

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
April 12, 2017**

***What will we do tonight to improve the effectiveness of our Library for this Community?***

***CALL TO ORDER:*** 6:03 by President Kevin Doherty

***PRESENT:*** Kevin Doherty, Terry Wilbert (excused), Karie Deegan (excused), Carol Miller, Linda Weller, Elissa Nesbitt (excused), Gloria Nauden, Anitrice Bennett, Angel Slick, Betty Sue Miller

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made C. Miller, seconded G. Nauden. All in favor. Accepted

***EXECUTIVE SESSION WITH PARTNER AND STAFF FROM BONADIO:***

Allowable as described by section 105, 1, d of Article 7 of the Public Officers Law for purpose of receiving and reviewing their audit of 2016.

6:04 Motion made by A. Bennett, seconded G. Nauden. All in favor, accepted.

***OPEN SESSION:*** 7:03 Motion made by G. Nauden, seconded by A. Bennett

***PUBLIC PRESENTATION OF 2016 AUDIT:*** Motion to accept Audit and to forward to Woods Oviatt made by L. Weller, seconded by C. Miller. All in favor. Accepted

***PUBLIC FORUM:***

***FRIENDS OF THE LIBRARY*** Meet 2<sup>nd</sup> Tuesday every month.

Mary Anne presented information on Friends/needs for sign project; Village approval for pixels; Planning board approved sign design. Volunteers for bookstore, 11-1 and 3-5, and for programs such as Summer Reading program.

***DIRECTOR'S REPORT:*** See attached

***Correspondence Folder-*** Circulated-

***REVIEW AND APPROVE MINUTES:*** Motion to adopt December 2016 minutes made by G. Nauden and seconded by L. Weller. Motion to approve February 2017 minutes made by C. Miller, seconded by A. Bennett. All in favor. Approved.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve February 2017 treasurers report made by L. Weller seconded by G. Nauden. Motion to approve March 2017 treasurers report made by G. Nauden seconded by C. Miller. All in favor. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by C. Miller. All in favor. Accepted.

\*Continued conversation about the internal controls for new bank accounts and Line Of Credit asked Jon Miller from Bonadio's, need to define policy with their help.  
Closing on new mortgage set for 4/27/2017.

Carol questioned 2 small accounts at Key Bank; one the Employee benefit account with a balance of \$460.01 and the other the Capital Campaign account with a balance of \$4043.65. Would like to close both accounts and put it towards debt or towards closing. Discussed moving \$4503.66 to Five Star Account with balance of \$15611.32. Motion made by C. Miller, seconded by L. Weller

**NOMINATIONS and ELECTIONS:** No one from this committee in attendance. Kevin stated that all nominees are valid.

Linda pulled names for nominees order on ballot:

1) Terry Wilbert, 2) Angel Slick, 3) Debbie DiBacco, 4) Anitrice Bennett, 5) Gloria Nauden, 6) Rose English Deadline for Biographies, 4/13/2017.

Gloria asked about ballot; can vote for 4 people, anymore will render vote invalid. Nominating committee to count ballots.

**BUILDINGS AND GROUNDS:** Weedman will check height after 1<sup>st</sup> mowing. Ron Tower will not mow lawn until told to.

Prices from Jim Preston on dirt/mulch/over seeding.

Parking lot with cement around parking lot to stop people from driving over.

Lock in snow removal with Tim Newton. Get quote, if same or close, then keep them.

#### ***PERSONNEL:***

#### ***PLANNING:***

**BY-LAWS-** Nothing new at this time

#### **LOCAL HISTORY –**

**OLD BUSINESS:** Website and Social media are still being revamped.

Trustee training, new trustee orientation- Betty Sue to ask Tom Binderman

**NEW BUSINESS:** Carol would like daily receipts to be placed in local account we already have. Linda and Gloria asked for separate accounts. Betty Sue will talk with Barb and check with John from Bonadio. Power issue – Building wired for generator, never got one. Solar panels can't work without grid. 15% savings over summer. Need to check about generator for building and cost.

Annual Meeting is Board driven, multimedia presentation – power point and individual committees give updates.

Betty Sue authorized to purchase new cameras from Szuget Electric or Westfire. Purchase limit up to \$4400. Motion to authorize made by C. Miller seconded G. Nauden. All in favor. Accepted

**PUBLIC FORUM:** No one present at this time.

**CONCERNS AROUND THE TABLE:** none

**ADJOURNMENT:** 21:17 motion made by G. Nauden, seconded L. Weller. All in favor. Accepted.

***NEXT MEETING AND EVENTS ~***

|                         |                         |
|-------------------------|-------------------------|
| Annual Meeting          | May 1, 2017 12:00/19:00 |
| Regular Trustee Meeting | May 10, 2017 19:00      |
| Friends Meeting         | May 9, 2017 18:00       |

Respectfully submitted,

Linda Weller, Board of Trustees,

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
March 8, 2017**

**March 8, 2017 trustee meeting canceled due to weather, rescheduled for March 15, 2017 at 7PM**

**March 15, 2017**

**March 15, 2017 meeting canceled due to weather.**

**After 2 attempts to have trustee meeting for March 2017, the meeting was canceled until the next regular meeting on April 12, 2017**

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
February 8, 2017**

***What will we do to make our Library the most effective resource for this Community?***

***CALL TO ORDER:*** 19:03 by President Kevin Doherty

***PRESENT:*** Kevin Doherty, Terry Wilbert (excused), Karie Deegan, Carol Miller, Linda Weller, Elissa Nesbitt, Gloria Nauden, Betty Sue Miller

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made K Deegan, seconded G. Nauden. All in favor. Accepted

***PUBLIC FORUM:*** Angel Slick joined meeting. She is interested in being on the board.

***DIRECTOR'S REPORT:*** See attached

***Correspondence Folder-*** Circulated-

***REVIEW AND APPROVE MINUTES:*** December minutes will be sent, and approved at February 2017 meeting. Motion to approve January 2017 minutes made by C. Miller, seconded by E. Nesbitt. All in favor. Approved.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve January 2017 treasurers report made by C Miller seconded by L. Weller. All in favor. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by L. Weller, seconded by G. Nauden. All in favor. Accepted.

\*Continued conversation about the internal controls for new bank accounts and Line Of Credit.

***NOMINATIONS and ELECTIONS:*** Motion made to accept the Adoption of Election Protocol for 2017 Trustee Election by C. Miller, seconded by L. Weller. All in favor. Accepted.

Motion made by K. Deegan to appoint Anitrice Bennett to the Board of Trustees, seconded by E. Nesbitt. All in favor. Accepted.

Angel Slick is also interested in joining the Board of Trustees.

T. Wilbert's term on the board is up this May 2017.

***BUILDINGS AND GROUNDS:*** Snow and ice removal going well. Gerster Trane working on HVAC. The work was able to be completed remotely.

***PERSONNEL:*** Betty Sue Miller submitted job descriptions to the attorney for approval. .

***PLANNING:***

**BY-LAWS-** Nothing new at this time

**LOCAL HISTORY –**

**UPDATE and CONVERSATION ABOUT SIGN:** Kirk Narburg of King and King will be working with the friends on the sign.

**OLD BUSINESS:** Website and Social media are still being revamped.  
Trustee training, new trustee orientation- waiting on a call back from NIOGA

**NEW BUSINESS:** -NIOGA Annual meeting will be held in Niagara County at the same place as last year. Do we wish to protest the change in the long standing policy that the Annual meeting rotates to venues in each of the three counties? After discussion, it was agreed that K. Doherty would send a letter to NIOGA in reference to this.

**FRIENDS OF THE LIBRARY** Meet next week.

**PUBLIC FORUM:** No one present at this time.

**CONCERNS AROUND THE TABLE:** none

**ADJOURNMENT:** 20:56 motion made by C. Miller, seconded E. Nesbitt. All in favor. Accepted.

***NEXT MEETING AND EVENTS ~***

|                         |                     |
|-------------------------|---------------------|
| Regular Trustee Meeting | March 8, 2017 19:00 |
| Friends Meeting         | March14, 2017 18:00 |

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary

**HOAG LIBRARY of the  
SWAN LIBRARY ASSOCIATION  
MINUTES OF THE BOARD OF TRUSTEES  
January 11, 2017**

***What will we do to make our Library the most effective resource for this Community?***

***CALL TO ORDER:*** 19:14 by President Kevin Doherty

***PRESENT:*** Kevin Doherty, Terry Wilbert, Karie Deegan, Carol Miller, Linda Weller (excused), Elissa Nesbitt (excused), Gloria Nauden, Betty Sue Miller

***REVIEW AND ADOPT AGENDA:*** Motion to adopt agenda made K Deegan, seconded T Wilbert. All in favor. Accepted

DePaul joined us for the beginning of the meeting for a discussion of the possibility of the 2 story housing unit.

***PUBLIC FORUM:*** No one spoke at this time

***DIRECTOR'S REPORT:*** See attached

***Correspondence Folder-*** Circulated- thank

***REVIEW AND APPROVE MINUTES:*** Because K Deegan was unable to attend the Dec 2016 meeting; and E Nesbitt, who pitched in to take minutes has been ill, acceptance of the Dec 2016 minutes will be approved at the Feb 2017 Meeting.

***BUDGET 2017-*** Seeing as there isn't any approved minutes yet, the President K Doherty requests that we confirm the adoption of the 2017 Annual Budget, in the amount of \$712,219 with a tax levy of \$687,211. Motion made by K Deegan, seconded by G Nauden. All in favor, accepted.

***REVIEW AND ADOPT TREASURER'S REPORT:*** Motion to approve December 2016 treasurers report made by C Miller seconded by T Wilbert. All in favor. Accepted

***REPORTS AND REQUESTS FROM COMMITTEES:***

***FINANCE:***

-Authorize staff to draw, and designated Officers to sign check(s) From the Morgan Stanley Smith Barney Operating Fund for up to \$ 50,000 until the next Trustee meeting. Motion to accept made by K Deegan, seconded by G. Nauden. All in favor. Accepted.

Authorize the President K. Doherty to sign the commitment letter of January 10, 2017 with Stueben Trust for long term financing as outlined for the Trustees in December, subject to review of the attorney:

A \$1,000,000.00 20 year first mortgage @ 4.75% adjustable every 60 months to the Federal Home Loan Bank of New York 5 year Fixed Advance rate plus margin of 2.5%, with a cap for the first adjustment of 6.75%, payable monthly;

One time payment of up to \$401,000 from the 2016 tax levy, currently held at Morgan Stanley Smith Barney on the balance of the Farm Credit note, today \$400,000 for cash flow, interest only payable monthly at Prime Rate published in the Wall Street Journal, with the principal paid timely upon receipt of the annual tax levy collection.

***Roll Call Vote-*** Motion made by T Wilbert, seconded by C Miller, all in favor Accepted.

Deegan- Yes C Miller- Yes Nauden- Yes Nesbitt- absent Weller- absent Wilbert- Yes Doherty- Yes

~ Authorize a onetime payment of \$9,909 for the balance of the commitment and other fees, including:

Mortgage origination fee of \$ 5,000

Line of Credit origination fee of \$ 2,000

Appraisal fee (estimated by the bank) \$ 3,500

FEMA flood zone search \$9.00

Environmental audit (estimated by the bank) \$1,400.00

LESS the advanced commitment fee installment paid December 29, 2016 of \$2,000

To be paid from the gift received for the naming rights of the Blissett Children's Library. Motion made by K Deegan, seconded by G Nauden, all in favor Accepted.

**Roll Call Vote-**

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

~ Authorize closing costs to be paid from the gift of the naming rights of the Blissett Children's Library motion made by C Miller, seconded by K Deegan, all in favor Accepted.

**Roll Call Vote-**

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

Pursuant to the Agreement with Stueben Trust, authorize the Administrative Assistant to facilitate, and designated officer to sign all the necessary paperwork to move the balance of the 2016 Tax Levy from Morgan Stanley Smith Barney to Stueben Trust; to establish a checking account relationship with Stueben Trust and to use her best judgment regarding the placement of the payroll account. Other Morgan Stanley Smith Barney accounts will remain pending the conclusions of the Ongoing Review of the investment activities – motion made by G Nauden, seconded by T Wilbert, all in favor Accepted

**Roll Call Vote –**

Deegan- yes C Miller- yes Nauden-Yes Nesbitt- absent Weller- absent Wilbert- yes Doherty- Yes

Conversation about the internal controls for new accounts and Line of credit .... Will check with auditor

**NOMINATIONS and ELECTIONS:** Nothing at this time

**BUILDINGS AND GROUNDS:** Snow and ice removal going well. Will wait until the spring to see how the trees faired.

**PERSONNEL:** Need to continue to work on Job descriptions.

**PLANNING:**

**BY-LAWS-** Nothing new at this time

**LOCAL HISTORY –**

**UPDATE and CONVERSATION ABOUT SIGN:** Approx \$55,000 Friends have about \$10,000, looking into possible grant to offset costs.

**OLD BUSINESS:** Website and Social media are still being revamped.

Trustee training, new trustee orientation- waiting on a call back from NIOGA

Trustee Vacancies: Still looking for possibly candidates to fill positions.

Discussion of our options in Lieu of Morgan Stanley, Smith Barney

**NEW BUSINESS:** -Annual resolution to acknowledge the potential for a conflict of interest in the relationship for IT consultant services between the Hoag Library and Info Advantage a corporation for which Trustee Linda Weller is an officer. Motion made by C Miller, seconded by T Wilbert, all in favor Accepted.

-Authorize the director to execute a renewal agreement with Info Advantage for IT consultant services through 2017 at a 2017 cost not to exceed \$3,000, to be paid when invoiced from line item, Professional Consulting. Motion made by K. Deegan, seconded by G Nauden, all in favor accepted.

**FRIENDS OF THE LIBRARY** Tastee Treats went well, as did the JAR sales. Looking for new fundraiser ideas.

**PUBLIC FORUM:** No one present at this time.

**CONCERNS AROUND THE TABLE:** none

ADJOURNMENT: 21:23 motion made by C. Miller, seconded G Nauden. All in favor. Accepted.

***NEXT MEETING AND EVENTS ~***

|                         |                        |
|-------------------------|------------------------|
| Regular Trustee Meeting | February 8, 2017 19:00 |
| Friends Meeting         | February 7, 2017 18:00 |

Respectfully submitted,

Karie Deegan, Board of Trustees,  
Secretary