

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
June 19, 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 McElfresh, Tenglund, Kasperski, Wolfram, Wagner (arrived 6:30 p.m.), Assistant Director Mahar and Director Chaffee.

1. Consent Agenda Items: A motion was made by Kasperski, seconded by Wolfram, 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 June:

Operating Fund: June #817 - \$118,377.13. There were three pay periods and two health insurance payments included this month.  
Cafeteria 125 Fund: June #125-98- \$269.47

C. Correspondence: None

D. Director's Report. The Friends of the Library had their annual meeting last night. That is when they announce what they are giving to the library for the book endowment. It will be \$11,685 this year, one thousand dollars more than last year. This was good news. They also have some additional funds if the library needs something.

Regarding construction grants, they will be expanding storage in the children's area. They will also be replacing the window coverings in that area because the old ones do not go up and down any longer. They will be replaced with more energy efficient ones. Also, outside doors will be replaced with something similar. The cost will be folded into the construction grant for the roof, because we did not spend all of that money. All of these improvements are good for efficiency.

They are running a user satisfaction survey for Overdrive, the platform used for audio and e-book. It is mounted on the home page. The survey was developed by the library system.

They are working on revamping the library personnel manual. A draft will be ready by the September meeting.

Eli Guinee will serve as the new director of the CCLS, pending approval from the New York State Library. Eli is currently the director of Patterson Library in Westfield. Chaffee was on

the search committee for this. He will serve as acting director for two years, at which time he will have the eight years of post-MLS experience needed to be the permanent director. Tina Scott will continue to be the director in name. Eli will be in charge and will be taking care of all of the CCLS business.

2. Review of Financial Statements

Kasperski reviewed the financial statements. Items in red had to do with the timing of the expenditures. We also purchase databases directly and then receive reimbursement. Overall, we are doing well and are slightly underspent. Chaffee said that none of the expenditures were notable or out of line.

3. Committee Reports:

Library System Board – McElfresh had nothing further to report other than what Chaffee had already said about the new CCLS director.

Beetles – They have a commitment from Barry Gan to give a speech and bring his band, along with some other commitments. We will have memorabilia, a band, a speaker, and someone who has written books on the Beetles. The Quick Center for the Arts will lend some display cases. It will be February 1<sup>st</sup> through the 14<sup>th</sup>. Arrangements for security of the items were discussed.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

- A motion was made by Kasperski, seconded by Tenglund, to approve the attendance of Lance Chaffee to a user group conference on Digital Media sponsored by Overdrive, Inc. to be held in Cleveland, OH August 1-4, 2013. Carried unanimously.
- Report by Linda Georgian, regarding Children’s Programming at the Library. Part of the programming is for infants through three-year olds, and others for older children. She instituted a Baby Sign Language program when she first started here. Some of it is held in conjunction with the Mother Goose programs, where they do stories, songs, and minimal crafts. Babies communicate at a much younger age than we think that they can. Work on this movement started back in the 1970s when it was noticed that babies of deaf parents began to communicate earlier than others. Sign language acquisition actually improves their speech because they have already made the language connection. It is a positive reinforcement thing, and adults always say the word as they make the sign. It is not meant to be American Sign language, which has its own grammar and structure.

Last fall, she took the program one step further and held a workshop for parents. She introduced Baby Sign language in the context of early literacy skills that would help babies become readers later on. For example, print awareness, where a child learns that print on a page means something, is important. Another skill is narrative skill, which is telling stories. The workshop was very well attended. During the school year, the Mother Goose group and the Toddler groups meet. This summer we are offering three toddler programs, because they fill up fast. During the story times, she does stories based on training early literacy skills, which helps parents learn how to do

it at home. They also do simple crafts. Mother Goose programs last about 30 minutes and the toddler programs last about 45 minutes.

For older children, there are story, song, and craft programs as well. These programs are called Investigation Stations, and last about an hour.

She also discussed the reading programs, where children can earn “Kid Cash” for reading. The theme this year is Dig into Reading. There is a small store set up in the children’s area, which all different types of prizes that children can “purchase.” Children who cannot read on their own yet can be read to in order to win the cash. For the younger set, their bonuses are all based on early literacy skills, and their prizes are age appropriate. The youngest child signed up for the program is eight months old.

There are several families who bring their children for the entire program. There are also teen and adult programs. There is a new Tween program in the children’s area this year.

Linda showed items from the “I Read to My Baby” program, funded by the Friends of the Library. These bags go to the expectant parents’ class at the Olean General Hospital. Approximately fifteen bags per month are distributed. The bag includes a calendar for baby’s first year that includes suggestions for activities. Also included are pamphlets about the library, a book, a magnet, ideas for reading, developmental milestones, etc.

The information about these programs is also available on the library’s website.

The library is included on school field trips, and that is a good recruiting tool to get students to sign up for the summer reading program.

Last summer they had over 500 children enrolled in summer reading programs. Staff members in the children’s area do not take vacations in the summer due to these successful programs. The new storage space being put into the children’s area will also allow them to accommodate more children at once in a program, which is needed.

Parents really value the programs. Board members were impressed with the quality and range of programming.

7. Adjournment. A motion was made by Kasperski, seconded by Tenglund, to adjourn at 6:40 p.m. Carried unanimously.

**Reminder:** Next Board Meeting is September 18, 2013 at 5:30 p.m. in the Conference Room

Respectfully submitted,  
Ann M. Tenglund