

OLIVE FREE LIBRARY  
Board of Trustees Meeting, 2019  
April 17, 2019

In attendance:

Chrissy Lawlor, Rebecca Balzac, Tom Hammang, Felice Castellano, Nathalie Andrews, Susan York, and David Edinger.

The meeting was called to order at 7:04 pm by President Rebecca Balzac.

Approval of minutes:

Minutes from March reviewed. Re Patron Code of Conduct Policy: Chrissy comments that vaping is allowed by NY State. David had read it is not allowed. Corrected minutes to say "David read.....". Re Addendum: Nathalie says Heckenroth came out Monday, April 8, not Tuesday, April 9. Correction made. David makes a motion to approve corrected minutes, Susan seconds. All in favor. Motion approved.

Issues to vote on:

=> Approval of bills: David surveyed warrants for March. Total warrants list is \$2,885.37 Nathalie makes a motion to approve warrants list, Tom seconds. All in favor. Motion approved.

=> Prepayment list of bills: The total for mid March/mid April is \$1,969.16. Motion to accept prepayment list made by Nathalie, seconded by Susan. All in favor. Motion approved.

=> Donations received: \$906.92 received in March; \$276.12 for the Rosalie room and \$630.80 for the elevator. Rebecca recommends we approve donations. All in favor. Motion approved.

=> Approval of new Patron Code of Conduct policy: The policy was updated as per last board meeting suggestions about alcohol use. A motion to approve the updated policy made by David, seconded by Susan. All in favor. Motion approved.

Committee Reports & Review

=> Exhibition committee: Nathalie updates on the next show, opening May 18, which is a figurative show for regional artists. Postcards, fliers and a press release will be sent out this week. Also, the committee put out a call for artists for the summer group show (a juried show) called Reverie. Submission deadline is Monday, June 10. Lastly, plans for next year's exhibits are underway. A conversation ensued about a kids exhibit planned for next year and whether the works should be for sale, whether to include other schools in the area in addition to Onteora, ages of kids included in exhibit, etc. Nathalie will bring these ideas to art committee meeting.

=> Fundraising committee: Felice updates on a recent meeting with Chrissy, Lisa, Felice, and non board member, Linda Burkhardt. The focus of the meeting was starting a Friends Group. David asks what sort of things need to be in place before announcing a Friends Group. Chrissy explains (MHLS) recommends first getting a core group together, forming bylaws, creating an agreement between the board and the Friends Group, setting up a 501c3, and working out general organizational goals. The committee will meet again during first week in May.

=> Book Sale committee: Tom updates on donated books obtained recently. A nice, steady stream of books are coming in.

#### Old Business:

=> Elevator: Chrissy updates that the final leg of construction will likely be delayed by a few more weeks. The delay has to do with scheduling the main technician from Albany Elevator. The target is the last week in April and opening first week in May.

=> Planned Giving: Nathalie updates on Planned Giving program created by Kim and herself (Financial Committee). Handouts show language for a 'donate' page on the website. Nathalie explains different ways people can give (cash donations, bequests, giving to existing OFL trust, etc). A brochure will also be created and available at the library for people to take. Rebecca suggests lessening the tax benefit language because tax codes have changed and most people may not benefit as much now when they give. Board members also suggested adding language to explain how existing donations have benefitted the library (programs created or supported from the donation, for example). Susan asks about having plaques available for name recognition of large donors. Felice asked about having a more prominent 'Donate!' link somewhere on the website, maybe the homepage. David asked about setting up PayPal for Charity account and then add PayPal link to homepage. Nathalie and Kim will work on additions/changes. A motion was made by Susan to accept Planned Giving initial proposal, seconded by David. All in favor. Motion approved.

#### New Business:

=> Emergency funds: Rebecca explains that in event of needing emergency funds, we do not have a way under current financial policy to approve such a payment. We need to update Financial Policy so that the board, maybe one or two of the officers, is authorized to approve the funds up to a certain amount, in the event of emergency, and in the event payment of funds is needed in between board meetings. Chrissy would like to be able to contact just one or two board members to get approval, also to be able to suspend the need to have three estimates from different contractors in the event problem is an emergency. Nathalie will update financial policy ahead of next board meeting.

#### Director's Report:

=> Chrissy informs board that starting in May any donations coming in for the elevator will be applied to the operating account.

=> Chrissy updates the new program survey is ready to be sent out and would like board members to try to get folks to fill out so that she receives a decent amount of responses.

=> Chrissy explains MHLS delivery vendor contract will expire in June. Contracting with a new vendor is currently underway but costs are likely to go up which could increase our membership assessment. We will be informed of any increase if and when it is decided.

#### Treasurer's Report:

=> Nathalie updates on March's report: See attached.

Motion to Adjourn made by Tom, seconded by Nathalie. Meeting adjourned at 8:25 pm.

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**Olive Free Library Association  
Treasurer's Report – March 2019**

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		<b>\$187,917.18</b>
<b>Income</b>		
Town of Olive	\$148,142.00	
Onteora School District	\$0.00	
Grants*	\$31,274.00	
Donations**	\$276.12	
Elevator Donations	\$630.80	
OFL Trust	\$0.00	
Braby Fund	\$0.00	
Service Charges	\$388.15	
Yoga and Tai Chi	\$756.00	
Other Programs	\$0.00	
Amazon/Used Book Sales	\$45.25	
Fundraising Income	\$40.00	
Art Sales	\$0.00	
Interest	\$11.62	
Credit Line	\$0.00	
Miscellaneous Income	\$0.00	
<b>Total Income</b>	<b>\$181,563.94</b>	

<b>Expenses</b>		
Personnel***	\$12,669.02	
Building Insurance	\$9,525.05	
Media Purchases	\$2,451.70	
Supplies	\$1,314.25	
Independent Contractors****	\$2,621.91	
Utilities*****	\$1,798.99	
Capital Purchases*****	\$619.99	
Program Expenses	\$777.44	
Art Expenses	\$137.04	
MHLS	\$425.00	
Conference/Travel/Dues	\$0.00	
Advertising	\$50.00	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$830.00	
Taxes (NYS sales taxes)	\$488.10	
Miscellaneous Expenses	\$0.00	
<b>Total Expenses</b>	<b>\$33,708.49</b>	

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Transfer to Fidelity Investment Account	<b>\$119,341.58</b>
<b>Ending Balance Checking Community Bank</b>	<b>\$216,431.05</b>
<b>Fidelity Investment Account</b>	<b>\$118,757.23</b>
<b>Ulster Savings Friends</b>	<b>\$607.19</b>
<b>Total Library Funds</b>	<b>\$335,795.47</b>

\* grants: \$30,774 O'Connor Foundation and \$500 Stewarts grant

\*\* donations: \$276.12 Rosalie Burgher

\*\*\* personnel: \$11,078.72 payroll, \$863 workers comp insurance, \$727.30 pfl insurance

\*\*\*\* independent contractors: \$1,200 cleaning, \$946.91 plumbing, \$430 bookkeeping, \$45 legal

\*\*\*\*\* includes \$595 safeco (elevator construction) and \$523.19 Paraco propane payments

\*\*\*\*\* \$619.99 laptop computer purchase