

**Regular Meeting
Nioga Board of Trustees
Nioga Library System
June 23, 2026**

Proposed

The regular meeting of the Nioga Library System Board of Trustees was held on Tuesday, June 23, 2026.

Present: Charles Begley, Jeffrey Laub, Craig Bacon, Howard Balaban, Marilyn Zaciewski, Dan Haight, Jeanne Tuohey, Tammy Kinan,

Excused: Andrea Fetterly and Peter Pfohl

Guest: Jill Palermo

Staff members present: Thomas Bindeman and Laura Jeffery

CALL TO ORDER:

Mr. Begley called the meeting to order at 6:30 PM

OATH OF OFFICE:

Notary, Karen Meritt will administer the Oath of Office to Mr. Peter Pfohl on June 24th 2026 Wednesday at Nioga with Mr. Begley and Laura Jeffery present.

INTRODUCTIONS: Mr. Begley introduced Jill Palermo, Director of Lewiston Public Library. Mr. Begley thanked Ms. Palermo for being a part of Nioga's Personnel Committee.

PLEDGE OF ALLEGIANCE:

Mr. Haight led the Board in the Pledge of Allegiance

APPROVAL OF MINUTES:

Action: It was moved by Mr. Haight to accept the minutes from the April 28, 2026 meeting as presented. Ms. Tuohey seconded and the motion carried.

ORGANIZATION OF THE BOARD OF TRUSTEES FOR 2026/2027

Designation of Signatories and Depositories:

Action: It was moved by Mr. Laub, seconded by Mr. Balaban and the motion carried to accept the following signatories and depositories:

Resolved: That any check authorized to be drawn in the name of the Corporation (Nioga Library System) may be signed with the manual or facsimile signature or signatures of any of the duly designated signatories placed on file with each institution as follows:

Payroll: Treasurer or Trustee

Accounts payable: Treasurer or Trustee, Executive Director and Business Manager

Key Bank, Inc.: Payroll

M & T Bank: General Fund, Special Revenues Fund and Library Automation Association
Capital and Reserve Fund

Persons named (for the accounts listed above) on the Signature Cards: Mr. Charles F. Begley,

Mr. Dan Haight, Executive Director, Mr. Thomas Bindeman, and Ms. Laura Jeffery.

Appointments:

Action: It was moved by Ms. Tuohey, seconded by Ms. Zaciewski and the motion carried to accept the following appointments:

- Assistant Secretary: Laura Jeffery
- Auditor: Lumsden & McCormick LLP

Resolution on Appointment of Internal Auditor:

Action: It was moved by Mr. Haight, seconded by Ms. Kinan and the motion carried to recommend that vouchers may be audited and approved by an individual so designated by the Board as internal auditor provided that any individual so designated may not hold the office of financial clerk or treasurer and shall be bonded with such penalty and sureties as the Board may require. [Commissioner's Regulation 90.6 (c) (11)].

- Appointment: Ms. Laura Jeffery

Resolution on Contracts for Fixed Salaries or Compensation of Employees:

Action: It was moved by Mr. Laub, seconded by Ms. Zaciewski and the motion carried that the following resolution be adopted:

Resolved: That amounts due upon contracts for fixed salaries or for compensation of employees regularly engaged at agreed periodic rates may be paid without prior audit upon submission to the treasurer of a voucher or payroll duly certified by the library system director, or his duly authorized representatives: either the Assistant Director or the Business Manager. [Commissioner's Regulation 90.6 (c) (12)].

Tax Sheltered Annuity Programs:

Action: It was moved by Mr. Haight, seconded by Ms. Zaciewski and the motion carried that the following resolution be adopted:

Resolved: That the Business Manager and the Administrative Assistant be authorized to approve on behalf of the Nioga Library System applications from employees for salary reduction agreements with ING Aetna Financial Services, American Funds, MetLife Financial Services, Pierce, Fenner and Smith and Edward Jones Financial Services. Compensation which otherwise is payable directly to the employee will instead be used in payment of the annuity premiums qualifying for Section 403 (b) of the IRS code of 1954 as amended. [Commissioner's Regulation 260 (b) and 260 (c)]

COMMITTEE REPORTS

Finance and Audit Committee:

The Monthly Budget Reports for April and May were included in the Board Packet. Also included were the Monthly Payroll Report for April and May 2026.

Schedule of Payments

April 2026	
General Fund 2026-04G	\$349,601.36
LAA Account 2026-04L	\$ 11,504.02
May 2026	
General Fund & SRF 2026-05G	\$126,794.92
LAA Account 2026-05L	\$ 1,654.21

Mr. Haight approved the accounts

Personnel Committee:

Update on Executive Director Search

Ms. Zaciewski reported that Nioga Library System had received 14 resumes for the Executive Director position. Ms. Zaciewski also stated a committee was created; Ms. Zaciewski, Chair and Mr. Begley, Ms. Tuohey, Ms. Kinan, Mr. Bacon from Nioga Trustees Board and Jill Palermo, Director at Lewiston Library, a Nioga member library. Ms. Zaciewski stated the Law Office of Stephanie Adams, PLLC was also helping the committee. Ms. Zaciewski stated the committee chose Mr. Frank Sykes to be the new Executive Director. Ms. Zaciewski stated a letter came today that the State Librarian and Assistant Commissioner for Libraries accepted Mr. Sykes appointment to the position of Executive Director. Attorney Stephanie Adams is working on a contract Mr. Sykes will need to sign and then he can be announced to the member libraries.

Action: It was moved by Mr. Haight to accept the Mr. Frank Sykes as Executive Director, Howard Balaban seconded, and the motion carried.

Update on Outreach Position:

Thomas Bindeman stated Gretchen Schweigert has been chosen for the outreach position. Ms. Schweigert will start at the end of July 2026.

Action: It was moved by Mr. Bacon to accept Ms. Gretchen Schweigert as Outreach Consultant, seconded by Mr. Balaban, and the motion carried.

Upcoming Board Vacancies:

Mr. Laub stated that Nomination letters were sent out to the Genesee County libraries on June 4, 2026 for the Genesee County vacant seat. At this time there has been no responses yet.

Program Committee:

Ms. Zaciewski stated the Annual Dinner held May 23, 2026 was very well received at the Batavia Downs Event Center, Batavia, NY. Ms. Zaciewski also stated next year's Annual Dinner will be in Niagara County.

PRESIDENT'S REPORT

Board of Trustees Roster:

A Trustee roster was handed out to the Board of Trustees for any updates or changes.

Committee Charges:

Mr. Begley made the following charge to the Finance and Audit Committee:

- Prepare and review budget for FY2027

Mr. Begley made the following charge to the Buildings and Grounds Committee:

- Review grant applications for the State Construction Grant Program for 2026/2027

Mr. Begley made the following charge to the Nominating Committee:

- Review upcoming trustee vacancies 2027

Mr. Begley made the following charge to the Personnel Committee:

- Review Executive Director.

EXECUTIVE DIRECTOR'S REPORT:

Update on State Budget:

Thomas Bindeman stated the NYS budget passed with a small increase for libraries.

Youth Services Update:

This report was included in the Board Packet.

Extension Services Update:

This report was included in the Board Packet.

MEMBER LIBRARY DIRECTORS' AND TRUSTEES' COMMENTS, ISSUES AND CONCERNS**OLD BUSINESS:**

None presented.

NEW BUSINESS:

None presented.

OTHER:

None presented.

NEXT SCHEDULED BOARD MEETING:

The next Nioga Board Meeting is: August 25, 2026

ADJOURNMENT:

The Meeting was adjourned at 7:01 pm.

Secretary