

OLIVE FREE LIBRARY
Board of Trustees Meeting
October 20, 2021

In attendance:

Chrissy Lawlor, Kimberly Daley, Felice Castellano, Donna Elberg, Tom Hammang, David Edinger, Rebecca Balzac, and Klaus Buchele.

The meeting was called to order at 6:33 pm by President David Edinger.

Approval of minutes:

Minutes from September reviewed. Tom makes a motion to approve the minutes. Kim seconds. All in favor.

Motion approved.

Issues to vote on:

=> Approval of bills: David surveyed warrants for October. Warrants for October were \$8,511.69. David explains why bills were a little higher than normal (new computers, sump pump, etc.) Donna makes a motion to approve the warrants. Klaus seconds. All in favor. **Motion approved.**

=> Prepayment list of bills: The total for one month (mid October/mid November) is \$1,515.54. Motion to accept prepayment list is made by Klaus, seconded by Kim. All in favor. **Motion approved.**

=> Donations received: \$2,365.49 received in September. Kim makes a motion to accept donations, Tom seconds. All in favor. **Motion approved.**

=> Approval of 990 for 2020: Board members reviewed the tax filing for 2020. Klaus makes a motion to approve the 990. Tom seconds. All in favor. **Motion approved.**

=> Approval of construction bids for windows: Board members discussed three bids Chrissy obtained for replacement of windows and doors. Felice suggests asking Brian Hommel (favored contractor) if he can provide triple paned windows. Chrissy will follow up with all three contractors for more information. Board members will wait until November meeting to vote.

=> Approval of online course in Professional Development: Chrissy informs board she is enrolled in a six week online course on productivity and organization. The cost is \$497. Klaus makes a motion to reimburse the cost of the program, Donna seconds. All in favor. **Motion approved.**

Committee Reports:

=> Policy committee: Board members reviewed Emergency Disaster Policy. David points out a few typos. Klaus suggests drafting a floor plan and/or egress plan. The Building Committee could work on this. Klaus will organize. The board will review the other policies at the next meeting.

=> Friends Group committee: Chrissy updates that the group met and are moving forward with planning for the Holiday Fair; specifically the raffle bags and a cookie sale.

=> Book Sale committee: Tom updates on recent efforts to distinguish high value books from regular books in the book sale room. He brought a box of what he determined were high value books to Half Moon book store in Kingston and was able to sell them for \$850. He will continue to weed through the collection and see about future sales. The Friends Group could also get involved with book sorting and selling.

Old Business:

=> Braby Fund: Kim updates on researching the Braby Fund and what previous boards did with the money. The last large disbursement (\$7,000) happened in 2005 and was used to replace the parking lot. The Braby Fund monies are not restricted and earnings - both income and principal - can be used for the library. She suggests taking a disbursement this year of \$11,000 which equals the growth in assets since the original gift amount of \$49,000. Board members discussed changing investment strategies; more equities, less bonds which could provide greater growth in the future. Kim will help Chrissy draft a resolution for the disbursement which the board can vote on at the November meeting. The resolution can then be presented to Trust Trustees at the January meeting.

=> Holiday Fair: The fair will take place over two days, December 11 and 12. Vendors are signing up and board members will be needed to help during the event. The Friends Group will organize the raffles.

New Business:

=> Trustee Education: David updates on a new law signed by the governor which requires board members to obtain two hours of Trustee education per year. MHLS provides in-person classes and webinars. Chrissy will forward any links from MHLS about classes.

Director's Report:

=> Chrissy updates on motion sensor lights. Installation will happen in November, and during that time, Chrissy will ask about running electricity out to a future, digital sign. Chrissy will also talk with Eberhardt in conjunction with the parking lot drainage issue on creating an electrical conduit.

=> Chrissy updates on forgiveness of second PPP loan. The loan was forgiven in entirety; \$28,922.

=> Chrissy updates on Overdrive statistics. Items for Overdrive/Libby are in very high demand, and are quite expensive. We currently do not budget enough for the materials. The service is very popular with patrons.

=> Chrissy will meet with CWC this week on the septic system. The system is original to the building, and built in 1971.

Treasurer's Report:

=> Board members reviewed the report. See attached.

Visioning:

=> Kim updates board on a digital sign. She contacted Stewart Signs, the company that designed and installed digital signs for Margaretville Central School and Onteora Central School. An appropriate sized sign with a base would cost between \$20,000 - \$25,000 and add approximately \$30 per month to the electric bill. Board members discussed how to fund this project.

=> Klaus talked about the garage. Chrissy reminds board members the question about the garage was included in the community survey, so we'll see what the community thinks about it. Donna would like to know the origins of the building.

Motion to Adjourn made by Klaus, seconded by Tom. Meeting adjourned at 7:42 pm.

sept 2021

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

Activity	Balances
Beginning Balance Checking Community Bank	\$217,537.84
Income	
Town of Olive	\$0.00
Onteora School District	\$0.00
Grants*	\$1,994.00
Loans	\$0.00
Donations	\$2,365.49
OFL Trust	\$0.00
Braby Fund	\$0.00
Service Charges	\$133.26
Yoga and Tai Chi	\$725.00
Other Programs	\$0.00
Amazon/Used Book Sales	\$103.25
Fundraising Income	\$172.00
Art Sales	\$125.00
Interest	\$1.72
Miscellaneous Income	\$0.00
Total Income	\$5,619.72
Expenses	
Personnel	\$12,113.18
Building Insurance	\$0.00
Media Purchases	\$907.84
Supplies	\$503.45
Independent Contractors**	\$3,310.17
Utilities	\$795.19
Capital Purchases	\$0.00
Program Expenses***	\$2,579.91
Art Expenses	\$486.50
MHLS	\$0.00
Conference/Travel/Dues	\$0.00
Advertising	\$290.74
Fundraising Expenses	\$0.00
Bookmobile Expenses	\$0.00
Taxes (NYS sales taxes)	\$0.00
Credit Line Payments	\$55.77
Miscellaneous Expenses****	\$17.10
Total Expenses	\$21,059.85

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Ending Balance Checking Community Bank	\$202,097.71
Fidelity Investment Account – beginning balance	\$103,291.48
change in investment value	-\$171.41
Fidelity Investment Account – end balance	\$103,120.07
Chemung Capital Replacement Fund – beginning balance	\$39,985.01
deposits	\$0.00
Chemung Capital Replacement Fund – end balance	\$39,985.01
Community Bank Friends – beginning balance	\$1,724.25
414 letter and envelope printing costs	-\$524.72
Community Bank Friends – end balance	\$1,199.53
Total Library Funds	\$346,402.32

* grants: \$1244 local library service aid, \$750 hudson valley foundation for youth health

** indep. contractors: two elevator maintenance payments of \$1125 and \$437.50,
\$750 cleaning, \$731 plumbing, \$200 bookkeeper, and \$66.67 pest control

*** includes \$1500 arm-of-the-sea program payment for olive day

**** misc. expenses: \$0.90 square fees, \$16.20 paypal fees