

**Meeting Minutes**  
Olean Public Library Board of Trustees  
June 19, 2014  
**5:30 P.M. – Conference Room**

*The mission of the Olean Public Library is to improve the community's quality of life by providing equal access to materials in various formats, programming and services for patrons of all ages, and a capable and professional staff available to assist members of the greater Olean community in support of 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. In attendance were trustees Kasperski, Wagner, Tenglund, Waterman, McElfresh, Assistant Director Mahar, and Director Chaffee.

Jennifer Stickles attended the first part of the meeting. Stickles is the new head of the children's section. She used to work at the library as a reference librarian. She also worked at the University of Arizona and the Wellsville Public Library. Goals: shift juvenile fiction and non-fiction, and have more programming including bigger event programs, such as a pirate party or crafts.

1. Consent Agenda Items: A motion was made by Kasperski, seconded by Tenglund, to approve the consent agenda items. Motion carried unanimously.
  - 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 #829 - \$118,462.38
    - Cafeteria 125 Fund: June #125-109 - \$1,176.05
    - Capital Fund #CF-247 - \$15,384.02
  - C. Correspondence
    - Anton & Christa Schafer who wished to convey that Christine Zeitler is an excellent instructor. Zeitler helped with iPad instruction. She is patient, kind, and goes out of her way to help. She is an asset to the staff.
    - Kathy Price who thanked the trustees for the retirement gift. She also thanked the board for all of their efforts on behalf of the children.
  - D. Director's Report
    - Chaffee said that the library system was moving toward direct shipment of books to the library after they were ordered. Previously the books were sent to Jamestown, where processing was done, and then the books were sent to the library. The vendors do most of the processing now, so the books are now shipped directly to the libraries. Olean is one of the pilot libraries that is trying this. Materials are coming in more quickly which allows the library to get materials into the hands of the patrons more quickly. A slight amount of additional staff time is needed to reconcile the packing slips and invoices with the contents of the shipment box.
    - Zinio has been successful here and the library system wants to take it system-wide. It will be nice if this worked out.

- The online circulation system will have a new front-end on it. The catalog will look more like a library website. They will start training on it on Monday. The Overdrive e-book lending platform will be included in the new catalog. Perhaps Zinio can be in this new catalog in the future as well.
  - Sheryl Soborowski, the teen program librarian, has a lot of things going on this summer. Some fliers about the programs were passed around. Some programs include a summer reading program, a summer recipe club, a craft meet-up, games, Lego clubs, and art programs. It is good to have these types of programs to get people to come into the library during the summer.
2. Review of Financial Statements
    - Kasperski reviewed the statements. There were no large variances to be concerned with. We continue to track the way we should.
    - When an employee retired, the library owed her for some vacation days.
  3. Committee Reports:
    - Library System Board – McElfresh said that the board heard the audit report at the last meeting. Things are improving in terms of the audit. They are putting an RFP out for a new accountant.
    - Update on construction projects – Chaffee said that construction is supposed to start on Tuesday. They had an initial meeting and went over the details of when they could work. They need to work during the day because it would be a lot more expensive if they worked in the evenings. There is another meeting tomorrow to get them a key and a security code so that they can come in early each morning. Regarding the concrete work, some bids will be put out next week.
  4. Voice of the Public: None
  5. Old Business:
    - Employee Handbook: Chaffee distributed a revised section. Under the old wording, new employees would potentially not be eligible for a raise for 14 months. The new language read that, “Upon successful completion of the probationary term new employees become eligible for any pay increase that became effective on January 1 of the year succeeding their date of hire.” Civil Service requires the probationary period for all new employees, but it can range from 8 to 52 weeks depending upon local preference. During a probationary period, workers do not accrue any sick or vacation days nor do they receive health care benefits. This new language seemed to give more of a balance and be fairer.

A motion was made by Tenglund, seconded by Wagner, to approve the revised Employee Handbook for the Olean Public Library to become effective on July 1, 2014. Motion carried unanimously.

Chaffee noted that they would get the Handbook into the hands of the employees tomorrow. Next week they will have some meetings to point out changes and provide an opportunity for questions.

6. New Business:

- A motion was made by Waterman, seconded by Tenglund, to approve the following resolution authorizing the Section 41-j benefit (allowance of unused sick leave credits toward retirement). Motion carried unanimously.

“BE IT RESOLVED: that the Board of Trustees of the Olean Public Library does hereby elect to provide the additional pension benefits of Section 41-j of the Retirement and Social Security Law, as presently or hereafter amended.”

“BE IT FURTHER RESOLVED: that the effective date of such shall be the 1<sup>st</sup> (first) day of July, 2014.

Chaffee noted that this would be \$947 this year. Every year there would be a fee for this. Once this is in place, it cannot be rescinded by the board.

This is optional and is something that we can offer. But once you offer it, you cannot rescind it. Employees could have up to 165 days of unused sick days, and that would count as 165 days extra on a person’s pension. This was something that we thought that we had in the past, and it was even in the employment manual, when it was discovered that the benefit was not actually in place.

There was a question as to whether there was a downside to this. People do not come in sick. There have been a few employees who use sick days as soon as they are earned.

There was a discussion as to whether this provision would mean that someone could take six months off. The use of sick days is regulated though. Any absence for illness that lasts more than five days must be documented by a doctor. To use the accumulated sick days at retirement, they only get additional credit in the retirement system, as if they had worked an additional 165 days.

- A motion was made by Tenglund, seconded by McElfresh, to appoint Jennifer Stickle to the position of Librarian II/ Children’s Librarian, effective June 12, 2014 at a salary of \$37,488.00. Appointment is provisional and contingent upon placement on a list of eligible candidates. Motion carried unanimously.
- A motion was made by Wagner, seconded by Kasperski, to approve the slate of officers presented below and authorizes the secretary to cast one vote to elect the slate. Motion carried unanimously.

Slate of Officers for 2014-2015:

President – Lanna Waterman

Vice President – Earl McElfresh

Secretary – Ann Tenglund

Treasurer – Mike Kasperski

- A motion was made by Tenglund, seconded by McElfresh, to transfer \$75,000.00 to the Capital Fund from the Operating Fund to pay construction bills as they become due. Motion carried unanimously.

- A motion was made by Waterman, seconded by Kasperski, to approve payment when due of \$41,384.00 to Duggan and Duggan General Contractors, Inc. Motion carried unanimously.
  - Review and discuss Library's Investment Policy.
    - This is a policy that all libraries are supposed to have. The comptroller provides a model policy. The model policy and a policy in place in another library were used as models.
    - Kasperski and Chaffee need to discuss the proposed policy further. They will do so prior to the September meeting, when the policy will be on the agenda for approval.
    - The policy spells out what the library will do and shows the public that we are fulfilling our fiduciary obligations. It also sets guidelines for the future for new board members. It delegates authority to the treasurer to carry out the investments. There are restrictions on what we can invest in by law.
  - Discussion of exhibit of collections by community members for 2015. McElfresh said that the exhibits, such as the Coughlin exhibit and the Beatles exhibit, were a lot of fun and brought a lot of people into the library. The newspaper gave us a lot of good publicity. A lot of people have different types of collections, and possibly in the winter, it would be good to put together an exhibit of collections. There would be some type of jury to decide which collections would be part of the exhibit. Board members thought that this would be a good idea.
  - Chaffee said that they would be looking for a new curator for the gallery. The previous curator took a job out of town. This is a paid position and is part of the grant money from the New York State Council of the Arts.
7. Adjournment. A motion was made by Kasperski, seconded by McElfresh, to adjourn at 6:35 p.m. Motion carried unanimously.

**Reminders:** Next Board Meeting is September 18, 2014 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Ann M. Tenglund