

Niagara Falls Public Library Board of Trustees
Minutes of Regular Library Board Meeting
Via Zoom
Wednesday, February 23, 2022

CALL TO ORDER. The regular meeting of the Niagara Falls Public Library Board of Trustees was held on Wednesday, February 23, 2022, via ZOOM.

The meeting was called to order by Mr. James Roscetti at 3.03 p.m.

ROLL CALL:	<u>Present</u>	<u>Absent</u>
	Ms. Glaser	Mr. King
	Dr. Foote	Dr. Rahman
	Ms. Bailey	
	Mr. Grant	

Also present were Mr. Jim Roscetti, Library Legal Counsel; Ms. Sarah Potwin, Executive Library Director; Mr. Robert Difrancesco, Friends of the Library; and Mr. Pat Brown, Library Finances.

OPEN HEARING.

Mr. Grant gave a warm welcome to our newest library board member, Ms. Sharon Bailey. Ms. Bailey expressed her pleasure to participate in shaping the library services as best to serve our NF citizens.

ADOPTION OF AGENDA.

The agenda was adopted upon a motion by Mr. Grant was seconded by Ms. Bailey and carried.

REVIEW OF MINUTES.

A review of the January 26, 2022 meeting summary was presented. The minutes were adopted upon a motion by Mr. Grant was seconded by Dr. Foote and carried.

FINANCIAL REPORTS.

Mr. Brown reported on the December 31, 2021, financial reports. He shared that they are 99% complete with a few anticipated bills still floating around City Hall. It is estimated that the City will owe the Library approx 39K, unspent funds from the NF City's FY 2021 allotment of support. The total cash increase was 241K, cash position is strong. Mr. Brown estimates that the net income for the year is 198 490K, yet was 194K last year. It should be noted that the 2021 budget was prepared using 84K as transfer funds from savings, but at the end of the year, this amount was not touched. So, we can feel comfortable with being 198K to the good.

Expense in the budget in general compared to last year is under. The total expense is 109K lower than last year. Revenue fixed from last year. We need to encourage NF City to increase the support amount, if only by a few thousand to maintain a favorable result with the Maintenance of Effort.

Mr. Granto asked if there are any areas of concern. Mr. Brown and Ms. Potwin stated no. Though Mr. Brown stressed the importance of increasing revenue from the NF City each year to keep the library budget in Maintenance of effort compliance.

Mr. Granto asked about the 84K transfer from FY 2021 fund balance. Mr. Brown reiterated that it was not touched, in fact, it was added to through cost savings in the FY 2021 budget.

The acceptance of the December 2021 expense / budgetary reports was adopted as presented upon a motion by Ms. Bailey was seconded by Dr. Foote and carried.

A motion to vote Ms. Judie Glaser in as Library Board Treasurer as presented by Mr. Granto was seconded by Dr. Foote and carried.

Discussion ensued regarding the New York State Construction grant and the SAM grant, both are nearing their deadlines of June 30, 2022. If the money is not spent, penalties will be incurred: money will need to be paid back to the state, future construction grant applications for the next 4 years will not be accepted, Nioga Library System will receive that less in construction aid affecting 22 members libraries, the embarrassment of our Assemblyman who has sponsored the money. Mr. Granto has asked for a list of construction priorities for the buildings and the board members agreed to spend the money. Mrs. Potwin agreed to draft a list and seek out vendors and quotes. She promised to convey the list to the Mayor and City Administrators though was concerned that the one grant requires matching funds of nearly 60K. Mr. Granto promised that he would speak to the Mayor regarding this. Mrs. Potwin promised to have a list and costs for the next board meeting to present for board member

EXECUTIVE LIBRARY DIRECTOR'S REPORT.

Mrs. Potwin shared some of the items from her written report as part of the board packet. Our new auditor will be David Urban who will be on-site in the coming months to perform the library's yearly audit.

Mrs. Potwin discussed several grants whoosh have been awarded, including an FCC Connectivity grant of 360K to be spent in the next 4 years to improve connectivity and infrastructure, an RBDB grant of 8K to continue digitization of the Niagara Gazette from 1916-1918, and a 54K from WNYLRC to fund a tech instruction at both NFPL and Lockport Public Libraries.

Mr. Granto asked if the librarian's vacation policy has been cleared up. Mrs. Potwin shared that all librarians have been given their time upfront for 2022 which is against the policy, but time earned for Fy 2021 has not been awarded to Tom Poehnelt and Bridget Baker.

Mrs. Potwin points out that she has shared a number of links relating to library articles on a number of library industry issues for board members' interest.

PERSONNEL REPORT.

Mrs. Potwin pointed out that the vacation time allowance given out to librarians hired after Spring 2017 has not been adhered to by the board's policy and thus both vacation and personal time is still owed to Bridget Baker, Richard Wade, and Tom Poehnelt from FY 2021. Additionally, the time is given in FY 2022 is not in accordance with the policy.

The retro wage for Tammy McGarvey was not correctly calculated (at 35 hours not her contracted 40 hours per week). This year is Tammy's 20 th anniversary and thus an increase in pay step.

Attached were two contracts regarding Pat Brown's employment for board review. Contract A documents his duties as previously: library closure of the monthly accounting state report. Contract B documents his duties like payroll, cutting checks, recording in PeachTree, handling vouchers etc. as per an account clerk - library position.

The acceptance of the personnel report was adopted as presented upon a motion by Mr. Granto was seconded by Ms. Glaser and carried.

PRESIDENT REPORT.

Mr. Granto led a discussion regarding a memorial to Noreen Hill's service. Discussion regarding scholarship award, collection, native studies research room, and the like. Mr. Granto instructed Mrs. Potwin to contact Ms. Kim Thomas regarding establishing a memorial for Noreen and in support of Native Studies. Discuss ensued regarding Joanne Wieland (Tuscoroa School) who might have ideas to curate a room) as well as Sarah Captain at the NF High school.

OLD BUSINESS.

None to report.

NEW BUSINESS.

Mr. Difrancesco asked that the board notes be emailed to him.

NEXT MEETING AND ADJOURNMENT. The next regular meeting of the Library Board is scheduled for 3/30/2022 at 3:00 p.m. The board has requested an in-person meeting. The next Dunlap Meeting is scheduled for 4/27/2022 at 2.30 pm via ZOOM.

Meeting adjourned at 4.03 pm by Ms. Bailey, seconded by Dr. Foote, and carried.

Recorded by: Sarah Potwin 3.30.2022.
Sarah Potwin, Executive Library Director

Approved by: Don King
Don King, Secretary