

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
January 17, 2018  
**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 pm by Lanna Waterman. In attendance were trustees Wolfrom, Tenglund, Waterman, McElfresh, Wagner (via teleconference), Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: MOTION (McElfresh, 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 December 16-January 17:

#872 Operating Fund: \$78,661.50

#125-146 Cafeteria 125 Fund: \$34.72

#266 Capital Fund: \$16,368.15

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- Department Update—Jennifer Stickles:
  - Jennifer Stickles reported on the Art Gallery for this year.
    - The first exhibit was to be P. J. Schwabenbauer, a local photographer who focuses on the local area. It was supposed to open earlier this month but they are still working on the details.
    - In March, E. Proto, another local photographer who lived in New York City for a while, will have an exhibit on the 2017 New York City Women's March. She was excited about the possibility of having her own exhibit. Her reception will be March 1; she sets up on February 26. Her exhibit will run through April 20.
    - They are also working on with the Weavers Art Guild to have an exhibit of fiber art at the end of April. One of the part-time librarians is a member of the guild and is helping to set this up.
    - Jennifer was also in touch with Miranda Turner, who does watercolor paintings, for a summer exhibit. Jennifer would like to have a Geek-Con event in between the fiber art and watercolor exhibit.
    - Jennifer is also planning an exhibit of the library's World War II posters.

- Jennifer has put out a call to artists online
- Renovations are coming along. Patrons are liking the renovations. All that is left now is the paneling on the back wall where they took the navy blue off. The installation of the three emergency exit windows and the wiring to move the photocopiers and printers still need to be done as well. Everything should be finished this month, except for possibly the paneling.
- The Downtown Revitalization Initiative (DRI) is going well. The library is on the shorter list of potential projects for funding. The initial list included 55 applications; 38 made it to the shorter list. The DRI has asked for additional information from us. La Voie has had a conference call with them to discuss the project idea further.
- Five-Year Strategic Plan
  - Board members thought that the plan was very good and comprehensive. The strategies are measurable and reasonable.
  - Wagner had issues with writing into the plan that we will always request regular tax increases. It would be good to leave the option open that we will, but to say that we will always request the maximum is not a good policy. He suggested wording changes to the first bullet under Objective 1 under Funding. It was decided to change the wording so that additional taxes would be considered, not automatically sought.
  - **MOTION (Wolfrom, McElfresh):** To approve the strategic plan, as amended. Motion carried unanimously.
- The e-rate reimbursement came in at the end of December. There could be some changes to the e-rate reimbursement plan due to government changes. To have the possibility of e-rate going down at the same time that net neutrality was repealed could be problematic, because there is now the possibility that we would have to pay more for Internet service to access everything that we need in the library.
- 2019 Trustee Election and Budget Vote:
  - A schedule of dates was distributed. The vote will be on Tuesday, May 1. Polls will remain open until 8 pm.
  - The budget hearing will be on Tuesday, April 17 at 6:30 pm.
- Resolution to Allow Electronic Attendance at Board Meetings:
  - Does the quorum need to be taken based on the people who were in physical attendance? Wagner had looked at the Open Meetings Law information and did not see where it said that the quorum had to be based on those in physical attendance. The law allows you to be considered as one of the members in attendance.
  - It was decided that we should put a statement into the bylaws that we permit videoconferencing. Board members are also permitted to telephone in, but in this case, could not vote.
  - La Voie will draft language for the bylaws and bring it back to the board.
- Library Advocacy Event at our library:
  - There will be an advocacy event here at the library on February 2. Several board members will be present.
  - Some of the staff will talk about what it takes to run a library, and La Voie will talk about how usage is exceeding space.
  - Senator Catharine Young and Assemblyman Joseph Giglio will be in attendance.
  - Advocacy Day in Albany is on February 28.
- Public Access Computer Use Policy

- Language to allow parents or guardians of children to use the computers in the children's area was added. They will be the only adults allowed on those computers.
  - Language was also added that states that the library wireless network is filtered.
  - **MOTION (Tenglund, Waterman):** To approve of these two changes to the Public Access Computer Use Policy. Motion carried unanimously.
  - YMCA Corporate Memberships
    - The YMCA is offering a corporate membership rate to library employees. The library would need to pay \$10 toward each employee's membership monthly. The employees' contribution would range from \$9 to \$20 per month, depending upon the membership they selected.
    - Sheryl Soborowski, in her role as Head of Outreach Services, has negotiated this, as well as other partnerships with the YMCA, to include displays by each entity at the other location. The YMCA staff members would also be willing to come to the library to hold training sessions.
    - **MOTION (Tenglund, Wolfrom):** To enter into the YMCA Corporate Partnership Program. Motion carried unanimously.
  - National Grid Energy Supplier
    - La Voie has been contacted by an energy supplier that claims that the library could save money by switching to their company. They are interested in putting together a packet for the board to review.
    - La Voie has asked for references of other libraries who have used this service. It will be important to check references for this type of potential change, before it is considered further.
  - Conflict of Interest Form
    - Board members signed the annual conflict of interest form at the meeting. Both trustees and staff members must fill this out annually.
  - United Way/VITA tax preparation
    - VITA will be offering tax help here at the library. VITA prepares tax returns for free for taxpayers who earn \$64,000 or less.
2. Review of Financial Statements
3. Committee Reports
4. Old Business
- Director's Evaluation (discussion)
- **MOTION (Tenglund, Wolfrom):** To go into executive session to discuss personnel matters at 6:48 p.m. Motion carried unanimously.
  - **MOTION (Tenglund, McElfresh):** To exit executive session at 7:07 pm. Motion carried unanimously.
5. New Business
- **MOTION (McElfresh, Wolfrom):** To authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2018. Motion carried unanimously.
  - **MOTION (Waterman, McElfresh):** To authorize the treasurer to maintain the following accounts for 2018:
    - Exchange Fund Account – Community Bank
    - Operating Fund Checking – Community Bank

Capital Fund Checking – Community Bank  
Cafeteria Plan Checking – Community Bank  
Broadband Grant Checking – Community Bank  
Temporary Investment Account – Morgan Stanley Smith Barney  
Motion carried unanimously.

- **MOTION (Wolfrom, McElfresh):** To adopt the Schedule for the Trustee Election and 2019 Budget Vote. Motion carried unanimously.

6. Adjournment: **MOTION (Wolfrom, McElfresh):** To adjourn at 7:07 pm. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund