

MEETING MINUTES
Olean Public Library Board of Trustees
August 15, 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 by Lanna Waterman at 5:35 p.m. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Edstrom, McElfresh):** To approve the consent agenda items.
Motion carried unanimously.
 - A. The July minutes will be approved next month.
 - B. Approval of Warrant Sheets for – July 19 – August 15
#879 Operating Fund: \$89,473.69
#125-153 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: The Board received a note from a patron complimenting the library on the appearance of the library.
 - D. Voice of the Public:
 - A member of the public wanted the board to address current library policy on computer use. Current library policy only allows two hours per day of computer use. The person was concerned that his projects take longer, especially for job searching. Salamanca has a rule that if no one is waiting, you can remain on; if someone needs a computer, the person who has been on the longest can be asked to leave.
 - The rest of libraries in the system allow for time to be extended as long as you are doing gainful work related to employment. Older people have said that it is hard to do serious work when there are children playing games on the system next to you. Some libraries have separate teen/gaming rooms for that.
 - He asked that the library board take these policies into consideration. When his time here expires, he has to get on a bus to go to another library. The Department of Labor has computers for job searching but they want people to move through quickly. In addition, he has other projects that he is working on, related to the railroad, for commuter service.
 - E. Director's Report
 - NYS Construction Aid Application—La Voie is writing the application now, to be used for new HVAC units. We are still awaiting our final 10% payment from last year's construction aid for the interior renovations project.
 - Manley Grant—Kowalik-Happy wrote the application and the library was notified last week of approval. This will allow purchase of equipment to establish a library coding club.
 - Planned Giving Brochure—Outreach Services Coordinator Soborowski drafted a brochure that would be distributed to local lawyers' offices, financial planners, and funeral homes. The brochures will be printed using a marketing grant from the system.

It is not unusual for libraries to receive fairly substantial gifts in wills, but it may be something that is overlooked by people if the idea is not presented to them.

- Staff Development Day—This will be held on Friday, August 24. The Board will provide lunch. The agenda will include departmental meetings and presentations on emergency procedures, anti-discrimination/anti-harassment training, technology training, and a monthly full staff meeting.
- NYSCA Update—The current person who was running the Literature Series will serve for the remainder of the year.
- Friends of the Library—The Friends' wine tasting event will be Friday, September 14 from 7:00-9:00 pm. Tickets are on sale at the library. Local liquor stores and wineries will serve wine tastings. The Friends secured a beer and wine permit from the state, and the liquor stores and wineries will provide insurance coverage. There will be a basket raffle with donated baskets. It is hoped that this event will draw positive attention to the library's recent interior renovations and the need for expansion.
- Library News
 - The library received 200 books for the Reach Out and Read program due to the generosity of Scholastic Books.
 - The library is scheduled to host a Chamber of Commerce Business After Hours event on January 23, 2019. This will help publicize the great things the library does and help generate enthusiasm for an upcoming building project.
 - La Voie attended a free one-day conference on space planning in library renovation projects.
 - Programming librarian Stickles has reported that the Summer Reading Program has ended. Statistics: 316 children, 28 teens, and 70 adults participated. Stickles was also awarded a scholarship to attend the New York Library Association conference, where she will also be presenting.

2. Review of Financial Statements

- Kasperski went over the financial statements. Our expenditures are tracking with the budget lines. Overall, we are doing well. They are still working on reporting formats.
- The fax machine was a big source of revenue for the library, but the machine has not been working for months. La Voie said that the new lines and equipment have been installed, so it should be operational again soon.
- State aid will be coming in soon, along with the e-rate.
- Overages shown in the clerical staff line are because of retirement incentives and vacation day payouts.
- Some transfers were made from the exchange fund to pay for the end of the construction.

3. Committee Reports:

- CCLS Update (Linda Edstrom): There was a meeting last week. A search committee to find a new executive director is being set up, to consist of two library directors, two librarians, and a staff person. An interim director has been appointed. The annual meeting will be at St. Bonaventure, with the meeting starting at 1:00 p.m. and dinner at 6:30 p.m. on October 10, 2018. Everyone who applied for construction aid got 75% of requested funds.

4. Old Business:

- Smith-Barney account/Community Bank business account
 - La Voie and Kasperski will be scheduling a meeting about moving the funds to Community Bank to eliminate auditor questions about having an account in a

brokerage firm. They will also ask to have fees for the online business account reduced/eliminated.

- Friends of the Library wine and cheese party (art auction suggestion)
 - There is some donated art from NYSCA exhibits over the years. Artists who were invited had donated the items.
 - The art would need to be appraised. If we were going to do something like this, it should be put off for another event. Potentially we could hold an online auction as well.
 - Possibly someone from St. Bonaventure University's Quick Center for the Arts or Gary Hollamby could be asked to do an appraisal.
- Financial Officer/Treasurer positions
 - It has long been the fact here that the treasurer is a board position; our bylaws say that. The state comptroller's office recommended that we not do it that way, but we could find nothing in the law that this was illegal. Through the audit, the comptroller's office criticized that the treasurer was a board member, but in the final audit report, they did not criticize us for that. Do we follow what the comptroller recommends and change our longstanding policy or not?
 - A volunteer treasurer has been faithfully doing this job. However, it might not always be possible to find someone who is willing to do this.
 - The Handbook for Library Trustees states that the office of treasurer varies greatly. School district libraries can appoint (hire) an independent treasurer who is not a member of the board. They also do not advise appointing a staff member but using a community member for this. La Voie talked to the author of the handbook who said that a lot of libraries use the school district treasurer or the fire department treasurer (which we do not have).
 - The Handbook is not the law.
 - Our bylaws are very specific about what the treasurer does. Because our tax dollars are collected by the school district, in de facto, the school district treasurer is functioning in this manner.
 - It was decided that La Voie will talk to the Olean school district treasurer to discuss possibilities.
- Storage shed (Ed Wagner)
 - Sorokes volunteered to inquire about possibilities of a local contractor who has done work for the library donating a shed.

5. New Business:

- The house across the street was sold.
- There was discussion about the letter that La Voie had sent regarding the Bartlett House.

6. Adjournment: MOTION (Kasperski, McElfresh): To adjourn at 7:06 pm. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund