>
deposits	\$20,000.01
wire transfer fee	<b>-\$15.00</b>
<b>Chemung Capital Replacement Fund</b> – end balance	<b>\$19,985.01</b>
<b>Community Bank Friends</b> – beginning balance	<b>\$1,738.70</b>
checks fee	<b>-\$14.45</b>
<b>Community Bank Friends</b> – end balance	<b>\$1,724.25</b>
<b>Total Library Funds</b>	<b>\$345,345.56</b>

- \* donations: \$376.60 windows project, \$88.21 general donations
- \*\* two trust payments: \$3428.32 on june 1 and \$4804.17 on june 30
- \*\*\* indep. contractors: \$1200 cleaning (two invoices), \$111.11 electrician,  
    \$102.25 fire equipment review, \$90 bookkeeper, \$66.67 pest control
- \*\*\*\* misc. expenses: \$16.37 square fees, \$8.21 paypal fees

july 2021

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		<b>\$220,043.44</b>
<b>Income</b>		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants*	\$1,184.85	
Loans	\$0.00	
Donations**	\$354.01	
OFL Trust	\$0.00	
Braby Fund	\$0.00	
Service Charges	\$296.61	
Yoga and Tai Chi	\$527.00	
Other Programs	\$28.00	
Amazon/Used Book Sales	\$60.20	
Fundraising Income	\$40.00	
Art Sales	\$0.00	
Interest	\$1.75	
Miscellaneous Income	\$0.00	
<b>Total Income</b>	<b>\$2,492.42</b>	
<b>Expenses</b>		
Personnel***	\$18,696.59	
Building Insurance	\$0.00	
Media Purchases	\$614.42	
Supplies	\$895.78	
Independent Contractors****	\$4,720.00	
Utilities	\$1,025.93	
Capital Purchases	\$0.00	
Program Expenses	\$107.02	
Art Expenses	\$922.50	
MHLS	\$791.47	
Conference/Travel/Dues	\$0.00	
Advertising	\$570.54	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$0.00	
Taxes (NYS sales taxes)	\$0.00	
Credit Line Payments	\$55.77	
Miscellaneous Expenses*****	\$7.59	
<b>Total Expenses</b>	<b>\$28,407.61</b>	

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july 2021

<b>Ending Balance Checking Community Bank</b>	<b>\$194,128.25</b>
<b>Fidelity Investment Account</b> – beginning balance	<b>\$103,592.86</b>
change in investment value	<b>-\$144.54</b>
<b>Fidelity Investment Account</b> – end balance	<b>\$103,448.32</b>
<b>Chemung Capital Replacement Fund</b> – beginning balance	<b>\$19,985.01</b>
deposits	\$20,000.00
<b>Chemung Capital Replacement Fund</b> – end balance	<b>\$39,985.01</b>
<b>Community Bank Friends</b> – beginning balance	<b>\$1,724.25</b>
interest	\$0.00
<b>Community Bank Friends</b> – end balance	<b>\$1,724.25</b>
<b>Total Library Funds</b>	<b>\$339,285.83</b>

- \* grants: \$1184.85 nys adult literacy grant
- \*\* donations: \$276.86 general donations, \$77.15 windows project
- \*\*\* three payrolls in july
- \*\*\*\* indep. contractors: \$3500 financial review, \$750 cleaning, \$470 bookkeeper
- \*\*\*\*\* misc. expenses: \$3.28 square fees, \$4.31 paypal fees