

MEETING MINUTES
Olean Public Library Board of Trustees
April 17, 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 5:35 p.m. by Lanna Waterman. Present were Trustees Casey, Wolfrom, Wagner, Director Chaffee, and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Wagner, seconded by Casey, and was unanimously approved to (A, B, C):

A. Waive the reading of the minutes of the previous meeting and approve as mailed.

B. Approval of Warrant Sheets for March

C. Correspondence: None

D. Director's Report:

1. Discussion of the possibility of additional money from the state
2. Harry Wolfrom the only name to appear on the ballot for trustee
3. Mike Kasperski has agreed to be appointed for a one year term as trustee
4. The budget will not be on the ballot because there is no increase
5. Trustee training opportunities- inform Kim Mahar who is going to both
 - a. April-25; Jamestown sessions, times are 10-1 and 2 -4
 - b. May- 3 & 4; Buffalo, Director Chaffee may attend if someone else goes, let Kim Mahar know
6. Connect NY Grant; bring broadband access to rural areas, Olean Library received funds over 17,000, with 20% matching funds
7. Volunteer Recognition Dinner

Motion to approve Directors Report made by Wagner seconded by Wolfrom- unanimously approved

2. Review of Financial Statements :

Additional state aid CBA money may increase

Other reimbursements possible

Appropriations tend to change according to time frame, nothing out of the ordinary everything in line

3. Committee Reports: Library Systems Board- attended by Director Chaffee as an observer
Management Letter (8 page), discussed
Audit was discussed
New board member - librarian from SUNY Fredonia
Board looking for new direction in new hire Director Chaffee on search committee to be completed by August 2013

4. Voice of the Public; None

5. Old Business

Discussion and agreed by all that the Letter to the Editor by Waterman was exceptional in every way

6. New Business

2012 Annual Report for Public and Association Libraries

Olean services provided; computer training, programs for jail inmates and handicapped (blind)

Motion to approve Annual Report for Public and Association Libraries made by Wagner seconded by Casey unanimously approved

Motion to appoint Mike Kasperski to a one year appointment for next year; motion made by Casey, seconded by Wagner unanimously approved

Discussion of Library Personnel Manual- topics:

- a. Whistleblower Policy
- b. Progressive Discipline Policy
- c. Benefits
- d. Travel expenses
- e. Employee computer use usage- define and refine language
- f. Use of other models to build our manual
- g. Our manual to be completed soon

7. Adjournment: A motion was made by Wagner, seconded by Wolfrom, to adjourn at 6:15 p.m.

Reminders: Next Board Meeting is May 15th, 2013 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Harry J. Wolfrom