

**ORANGE LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JUNE 15, 2004**

Attendance: Rosemary Cooper, Claudia Depkin, Theresa Dolch, Madelyn Folino, Pauline Kehoe, Suzanne Skeels and Stephanie Thiel

Rosemary Cooper, President at 9:45 a.m. in Warwick, called the meeting to order.

Treasurer's Report

Suzanne Skeel has worked up a budget for 2004 but will need to be reworked. (Working copy attached.)

2004 County Money Disbursement

There was a discussion of the disbursement of 2004 Orange County monies. A copy is attached of a document (formula) that Carmela had developed for money disbursement. Three percent of the disbursement for each library is to go to OLA. OLA may need more than that due to expenses for our 501c3. Question arose where to take the three percent from: the first flat payment or the second per capita payment? Rosemary will do two new spreadsheets showing the disbursements to send to the County. A letter needs to go out to member libraries explaining what the Executive Committee has decided about the three percent. \$2,941.18 will be disbursed to each library for a first payment. The second payment will be \$558.82 plus the per capita amount minus the three percent for OLA.

Rosemary will take care of County chart and the other charts that will be given to the libraries. Suzanne will send out an agreement for each library that must be signed before the second check will be issued. Agreement will go out with the first check

501c3 Status

Status has not been established. Three steps needed: 1) get incorporated, 2) tax exempt with New York State, 3) file tax-exempt status with Federal government. Step three still needs to be completed. We have filed for an extension. Linda Hannigan (volunteer accountant) filed for much of the necessary requirements except for a Federal tax ID number, which is needed for full 501c3 status.

Rosemary would like to hire an accountant to file the necessary paperwork to get full 501c3 status to be sure it is done correctly. It will cost \$1,500 for the accountant. The

other alternative is to have Linda Hannigan continue but we have to determine whether it is feasible to be done in a timely manner. Rosemary thinks we need a plan that if Linda cannot do the paperwork by August, then we should hire the accountant. Pauline thinks we should write a proposal and get estimates from different accountants.

Committee Reports

Madelyn Folino questioned what expenses should fall under OLA and whether the member libraries should ever have to bear the cost of even minimal expenses.

Legislative committee should not exist because we do not have a paid lobbyist. There was a discussion that perhaps the Legislative committee should become part of the Finance committee. It was decided that the committees would stay as they are now.

An Audit committee and Nominating committee are needed. Rosemary will put out an email to all members and try to get three people for each committee.

Finance Committee

Pauline Kehoe reported that the OLA budget would be revised. We have to look at how to drum up more money for OLA if we want to spend on new things for next year. Should CLOUSC be asked for full membership? Should CLOUSC become part of OLA?

Madelyn will be formulating a letter to request County money. Timeline for County money is as follows: Request goes out in June. David Church said we have to make a five-minute presentation to the Rules Committee (Spencer McLaughlin) in September. We will ask for \$200,000 again (refer to Madelyn's Proposed Plan of Work handout attached).

It was decided that the letter to the County will come from Rosemary Cooper but be written by Madelyn.

Publicity

Claudia Depkin will continue checking into website designers. The Monroe Library uses Divine Designs. Claudia checked into Seacoast and A&E. They would both charge \$700 to \$1,000 to design and a monthly fee to maintain possibly \$100 a month.

Other possibilities were brought up and Claudia will be looking into many options. Claudia would like a copy of the PowerPoint presentation and may try to upgrade and make it more useful. She needs to check into Orange County Library Hours brochure and make sure that statistics are up to date.

Claudia will also make plans for OLA participation in the Orange County EXPO this year. Chuck from Newburgh will be contacted.

Programing

Carol Bezkorowajny's written report is that the Circ Roundtable would be November 10, 2004 and the Tech User's Roundtable April 13, 2005 at RCLS. The annual Bash would also be under the Programming committee.

Calendar

Directors meet three times in the year: September 15, 2004 in Goshen, February 23, 2005 in Florida and December 1, 2005 in Monroe. Executive committee meets at 9:30 and the Director's Meeting begins at 10:30.

Annual Meeting (which is also a General Meeting) will be April 27, 2005 in Greenwood Lake. Elections will take place at this meeting. Another General Meeting will take place on October 13, 2004 in Middletown. The Bash will be held in the May or June. Participation in the LARC conference may not happen. Someone is needed to do the salary schedule for 2005. Pauline will look into this.

Meeting adjourned at 12:00 P.M.

Respectfully submitted,

Florence Brady (from notes taken by Theresa Dolch)