

OLIVE FREE LIBRARY
Board of Trustees Meeting, 2019
May 15, 2019

In attendance:

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

The meeting was called to order at 7:00 pm by President Rebecca Balzac.

Approval of minutes:

Minutes from April reviewed. Correction made to 'donations coming in...' under Director's Report. David makes a motion to approve corrected minutes, Susan seconds. All in favor. Motion approved.

Issues to vote on:

=> Approval of bills: Kim surveyed warrants for April. Total warrants list is \$5,632.11. Kim points out copier expense is the same every month and paid every month, making it an appropriate expense to add to the Prepayments list. Board agrees. Kim also points out rewards earned on credit card totaling \$110.80. Nathalie reminds board we can only take reward points as cash, so we can use rewards to reduce over all balance of next bill. Nathalie makes a motion to approve warrants list, Tom seconds. All in favor. Motion approved.

=> Prepayment list of bills: The total for mid April/mid May is \$2,067.97. Motion to accept prepayment list made by Nathalie, seconded by Susan. All in favor. Motion approved.

=> Donations received: \$1,166.73 received in April; \$200 for the art exhibitions program, \$233 for the Rosalie room and \$733.73 for the elevator. Rebecca recommends we approve donations. All in favor. Motion approved.

=> Approval of Executive Board positions: Rebecca as board president, David as board vice president, Kim as secretary, and Nathalie as treasurer. Discussion started about board member terms and how to correctly account for start dates and length of current terms. Kim will update the terms data on current contact sheet. Susan makes a motion to accept executive board positions, seconded by Lisa. All in favor. Motion approved.

=> Approval of legal counsel, bank account, bookkeeper: The following are chosen as the bank, legal representation and bookkeeper for 2019: Bank- Community Bank for operating account, Fidelity for reserve account, and Ulster Savings for Friends account. Legal representation- White, Osterman & Hanna, LLP. Bookkeeper- O'Connor Tax Service. Nathalie makes a motion to accept the list, seconded by Felice. Motion approved.

=> Approval of board meeting days: Rebecca informs board that Chrissy proposes moving the annual meeting to January instead of keeping it in May, since this is the meeting where we approve positions, dates, and some independent contractors for the year ahead. Proposed meeting days for the rest of 2019, and the January meeting 2020, are 6/19, 8/7, 9/18, 10/16, 11/20, 12/18, 1/15/20. Kim makes a motion to approve dates, David seconds. Motion approved.

Committee Reports & Review

=> Exhibition committee: Nathalie updates on current show which was hung in the community room yesterday. The opening will be this coming Saturday 2 - 4 pm. Call for artists for summer group show has gone out via email and the committee is working on getting more sponsorships.

=> Financial committee: Nathalie and Kim update on attending the MHLS advanced financial controls class on May 7 in Kingston. OFL is doing quite well compared to other libraries because we have most recommended financial policies already in place. The board still needs to work on a Friends Group and a Business Continuity plan (refer to Highland Public Library for template). Nathalie also recommends setting up a Policy Committee so that we have continual oversight and updating of current policies. Lastly, the website was updated with links for more ways to give as per discussion during last board meeting.

=> Fundraising committee: Chrissy updates on Friends Group recent meeting attended by Felice, Lisa, Linda Burkhardt, and Eleanor Lunn. Vicki Read, Patty Wolf, and Sally Smith-Raymond also plan be part of core group. An Operating Agreement for Friends Group was created which the board reviewed. Felice and Chrissy have been working on getting EIN set up and other documents together before applying for 501c3 status. Committee is thinking of having a Friends Group open house in October after the group is officially set up. Rebecca asked if group could be officially set up by Olive Day. The committee will figure something out for Olive Day.

Old Business:

=> Elevator: Chrissy updates the elevator is fully functional and working very well. All construction is now complete. OFL is still receiving donations which will be pooled and hopefully matched again by the O'Connor grant. Kim updates on payments for the Line of Credit loan which will start in September. These will be interest only payments of \$54 a month and she suggests making more than the minimum payment to pay down principal since the Seward grant is now in jeopardy. Further discussion is needed about how to proceed with payment amounts.

New Business:

=> Policy Committee: Nathalie suggests we form this committee this evening so that members can start auditing current policies soon, and create new policies. Kim will update the Committees List and send out an email asking a few board members to sign up for the Policy Committee.

Director's Report:

=> Chrissy informs board on status of Seward Grant after a discussion with Chief of Staff. Because we accepted the NY State Grant, and because we have now completed the project, the grant is no longer available for the elevator. It was advised we try to find another project for the \$50,000 facilities grant which would have to be planned by end of November 2019, the original date in the application. Chrissy would like to explore replacing all the windows. She has asked the general contractor for a rough estimate of window replacement.

Treasurer's Report:

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

Motion to Adjourn made by Tom, seconded by Nathalie. Meeting adjourned at 8:17 pm.

april 2019

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

<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank	\$216,431.05
Income	
Town of Olive	\$0.00
Onteora School District	\$0.00
Grants	\$0.00
Donations*	\$571.64
Elevator Donations	\$933.73
OFL Trust	\$9,608.34
Braby Fund	\$0.00
Service Charges	\$243.96
Yoga and Tai Chi	\$572.00
Other Programs	\$250.00
Amazon/Used Book Sales	\$72.60
Fundraising Income	\$40.00
Art Sales	\$0.00
Interest	\$8.80
Credit Line	\$0.00
Miscellaneous Income	\$0.00
Total Income	\$12,301.07
Expenses	
Personnel	\$11,519.39
Building Insurance	\$0.00
Media Purchases	\$649.83
Supplies	\$623.86
Independent Contractors**	\$2,674.00
Utilities	\$695.69
Capital Purchases***	\$12,015.00
Program Expenses	\$808.54
Art Expenses	\$0.00
MHLS	\$772.24
Conference/Travel/Dues	\$73.60
Advertising	\$50.00
Fundraising Expenses	\$0.00
Bookmobile Expenses	\$0.00
Taxes (NYS sales taxes)	\$0.00
Miscellaneous Expenses	\$0.00
Total Expenses	\$29,882.15

