

MEETING MINUTES
Olean Public Library Board of Trustees
November 19, 2015
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 vice-president McElfresh. In attendance were trustees Wolfram, Wagner, Tenglund, McElfresh, Casey, and Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items:

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

B. Approval of Warrant Sheets for Oct 16 – Nov 19, 2015:

Operating Fund #846: \$182,824.02

Cafeteria 125 Fund #125-123: \$350.36

Capital Fund #CF-254: \$3,201.82

Chaffee noted that there were three payrolls plus the bill for the retirement system all in the operating fund expenditures this month, which made it higher than usual. The capital fund purchase was from the bullet aid received from Senator Young to improve the wireless network. The use of the wireless network is going up, while the use of the network has stabilized.

C. Correspondence

Chaffee submitted a letter stating his intention to retire in May 2016. He said that he will help with the transition and will work up until his date of retirement. The board will wait until Waterman returns. The board should contact the Eli Guinnee at the system office as well.

D. Director's Report

Chaffee noted that there is a new version of the trustee's handbook coming out. Guinnee has told library directors that he would like boards to start reviewing it. There are enough copies of the new edition to distribute to all trustees in the system.

There was a discussion as to how the \$15 minimum wage law could affect the library. It has a wider impact than just people who are at minimum wage now.

Today, Carol Kowalik did an online webinar for the library system on the use of Facebook.

Chaffee said that the correct number for the state retirement bill is \$78,550. A different amount was included in the report that he had sent out.

We saved approx. 2,000 kilowatt hours the first month the new lights were in, which was not a full month. The next month, which was a full month, showed a savings of 5,000 kilowatt hours. There is definitely a savings.

Three of the rooms were not covered in the smoke detector system. By law, they did not need the smoke detectors, but those were added for safety. There were also some panic buttons, that are under desks, that go directly to the police department, that were re-activated. These items were paid for from capital funds.

Weeding of library materials: After the Friends of the Library book sale, there were a lot of materials left over. We need to think about what the criteria: are people using it, is it a local history item, is it pertinent and up-to-date? Those are the sorts of things that the library staff looks at when they decide if something should be in the collection. There are different criteria for different subjects. The library has been using the CREW method, which stands for Continual Review, Evaluation, and Weeding that sets out the criteria. There are eight or nine staff members who have responsibility for collection development: they purchase materials and they weed materials. Once the materials are weeded, there are a number of organizations that will buy the materials, such as Better World Books. Each year we get \$100 for used books. We sell everything to the Friends organization after we have done Better World Books. Then the Friends organization runs the book sales. The used books after their sales are their responsibility. They have also taken them to Goodwill and other places that can use them. In the past, everything left over after the sale was put outside for free, and a lot of it would go.

McElfresh noted that this library has a good periodical section.

There was nothing to report about the New York State audit. The part on the New York State retirement was closed out and Chaffee has received a letter. There has been no other word on the rest of it.

2. Review of Financial Statements

Chaffee reviewed the financial statements in the absence of Kasperski. Chaffee said that we received the state aid check on Monday, which will offset the negative -\$29,600 in the State Aid column on page 2. Also, State Aid—Local Sponsor—we are due to receive \$690, which was more than we anticipated. Under Appropriations, the 10-month average looked fine and there were no lines that were over the 10-month average.

3. Committee Reports:

Library System Board – Earl McElfresh said that the systems board did not meet this month.

Construction Grant Application—Guinee told Chaffee that everything had been submitted and no changes had been requested. Now it is just a matter of waiting.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

Tax Levy

Whereas, the adoption of this 2016 budget for the Olean Public Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2016 by at least the sixty percent of the board of trustees as required by state law on November 19, 2016.

A motion was made by McElfresh, seconded by Tenglund, to pass this wording. Motion failed because five votes in favor were needed. Three trustees, Casey, McElfresh, and Tenglund, were in favor. Two trustees, Wolfram and Wagner, were opposed.

Discussion:

Chaffee had sent out information that showed that we exceeded the tax cap by \$388. This wording was suggested. We do not get the necessary information to determine what the real tax cap is when we go out to vote because of the fiscal year. Our vote is so early in the year that we do not know what it will be. There were a number of years when there was no increase. There is a carryover if you are under your cap levy as well. There are two options—we can override the cap level if five board members vote in favor. The other option is to not override the levy, but we will be required to take \$388 and put it into a reserve fund for next year as a reduction in the levy that we ask for next year.

Wagner was not in favor of exceeding the cap. There is no fault here as we could not possibly know. The tax cap was enacted for a reason—people are leaving New York State. I do not want to be part of the system that is fighting that—not for \$388. We could achieve the same goal by putting \$388 into next year's budget. This library is well-run, so we never go beyond our budget. It is more a policy thing.

Casey noted that there is no way that we could know what the cap is. It is a bureaucratic jungle. This is not a large amount.

Wagner said that the same argument talks to not overriding it. We are not looking for loopholes or escape clauses. If it does not matter either way, why would we go to the trouble of overriding it. The state is making some effort to keep the property taxes in check.

Casey noted that we would be putting into next year's money anyway. Chaffee clarified that we would need to create a special, dedicated reserve fund. When the form is filled out for next year, it needs to be noted. The reserve fund would stay there until we ask for an increase, and then we would use it to offset the next increase.

The levy amount is for next year anyway. The tax levy laws did not start until 2011.

Other trustees did not have any problem with the idea of putting the \$388 into a special fund. But it seemed that when the state made these laws, it was done

with the large spenders in mind. In our case, the amount is trivial. But it will have to be carried on our books. It could also be a slippery slope—it could happen every year since it is almost impossible to predict the exact tax cap.

The two options that we have to take care of it are to vote to override or to set up the special fund.

The guidance from the Comptroller's Office was not helpful on this.

Once the motion failed, discussion turned to what to do next. We would need to create a capital reserve fund for the \$388. This can be done next month. We cannot adopt next year's budget until this situation is handled.

Motion to adopt the 2016 Library Budget

It was decided to postpone the vote on the 2016 library budget until the December meeting, when hopefully all board members can be present. The budget needs to be adopted in December. We will need to decide on the reserve fund at the same time.

Motion made by Tenglund, seconded by Casey, to accept the quote from Buffamate Whipple Buttafaro, P.C. of \$6,800.00 for the audit of the Library's 2015 finances. Motion carried unanimously.

Discussion: Is an audit needed when we have just been audited by the state? Yes, because the audits are different.

Discuss increasing dollar amount in Capital Reserve Fund

This issue was postponed to the December meeting, when hopefully Kasperski can be present.

There was a discussion as to whether there was a need to show that we are setting aside that money. However, setting it aside hinders the flexibility we would have for the use of the money.

7. Adjournment—a motion to adjourn was made by Casey, seconded by Wagner, to adjourn at 6:38 p.m. Motion carried unanimously.

Reminders:

Next Board Meeting 5:30 p.m. on Thursday 12/17/2015 in the Conference Room

Copies of the library's financial statements and director's report are available upon request.

Respectfully submitted,

Ann M. Tenglund