

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
December 17, 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 5:30 p.m. by Lanna Waterman. In attendance were trustees Wagner, Kasperski, Wolfram, Tenglund, Waterman, McElfresh, Casey, Assistant Director Mahar, and Director Chaffee.

1. Consent Agenda Items: MOTION (Kasperski, McElfresh): 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 Nov 20 – Dec 17, 2015:
    - Operating Fund: #847 - \$75,538.62
    - Cafeteria 125 Fund: #125-124 - \$54.02
    - Capital Fund: #CF-255 - \$1,444.91
  - C. Correspondence : None
  - D. Director’s Report : Chaffee thanked the board for providing for the Christmas party.

Chaffee said that the New York Library Association (NYLA) had put out their budget and legislative priorities for the coming year. For the budget, the increased state aid is included. Education law said that library aid should be at certain levels each year—we are not where the law says that it should be. The starting point is what the governor puts in his budget. The second budget priority is to increase aid for library construction. It has been at \$14 million for not quite ten years—which is more than it used to be for the libraries in the state. It used to be approx.. \$800,000 for all of the libraries in the state. However, even with the \$14 million, there are a lot of libraries in the state with old facilities. NYLA is trying to get library construction aid bumped up to \$30 million. A legislative priority is to require certified librarians in elementary schools and to make taxpayer funded research available to taxpayers. Chaffee said that he would email that information to the board members.

It is library advocacy season now, to help advocate for government funding. Local advocacy groups will be meeting with Senator Young in February. Last year’s advocacy efforts were effective.

2. Review of Financial Statements: Kasperski said that we had excess revenues over expenditures. There is an unspent balance of approx. \$146,000. State retirement was less than anticipated which was good. We should be fine for the year, even after other December bills are paid.

We have not heard anything from New York State about the audit results.

3. Committee Reports: None
4. Voice of the Public: None
5. Old Business:

**Discuss Tax Cap Override or Establishing a Tax Cap Reserve Fund**

Chaffee summarized the issue. It comes down to whether we want to do an override (we would need five votes), or we could set aside the \$388 in a reserved fund. It would be used next year. Kasperski felt that it was easier to vote for the override since the amount was so minor. Chaffee said that the guidelines call for opening a separate, interest-bearing account if we were to establish the reserved fund.

Some trustees felt that the clean way to do it is to establish the separate account so that we do not go over the stipulated limit. However, this is just an option—boards also have the option to do the override. The state is not recommending one option over another. Some board members felt that it was the philosophy that was important—are we going to adhere to the state’s new philosophy to keep taxes low? If it costs us money to do that, one board member was willing to make a donation in that amount.

If we are just talking philosophy, you would have to believe that the state has an overriding knowledge that 2% is all that should be needed. The state does not know that. In response, another trustee said that there is a solid trend of municipalities not increasing their budgets. It is not just the state—it is reflected in the communities. People feel that the state has gone out of control with taxation.

Practically speaking, it is easier to override it. It will cost the time and effort of our staff, which is money. We do not know if there would be fee; it was anticipated that the bank would be willing to establish the account. The money would stay in the bank until 2017.

If the library was overspending by a large percentage, that would be a different point. This small amount probably occurred as a result of how the tax levy was calculated. The allowable tax levy is calculated by the state. Chaffee found out about this in October, but we had already voted on the increase in May. There is no way of knowing what the allowable rate increase is at the time that the budget has to be passed.

The amount is so small that it is a matter of principle. People do get upset about these issues.

As trustees, we need to take steps to keep the library financially sound. People do not know what it takes to run a library. But the board has a fiduciary responsibility and the taxpayers are not watching this carefully—so we have a duty to the community. However, what is best for the library is to pass this override.

The law does provide two choices to deal with this. Others said that there were two choices—to take the high ground and not exceed the cap, or exceed the cap because you were allowed to. Others said that is true only if you agree that the state defined the high ground correctly. We would still be in compliance either way. We could pass a motion to override so that we did not have to spend money complying with a ridiculous stipulation. We would still be in compliance.

Could we just set the money aside without setting up a separate bank account? It only says that the money should be placed in a separate account—not that it must. We already have deferred revenue accounts. It was decided that this would be the best way to word the motion, to make it clear that we were dealing with it in our accounting system.

MOTION (Casey, Kasperski): To defer the excess tax levy for 2016 of \$388.00 in our accounting records in 2016, to be used in 2017. Motion carried unanimously.

**Motion to approve the 2016 Library Budget as presented.**

MOTION (Kasperski, Tenglund ): To approve the 2016 library budget, using column 8, with the following adjustments to address the excess tax levy: a) the Real property tax line is to be adjusted downward by \$388 for a new total of \$998,666, and b) the appropriated fund balance will move from \$19,857 to \$20,245. Motion carried unanimously.

6. New Business:

MOTION (Tenglund, McElfresh): To accept one check from the Olean City School District in the amount of \$999,054.00 for payment of the Library Tax Levy for 2016. Motion carried unanimously.

MOTION (Kasperski, McElfresh): To adopt the New Employee Salary Scale for 2016. Motion carried unanimously.

This salary scale affects new hires—this is the salary range that we can offer depending upon experience. Civil Service does not determine entity salaries, but they want libraries to have an established range. Column I is 2% higher than last year. Column II is 1.5% higher than Column I, and Column III is 1.5% higher than Column II. This also takes into account areas where the minimum wage increased to \$9.00.

MOTION (McElfresh, Tenglund): To authorize payments in January 2016 NYSCA funds to artist Lindsay Glover on January 7, 2016 for a Gallery Exhibit and to Elizabeth Licata on January 16, 2016 for a Writing Workshop. Motion carried unanimously.

This is authorizing a necessary spend of next year's funds—these two events occur before the next library board meeting.

Discuss recruitment of Library Board Member(s). Two terms are up for election in May 2016: Tenglund and Wagner. Both are seriously considering running again.

Discuss options for the review of the Handbook for Library Trustees. The library system is providing incentives for all library board members to study the handbook on their own and certify that you did that, or we could go over it at board meetings, or Eli could come and do a presentation at a board meeting. The incentives are a Lego table with Legos, two cubelet six kits for robotics (the option we chose), Little Bits gadgets, or Lego Mindstorms. We need to have completed the review of the Handbook by May 2016. The consensus was that board members would read the handbook and certify that they have done so.

Waterman will set up a meeting with Eli Guinee to meet with the director search committee. All board members will participate. The committee will meet sometime before 1/20/2016. If all board members are participating, the meetings will need to be announced under the open meeting law, but since this is about staffing, the meeting can then be held in executive session.

It was decided that we should move the board meetings to Wednesdays beginning in January to accommodate a board member's schedule.

It was noted that circulation figures were down by almost 3,000 for physical circulation. However, other aspects have risen, including some of the electronic use that makes it difficult to spot trends in physical circulation. Use of the wi-fi has also increased.

7. Adjournment—MOTION (Kasperski, Tenglund): To adjourn at 6:40 p.m. Motion carried unanimously.

**Reminders:**

Next Board Meeting 5:30 p.m. on Wednesday 1/20/2016 in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund