

MEETING MINUTES
Olean Public Library Board of Trustees
February 27, 2013
5:30 P.M. – Conference Room

The mission of the Olean Public Library is to provide equal access to materials in various formats, programs, services, and professional staff to assist all people with their educational, informational and leisure needs.

A Certificate of Compliance and Notice of Meeting Posted was signed, notarized and made a part of these minutes along with a copy of said notice.

Call to Order at 5:30 p.m. by Lanna Waterman. Present were Trustees Kasperski, McElfresh, Tenglund, Waterman, Wolfrom, Director Chaffee, and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Tenglund, seconded by McElfresh, and was unanimously approved to:
 - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
 - B. Approval of Warrant Sheets for February:
 - Operating Fund: February #813 - \$101,833.97
 - Cafeteria 125 Fund: February #125-94 - \$620.02
 - Capital Fund: February CF-237 - \$15,091.53
 - C. Correspondence:
 - From Representative Tom Reed: a thank-you for allowing them to hold a town hall meeting at the library
 - From the Olean Food Pantry: a thank-you for allowing them to have a drop-box at the library
 - From Sr. Ann Kelly: a thank-you to Sheryl Soborowski for sending a comprehensive list of elected officials
 - D. Director's Report
 - Chaffee reminded everyone that the Friends of the Library membership renewals were due, and it is a good if staff and library board members belong to the organization.
 - At the end of the meeting, Chaffee said he would show board members some of the newly refurbished areas in the building.
 - It is important for library staff and board members to get to know each other. Chaffee asked board members to introduce themselves to staff members when visiting the library. All staff members wear their name badges so it is easy to identify them.
 - During future board meetings, a staff member will come in and talk about some of the programs that are being run at the library. Board members thought this was an excellent idea.
 - The cost-share item on the integrated library system (online catalog and circulation control system) has been tabled for the moment. There was never a plan established for cost-share when the integrated library system was installed, and it is time to work the details out now. Before our library became part of the current integrated library system, we had a stand-alone system, which was more costly. The cost for the Olean library would most likely go up by \$5,000 or \$6,000 per year, but that would still be cheaper than having our own system. The cost-share has been built into the budget for next year. It makes sense to stick with a system-wide system so that we can share resources. We borrow more books for our patrons than we lend out as well, and being part of this system has facilitated this.

2. Review of Financial Statements

- There was no review of financial statements since the auditors' report was presented at this meeting.

3. Committee Reports:

Library System Board – Earl McElfresh said that the system and Prendergast had their audits recently. They had a new auditor this year. The system board has been meeting with the Prendergast board, and they are determining that having one director for both Prendergast and the system is not working out. It appears that they will be recommending two directors. The current acting director wants to stay with Prendergast.

4. Voice of the Public: None

5. Old Business:

Damaged Art Work: discussion was postponed until Wagner could be present.

2014 Budget: Given Wagner's communique, Kasperski asked what the deadline was to pass the budget. Chaffee said that it needed to be passed by the next meeting. A motion was made by Kasperski, seconded by Tenglund, to table the budget until the next meeting, since two members were unable to attend this evening. Motion carried. Kasperski recommended that board members bring the auditors' report to the March meeting for reference during budget discussions.

6. New Business:

Audit presentation by Scott Reed of Buffamante, Whipple, Buttafaro, PC.

- Scott Reed presented the audit report and indicated that it was a clean audit with no major problems found. The bookkeeper at the library does a good job.
- A motion was made by Kasperski, seconded by McElfresh, to accept the auditors' report as presented.

Review Public Computer Guest Card Policy update.

- Mahar said that we adopted our last policy in 2004 and some things have changed since then. The library is now integrated into the Sirsi system, and the cards from other libraries will work with our computers, so the policy wording was changed to state that a CCLS card was required.
- They no longer use guest cards. They print out a guest receipt/pass instead.
- They put a limit on the number of times that a user can use a guest card. Once patrons have a library card, they can sign themselves in.
- A motion was made by Kasperski, seconded by Waterman, to approve the Computer Guest Card Policy. Motion carried.

Legislative Day in Albany

- Legislative Day is next Tuesday, March 5.
- Tenglund distributed a copy of an email from the Library Trustees Association regarding the event, along with contact information for local representatives and the New York Library Association (NYLA) Talking Points for the 2013 legislative agenda.

7. Adjournment: A motion was made by Kasperski, seconded by McElfresh, to adjourn at 6:50 p.m. Motion carried.

Reminders: Next Board Meeting is March 20, 2013 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Ann M. Tenglund