

OLIVE FREE LIBRARY
Board of Trustees Meeting
February 25, 2019

In attendance:

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

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

Approval of minutes:

Minutes from January reviewed. Rebecca suggests rewording sentence under 'book fair' to Oteora Middle School/Bennett. Corrections were made. Nathalie makes a motion to approve minutes as corrected, Felice seconds. All in favor. **Motion approved.**

Issues to vote on:

=> Approval of bills: David surveyed warrants for January. Total warrants list is \$3,487.83. Nathalie makes a motion to approve warrants list, Lisa seconds. All in favor. **Motion approved.**

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

=> Donations received: \$4,271.85 received in January; \$1,915 for the Rosalie room and \$2,356.85 for the elevator. Rebecca recommends we approve donations. All in favor. **Motion approved.**

=> Approval of annual report: Chrissy prepared report which shows increased patron activity and library programs. Felice makes a motion to approve annual report, seconded by Nathalie. All in favor. **Motion approved.**

Committee Reports & Review

=> Exhibition committee: Nathalie updates on next show, opening March 23, featuring five artists from the Newburgh/Poughkeepsie area.

=> Financial committee: Kim updates on Fidelity account which is now set up and open. The committee is waiting for the new account to be funded before investments can be made.

=> Book Fair committee: David reports that the committee met and decided to put off a book fair until next year when scheduling and planning would be more advantageous. The committee does plan on a book sale at the Local Fest event in July. Board members discussed what delaying the book fair means for budgeted income (\$500). Selling books at the Local Fest will likely not result in that much income so other ideas are needed. Felice suggested a plant sale and others agreed it was a good and viable idea. More discussion needed.

Old Business:

=> Planned giving program: Nathalie and Kim had a brief meeting some time ago regarding a program and will revisit some time in April/May.

=> Elevator construction update: Chrissy updates we are over budget by about \$5,000 due to extra plumbing and alarm company expense. Construction is going as planned and on schedule. The amount borrowed from the credit line stands at \$25,800.

Director's Report:

=> Chrissy informs board that Glenford Plumbing came by to check small amount of standing water in the pit and sump pump operation. It was confirmed pump is operating correctly.

=> Chrissy updates on process to cancel service with Verizon which may result in a refund, amount to be determined.

=> Chrissy is going to draft a patron code of conduct policy and will likely need some board members to participate in creating the policy. The Personnel Committee (Nathalie and Donna) can review the policy and help out.

=> Chrissy updates on meeting with insurance company ahead of annual bill coming due in March. David and Chrissy reviewed the policy; all ok. David asks board members what they think of paying for collision coverage for the Book Mobile which is \$250 per year. Board members discussed and David made a motion to remove collision coverage, Lisa seconded. Eight board members in favor, Felice abstained. **Motion Approved.**

Treasurer's Report:

=> Nathalie updates. See attached.

Motion to Adjourn made by Rebecca, seconded by Nathalie. Meeting adjourned at 8:02 pm.

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

<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank	\$128,629.17
Income	
Town of Olive	\$0.00
Onteora School District	\$0.00
Grants*	\$48,556.53
Donations**	\$3,415.00
Elevator Donations	\$2,356.85
OFL Trust	\$4,804.17
Braby Fund	\$0.00
Service Charges	\$272.60
Yoga and Tai Chi	\$419.00
Other Programs	\$0.00
Amazon/Used Book Sales	\$52.50
Fundraising Income	\$0.00
Art Sales	\$50.00
Interest	\$5.39
Miscellaneous Income	\$0.00
Total Income	\$59,932.04
Expenses	
Personnel***	\$16,138.98
Building Insurance	\$0.00
Media Purchases	\$997.12
Supplies	\$812.10
Independent Contractors****	\$5,341.50
Utilities	\$725.00
Capital Purchases*****	\$43,915.00
Program Expenses	\$1,267.13
Art Expenses	\$259.26
MHLS	\$772.24
Conference/Travel/Dues	\$935.60
Advertising	\$111.03
Fundraising Expenses	\$90.76
Bookmobile Expenses*****	\$899.00
Miscellaneous Expenses	\$0.00
Total Expenses	\$72,264.72

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Ending Balance Checking Community Bank	\$116,296.49
Community Bank Reserve Funds	\$119,341.58
Ulster Savings Friends	\$607.04
Total Library Funds	\$236,245.11

* grants: \$45,429 O'Connor Foundation, \$3,000 bullet aid 2018, and \$127.53 equalization grant

** donations: \$1,915 Rosalie Burgher and \$1,500 Teitelbaum Fund for concerts

*** there were three payrolls in January 2019

**** Independent Contractors:

Lopez Construction	\$2,450.00 landscaping
American Maid Housekeeping	\$1,350.00 cleaning (Dec. & Jan. checks)
Whiteman Osterman & Hanna LLP	\$697.50 legal fees
O'Connor Tax Services	\$430.00 bookkeeping
Rice Plumbing & Heating	\$199.00 plumbing
ABC Pest Control	\$125.00 pest control
Glenford Plumbing, Heating & Pump inc.	\$90.00 plumbing

\$5,341.50 total independent contractors

***** Capital Purchases -- all for elevator:

ProLine Home Improvements	\$40,000.00 construction services for elevator
Big Pumpin (Jim Sofranko)	\$3,215.00 electrical services for elevator
North Engineers & Design Associates	\$600.00 engineering services for elevator
Town of Olive	\$100.00 building permit for elevator

\$43,915.00 total capital purchases

***** Bookmobile Expenses:

Mack Custom Woodworking	\$899.00 bookmobile shelves
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