

OLIVE FREE LIBRARY
Board of Trustees Meeting
February 28, 2024

In attendance:

President and Chair of the meeting, David Edinger and Secretary, Kimberly Daley

Also in attendance: Nathalie Andrews, Susan York, Donna Elberg, Karen Heusel, Tom Hammang, Melissa McHugh, Meg Soltis via Zoom and guests, Thiboud from Pro-Line Home Improvements , and Holly Downie.

Absent: Fara Warner, Hailey Peck.

The meeting, held in person at the library, was called to order at 6:32 pm by David Edinger.

Approval of Consent Agenda:

=> Consent Agenda: Items included are January minutes, prepayments list (\$1,058,35), donations (\$3,482.53), and warrants list (\$12,675.79). Board members reviewed items during the meeting. Nathalie points out typo in the minutes. Nathalie makes a motion to accept the Consent Agenda with correction to minutes . All in favor. **Motion approved.**

Issues to vote on:

=> Approval of annual report: Board members reviewed the annual report. Nathalie makes a motion to approve the annual report. All in favor. **Motion approved.**

=> Approval of Memorandum of Understanding from MHLS: Board members reviewed the report. Nathalie makes a motion to approve the MOU. All in favor. **Motion approved.**

=> Approval of furniture expense: Melissa would like to purchase four more chairs and one love seat to match what we already have. Kim makes a motion to approve up to \$8,000 for new furniture. All in favor. **Motion approved.**

Committee Reports:

=> Nathalie submitted notes from the last Art Exhibition Committee meeting held February 15, 2023. Board members reviewed notes. No actions or proposals made.

=> Carla Fjeld submitted notes from the last two Friend's Group meeting held January 4 and February 1. Board members reviewed notes. No actions or proposals made.

=> Susan submitted notes from the last Planned Giving Committee meeting held February 8, 2024. Board members reviewed notes. Kim updates on first FreeWill email campaign, drafting a Gift Acceptance policy, and asking board members to fill out a form if they have left a gift for the library in their estate plans already.

=> Kim submitted notes from the last Building Committee meeting held February 1, 2023. Board members reviewed notes. The committee recommends replacing some of the book shelves.

New Business:

=> Thiboud updated the board on how the ramp construction will go and what materials are available. Board members discussed using composite material and an aluminum railing instead of pressure treated wood. This will add about \$6,000 to the estimate. Thiboud will bring samples to the Library for board members to look at. Discussions also ensued about the bathroom renovation and the exterior trim painting.

=> The Board discussed the ERC filing and payment to the accountant, David Dolan. The check was sent to Dolan (\$7,800) and the application was submitted to the IRS for potential refund of payroll taxes totaling \$78,000.

=> Holly Downie introduced herself to the group as the library's new bookkeeper. She reminds the group that we will need to refile tax returns for the years applied to the ERC refund. Board members asked Holly about generating monthly P&L reports.

=> 414 update. Nathalie provided 414 calculator information. The board discussed how a \$25,000 increase would impact property taxes; \$1.61 per \$100,000 of assessed value. Board agrees to go for this amount. Meg and Nathalie will coordinate the petitions, promotional material, and ballot information.

Director's Report:

=> Melissa updates on an idea given by Mary Ann Shepard of the Friend's Group to form a Fund Development committee. The idea is to make all funding - Planned Committee, Friend's Group fundraising, 414 campaigns, year end appeal, OFL Trust - come under one committee. Board members discussed how it would work.

=> Melissa updates on cleaning out the garage. Friend's Group is planning a community yard sale. Some of the items in the garage can be sold during this event.

=> Melissa updates on coordinating with other libraries in the area to increase the annual school aid. The last time it was adjusted was 1988.

=> Melissa updates on looking to open a satellite space at the Legion Hall in Shokan. She is working with Gene Sorbellini and Ron Wright to coordinate.

=> Melissa updates on Birds of Prey event. Over 140 people attended. Board members discussed the capacity limits in the community room. Melissa will ask the fire department for information.

=> Melissa asks the board to consider doing some Library Ambassador work out in the community. Board members will consider it.

Treasurer's Report:

=> Nathalie submitted the January report. Board members reviewed report.

Motion to Adjourn made by Nathalie. Meeting adjourned at 8:15 pm.