

OLIVE FREE LIBRARY
Board of Trustees Meeting
March 20, 2019

In attendance:

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

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

Approval of minutes:

Minutes from February reviewed. Nathalie makes a motion to approve minutes, Susan seconds. All in favor. Motion approved.

Issues to vote on:

=> Approval of bills: Rebecca surveyed warrants for February. Total warrants list is \$5,960.53 Nathalie makes a motion to approve warrants list, Susan 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: \$583.72 received in February; \$376.17 for the Rosalie room and \$207.55 for the elevator. Rebecca recommends we approve donations. All in favor. Motion approved.

=> Approval of new Patron Code of Conduct policy: The policy was reviewed by Nathalie and Donna (Personnel Committee) before the meeting. Tom asks about alcohol use (and misuse) and board agrees alcohol should not be allowed except at library sponsored events. Rebecca suggests adding language about reserving the right to not serve a patron alcohol for whatever reason. Susan asked about pornographic material in art that may be part of an art show. Nathalie confirms art committee has a policy about not accepting art inappropriate for children. Susan asks how patrons will see the policy. Chrissy can upload Code of Conduct to the website so patrons have access to it. David asks about vaping as part of smoking policy. Vaping is not allowed as per New York State law, so is appropriate to add restriction in policy. Board will vote to accept the policy after suggestions are added.

Committee Reports & Review

=> Exhibition committee: Nathalie updates on next show, opening March 23, featuring five artists from the Newburgh/Poughkeepsie area. The committee is currently lining up shows for next year.

=> Financial committee: Nathalie updates that Kim made the investments in the Fidelity account. They plan to meet next to discuss and create a Planned Giving program.

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

Old Business:

=> Local Fest planning: Chrissy updates that the event will take place Saturday, July 14, 12 - 4 pm. She will need board members to help with set up and clean up, and David would like a few volunteers

at the book sale table. Board members discussed having a raffle or extra food items for sale for fund raising effort.

Director's Report:

=> Chrissy informs board that the new website is up and running. David Andrews created it and is now able to be managed and edited by staff.

=> Chrissy updates on new databases available for library patrons, like Kanopy and Universal Class, which can be accessed through our website.

=> Rebecca and Chrissy update on Library Appreciate Day coming up April 9th and would like to give gifts to staff members. Board members made donations towards gifts.

Treasurer's Report:

=> Nathalie updates on February's report: See attached. Nathalie reminds board we need to plan to have a financial review some time during 2019 as funds have been budgeted for a review.

Motion to Adjourn made by Rebecca, seconded by Nathalie. Meeting adjourned at 7:56 pm.

Addendum:

=> Approval of Heckeroth payment: Five board members assembled April 10 to vote on expediting a payment to Heckeroth Plumbing and Heating after emergency sewage system fix. The board members were Kim, Nathalie, Tom, Susan and Rebecca. Rebecca called the meeting to order at 7:34 pm.

=> Chrissy explained that some weeks ago the downstairs toilets were overflowing and hence called OFL regular plumber, Glenford Plumbing. They were unable to fix the problem (sewer ejector problem) so she called two other companies to assess problem and give estimates. Heckeroth seemed more knowledgeable when consulting on the problem, and their estimate was cheaper than competing estimate from Rice Plumbing. Heckeroth came out Tuesday, April 9, to fix the ejector pump and recommends we budget for a new pump as existing pump is from the 1970s. They wanted payment on the day of service.

=> Rebecca asked for a motion to pay Heckeroth \$1,500 and \$144 to Rice Plumber. Nathalie made a motion to make an expedited payment to Heckeroth and Rice, Susan seconds. All in favor.

Motion Approved.

Olive Free Library Association Treasurer's Report – February 2019**Activity Balances**Beginning Balance Checking Community Bank **\$116,296.49**

Income	
Town of Olive	\$0.00
Onteora School District	\$0.00
Grants	\$0.00
Donations*	\$118.77
Elevator Donations	\$207.55
OFL Trust	\$4,804.17
Braby Fund	\$1,974.56
Service Charges	\$187.34
Yoga and Tai Chi	\$471.00
Other Programs	\$0.00
Amazon/Used Book Sales	\$66.24
Fundraising Income	\$40.00
Art Sales	\$0.00
Interest	\$3.66
Credit Line	\$25,800.00
Miscellaneous Income	\$0.00
Total Income	\$33,673.29
Expenses	
Personnel	\$10,524.74
Building Insurance	\$0.00
Media Purchases	\$0.00
Supplies	\$18.48
Independent Contractors**	\$430.00
Utilities***	\$1,261.83
Capital Purchases****	\$68,625.00
Program Expenses	\$484.13
Art Expenses	\$0.00
MHLS	\$0.00
Conference/Travel/Dues	\$0.00
Advertising	\$50.00

Olive Free Library Association Treasurer's Report – February 2019

Activity	Balances
Beginning Balance Checking Community Bank	\$116,296.49
Fundraising Expenses	\$0.00
Bookmobile Expenses	\$0.00
Miscellaneous Expenses	\$0.00
Total Expenses	\$81,394.18
Transfer from Reserve Account	\$119,341.58
Ending Balance Checking Community Bank	\$187,917.18
Community Bank Reserve Funds	\$0.00
Fidelity Investment Account	\$0.00
Ulster Savings Friends	\$607.11
Total Library Funds	\$188,524.29
* donations: \$100.05 Rosalie Burgher and \$18.72 Amazon Smile	
** independent contractors: \$430 bookkeeping	
*** includes a \$618.89 Paraco propane payment	
**** Capital Purchases – all for elevator:	
Albany Elevator \$46,200.00 elevator purchase	
ProLine Home Improvements Safeco \$20,000.00 construction services for elevator \$2,425.00 alarm system expenses	
\$68,625.00 total capital purchases	

