

OLIVE FREE LIBRARY
Board of Trustees Meeting, 2019
June 19, 2019

In attendance:

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

The meeting was called to order at 7:04 pm by Vice President David Edinger.

Approval of minutes:

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

Issues to vote on:

=> Approval of bills: Rebecca surveyed warrants for May. Total warrants list is \$6,641.38. Nathalie makes a motion to approve warrants list, Tom seconds. All in favor. Motion approved.

=> Prepayment list of bills: The total for two months (mid June/mid August) is \$4,115.94. Motion to accept prepayment list made by Nathalie, seconded by Susan. All in favor. Motion approved.

=> Donations received: \$606.20 received in May. Rebecca recommends we approve donations. All in favor. Motion approved.

=> Approval of revised Purchasing Policy: Nathalie and Kim updated the current Purchasing Policy to reflect changes to emergency funds and reserve funds, highlighted in attachments emailed along with Treasurer's report. David makes a motion to accept updated policy, seconded by Felice. All in favor. Motion approved.

=> Approval of revised Facilities Report: The Building Committee (Klaus, Donna, and Chrissy) met recently to update the Master Facilities Plan. All recent work is highlighted in yellow in the report dated May 2019. At the end of the report, the committee added a list of prioritized renovation projects. David asked if the ejector pump should be at the top of the list instead of third on the list. Chrissy explains because we don't know when we'll need to replace it, other projects can be considered before the ejector pump, like replacing all the windows. Chrissy asked the elevator contractor for a rough estimate of replacing all of the windows, and that figure is approximately \$42,000. Nathalie makes a motion to accept the revised Facilities Report, seconded by Felice. Motion approved.

Committee Reports & Review

=> Exhibition committee: Nathalie updates on current show "Go Figure" which opened May 18. The opening was not as well attended as previous shows likely due to very nice, spring weather and other openings happening in the area at the same time. The next show, Reverie, is a group summer show opening July 20. Submission deadline for the show was June 10. The committee received 107 submissions from 40 artists, and the jury accepted 62 works by 32 artists.

=> Policy Committee: Lisa Klein and Susan York have volunteered to be on the Policy Committee. They had their first meeting along with Chrissy on June 11 and reviewed the essential documents still needed and what is already in place. They will work on revising the Bylaws and drafting a technology plan.

=> Fundraising committee: Felice updates that the Friends Group met on June 5. Unfortunately, not enough people came to the meeting to move forward with the proposed agenda. The meeting has been rescheduled for June 27. The incorporation papers have been sent with the filing fee to the Department of State for filing. The bookkeeper recommends the friends file as a 509(a)(3)-supporting organization.

New Business:

=> Olive Day: Rebecca agrees to chair the planning for the library booth at Olive Day September 7. Klaus will assist. Chrissy reminds board that planning should include clean up Monday morning so that staff is not left with the task. A few board members ask if the Friends Group will be able to assist in any way.

=> Holiday fair: A date needs to be set for this year's holiday fair. Board members agree on December 14.

=> Library logo: David had thought he was interested in using the library's logo for his campaign literature but decided on something else instead. He wanted to discuss the possibility anyway incase someone else asks to use the logo. A conversation ensued about how we use the logo and what protections are needed to guard against someone taking it. Board members were particularly interested in the differences between copyright and trademark.

Director's Report:

=> Chrissy informs board that MHLS recommends that all trustees and volunteers complete sexual harassment preventative training. The board agrees to training and Chrissy will send a link to online training videos.

=> Chrissy informs board that she spoke to Rose, the bookkeeper, about how to account for reward points on the credit card. Rose said rewards are considered income and would be credited to the miscellaneous/dividend line in the operating account. New rewards total \$115.58.

=> Chrissy informs board on status of Seward Grant. The Chief of Staff suggested applying the grant to another project 'of similar scope'. The problem with that, as Chrissy sees it, is that the elevator project was accessibility in scope. Our next big project - replacing all of the windows - is safety and sustainability in scope. Rebecca suggests going back to the Chief of Staff person and asking more about 'scope'. All board members agree we want the grant so will continue working on how to obtain it.

Treasurer's Report:

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

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

may 2019

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

	<u>Activity</u>	<u>Balances</u>
Beginning Balance Checking Community Bank		\$198,849.97
Income		
Town of Olive	\$0.00	
Onteora School District	\$0.00	
Grants	\$0.00	
Donations	\$152.78	
Elevator Donations	\$500.25	
OFL Trust	\$4,804.17	
Braby Fund	\$0.00	
Service Charges	\$228.00	
Yoga and Tai Chi	\$641.00	
Other Programs*	\$340.00	
Amazon/Used Book Sales	\$184.08	
Fundraising Income	\$20.00	
Art Sales	\$200.00	
Interest	\$7.33	
Credit Line	\$0.00	
Miscellaneous Income**	\$321.17	
Total Income	\$7,398.78	
Expenses		
Personnel	\$11,056.80	
Building Insurance	\$0.00	
Media Purchases	\$653.71	
Supplies	\$451.94	
Independent Contractors***	\$1,355.00	
Utilities	\$847.55	
Capital Purchases****	\$25,674.94	
Program Expenses	\$1,107.24	
Art Expenses	\$0.00	
MHLS	\$772.24	
Conference/Travel/Dues	\$164.33	
Advertising	\$1,243.02	
Fundraising Expenses	\$0.00	
Bookmobile Expenses	\$113.50	
Taxes (NYS sales taxes)	\$0.00	
Miscellaneous Expenses	\$0.00	
Total Expenses	\$43,440.27	

