

MEETING MINUTES
Olean Public Library Board of Trustees
April 27, 2016
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. In attendance were trustees Wagner, Tenglund, Wolfrom, Waterman, Casey, McElfresh, Assistant Director Mahar, and Director Chaffee.

1. Consent Agenda Items: MOTION (Casey, Wolfrom): 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 – March 17 – April 27:
Operating Fund: March/April: #851 - \$108,396.78
Cafeteria 125 Fund: March/April: #125-128: \$336.33
Capital Fund: March/April: #CF-257 - \$858.00

C. Correspondence

D. Director's Report

Chaffee reported that he had sent a letter to Senator Young thanking her for her support and asking for her support for this year's bullet aid. Bullet aid is money that is available for legislators to hand out.

Minimum wage has increased again. There are issues when people have been in a position for a few years and then with the increases in minimum wage, they are now making minimum again. This is something for the board to keep in mind.

The Friends of the Library gave \$4,765 for programming needs, which is much appreciated.

Handouts were available on the Trustee Boot camp on May 4, and a workshop on solar panels on May 25. Tenglund will be attending the Trustee Boot camp.

Regarding staffing, Chaffee reported that Brenda Miller, full time Library Clerk in the Children's Area will be working part time starting May 1, 2016. Robert Taylor, part time Art Coordinator will fully retire June 1, 2016. The children's area has figured out how they will fill in the work that Miller used to do. Discussion ensued regarding how to cover Taylor's work. Taylor also writes grants on behalf of the arts programs. The Arts Council people are aware of this, and we have worked with them quite a bit in the past. They might be able to help out with some of the tasks as well, and Chaffee will be talking to them about possibilities.

There was a discussion regarding health insurance. Employees can change their plan every year. Employees have to make a contribution if they want an upgrade. A single plan is available that costs what employees are allocated for insurance. Employees have much more choice now; in the past, the director and assistant director made the decision on what insurance would be offered, but it was hard to anticipate what everyone would need. It seems that most employees are fairly satisfied with the insurance that is offered. Employees can also get dental insurance through the exchange. Outside of the exchange, vision insurance is available. The new ACA exchange offers more choices than the other one did.

2. Review of Financial Statements

On the warrant sheets, it was noted that there was an extra payroll this month. There was nothing of concern on the financial statements. Some of the items over budget included books, because titles ordered last year had come in, and other items were over because of the timing of when the expenses hit. This will all average out. With other personnel changes coming up, we will have savings in salary and benefits, and the budget should be fine for the rest of the year.

MOTION (Casey, Wolfrom): To accept the financial statements. Motion carried unanimously.

3. Committee Reports:

Library System Board – McElfresh said that he would have a report ready for the next meeting.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

MOTION (Casey, Wolfrom): To approve the purchase of 16 computers from DFT/Netsync for \$11,984.00 using funds from the Cridler Account. Motion carried unanimously.

Chaffee said that he had three quotes. DFT provides a five-year warranty embedded in the price. None of the other vendors had that long of a warranty, and they were more expensive as well. The library IT person did the specs for this. We are not getting new monitors because the monitors we have are fine.

The Cridler account contains money that was donated for the purpose of purchasing computer equipment.

Review Library's 990 Forms and Schedules.

Chaffee said that the 990T is for exempt organizations income tax return, which is required because of health care expenses. Nonprofit organizations that use the exchange to buy their healthcare are eligible for a 35% reimbursement on those expenses. \$6470 is our reimbursement, minus sequestration of 10%, so it will be \$5800. This is for 2015. We spent \$72,000 and will get back \$5823. These types of forms are reviewed by Scott Reed, our accountant.

The forms were passed around for board member review. When the 990 is finalized, it has to be uploaded to a state grants website.

Discuss evaluation process for new Library Director

It would be good to have the new director do a self-evaluation first, and then use a form. Chaffee shared a sample evaluation form that the system provided. A written review of everyone on staff is not done at this point.

Tenglund explained how the evaluation process works with the Western New York Library Resources Council board and the executive director. The director prepares a self-evaluation and a list of goals for the coming year. Then the board members are given a link to an electronic survey where each board member inputs their rating, along with comments. The ratings are then averaged by question, and the feedback, along with the comments, is given to the executive director.

Casey and Tenglund will work out a draft form and process for this.

Employee Benefit Handbook

Generally speaking, employer's handbooks are guides that the employer can modify from time to time, such as what an employer contributes to health insurance, or maternity leave rules, etc. We needed a statement in the handbook that indicates this. We need a statement that the handbook contains the current board decisions but that benefits might change from time to time as needed. Any statement like this would not affect an employee's rights under Civil Service rules.

Paperwork for the New Director

A new director, Michelle La Voie, has been hired. One April 21, 2016, she signed the offer letter.

The new director will need a background check. The sheriff's office takes care of this for free.

Waterman said that all of the paperwork had gone into Civil Service as well.

Building Security Issues

Building security issues were addressed. McElfresh will talk with the police chief about prevention.

7. Adjournment—MOTION (Tenglund, McElfresh): To adjourn at 6:33 p.m. Motion carried unanimously.

Reminders:

- Next Board Meeting is Wednesday, May 18, 2016 at 5:30 p.m. in the Conference Room
- Budget Vote and Trustee Election May 3, 2016 from 9:00 p.m. – 7:00 p.m.
- Copies of the library's financial statements and director's report are available upon request.

Respectfully submitted,

Ann M. Tenglund