

MINUTES

Olean Public Library Board of Trustees

November 15, 2017

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 Chair Lanna Waterman. In attendance were trustees Edstrom, Kasperski, McElfresh, Tenglund (via telephone), Wagner, Waterman, Wolfram, Assistant Director Mahar, and Director La Voie.

The meeting began with a presentation by custodian Roger Hain, who takes care of daytime custodial needs and light maintenance at the library. He has worked at the library since September 2016. He described his job duties and work days.

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 – October 19 – November 15:

#870 Operating Fund: \$166,079.22

#125-1421 Cafeteria 125 Fund: \$34.72

#264 Capital Fund: \$99,873.32

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- Interior Renovation progress was noted.
 - The new combined adult and children's information desk is nearly complete and they are awaiting installation of phone lines and data cables at the new desk so as to be able to begin providing services at the new desk.
 - All staff will be able to work shifts at both the children's and adult services sides of the desk.
 - Eventually, they plan to integrate triaging of questions, so that lower-level questions and services can be answered/provided by support staff, while higher level questions and services, especially technology-related questions and research needs, can be directed toward professional staff.
 - The bookshelves have been remounted onto the new wall in the children's and adult reading areas; they still have to install the emergency exit door at the far end. Painting is finished throughout the library except for the back wall panels which are fabric and absorb the paint applied to them.
- 2018 Budget
 - **MOTION:** To adopt the 2018 budget that was approved by the voters in May 2017. Motion carried unanimously.
 - Hospitalization insurance costs may be higher than estimated, as we hired a full-time bookkeeper with benefits after the budget was presented to the public. The health insurance estimate included a potential 10 percent increase, which may end up coming in higher or lower. This is not expected to have a negative effect on the overall budget.

- Some line items were added to the budget including ones for Outreach, for Capital Improvements, and for Technology and Equipment Purchases which was re-added after being eliminated a number of years ago.
- The amount budgeted to pay CCAC for administering the NYSCA grant will be reduced from \$15,000 to \$3,500.
- Property Tax Check
 - The 2018 property tax check in the amount of \$1,019,888 was delivered on Thursday, November 9, 2017. It was deposited into the library's exchange account.
- New York State Property Tax Cap for 2018
 - The library was notified by the OSC that we did not exceed the tax cap for 2018, because we asked for less than the allowable amount in our 2017 budget. This led to us having a "carry over" amount of \$6,121, meaning we could ask for more without exceeding the tax cap. Therefore, the decision to override the property tax cap earlier this year could be rescinded.
 - **MOTION (Wagner, Edstrom):** To rescind the earlier motion on the property tax cap override. Motion carried unanimously.
- E-rate
 - The e-rate reimbursement for 2017 will be coming in soon. It will be nearly \$17,000. This is part of the anticipated revenue in our annual budget. It helps to greatly offset the costs of Internet service, and to a lesser extent, telephone bills. CCLS took over filing E-Rate for all CCLS libraries beginning this year.
- Early Retirement Incentive
 - **MOTION:** To enter executive session to discuss personnel issues. Motion carried unanimously.
 - **MOTION (Wagner, Edstrom):** To come out of executive session. Motion carried unanimously.
- NYSCA/Cattaraugus County Arts Council
 - Due to the discontinuation of the NYSCA Exhibits grant, the contract cost will go from \$15,500 to \$3,500. La Voie has a contract to review which lists out the services they will provide in 2018 for the NYSCA Literature Series grant. This includes promotions, grant reporting, and provision of a professional photographer to fulfill NYSCA requirements.
 - Jennifer Stickle will present her plans for Gallery exhibits for 2018 to the board in January, as well as some policies and promotional ideas that she has developed for the facility. She already has exhibits planned for the first few months, so there will not be long periods of time where it sits empty. All of these will be free and will represent a savings from the money that we spent on the NYSCA grant.
 - La Voie would like to offer Jennifer a modest salary increase for taking over these new responsibilities. It will not represent a major increase in her workload, but she should certainly be compensated for the additional responsibilities, especially as the library will see savings from not having to meet the 50 percent match for the NYSCA Exhibit grant in 2018.
- Commercial Insurance Policy
 - We currently pay an annual premium of \$2,361 for our Utica commercial insurance which includes a \$5,000 deductible. We have options to go to a lower deductible if we wish: \$2,500 deductible/\$2,526 annual premium; \$1,000 deductible/\$2,690 annual premium; \$500 deductible/\$2,971 annual premium.
- Employee Benefit
 - One employee receives the \$25 per month payment for not taking employer-sponsored health insurance. This employee has requested that rather than receiving a monthly check, that the board provide this payment in one lump sum annually.

- Robert Taylor Memorial
 - Ideas for a fitting tribute to Robert Taylor that will have a permanent place in the library were discussed. Many have suggested naming the Gallery after him. Tina Hastings from CCAC expressed her thoughts on this, as people have mentioned this idea to her outside of the library. Many feel it is an idea that would be embraced by the community and by those who loved and respected him. We received approximately \$800 in memorial donations for Robert. That money could go toward a sign to place over the door. Perhaps a separate plaque that outlines his major contributions to the library during his tenure here would also be appropriate for the Gallery wall.
- New Hire
 - Rachael Schulz was hired as a part-time librarian on October 20, 2017. She will work some evenings and Saturdays, as we were shorthanded for those shifts, averaging around 15 hours per week.
- Other library news
 - On October 27th, La Voie attended a Legislative Breakfast at the Henrietta Public Library in Monroe County as part of the legal class she is enrolled in.
 - The library received a certificate of appreciation from the Youth Employment Program at the Cattaraugus County Department of Social Services for “outstanding efforts in supporting youth in our community.” We participate annually in the Summer Youth Employment Program that they offer. It is a great benefit to the library as well.
 - The 2018 booking calendar for the Lobby Display Case at the library is filling up. If you have an idea for the case or a contact in a local non-profit, please bring the Lobby Case to their attention.
 - La Voie attended the annual NYLA conference in Saratoga Springs from November 8-11.

2. Review of Financial Statements: Kasperski gave a quick overview of the budget up to the end of October. The library should make it to the end of the year with no issues or concerns. The only out of the ordinary purchases were related to the construction project.

MOTION: To go into executive session to discuss aspects of the New York State audit. Motion carried unanimously.

MOTION: To come out of executive session. Motion carried unanimously.

3. Committee Reports:
 - System news: Wolfrom reported on the Big Read program.
4. Old Business: None
5. New Business: None
6. Adjournment—the meeting adjourned by unanimous motion.

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

Respectfully submitted,

Ann M. Tenglund

(using notes taken by Earl McElfresh and additional information provided in the director’s written report)