

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
March 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** by Lanna Waterman at 5:30 p.m. In attendance were trustees Wolfrom, Tenglund, Casey, McElfresh, Kasperski, Waterman, assistant director Mahar, and director La Voie.

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 February 16-March 15:

#862 Operating Fund: \$70,361.20

#125-137 Cafeteria 125 Fund: \$437.72

C. Correspondence: None

D. Voice of the Public

- Pam Zeigler was present to ensure that retirements are properly handled. Pam has been the person who has made sure of this in the past, and her retirement is quickly approaching (March 31). La Voie and Mahar will work with her on this.

E. Director's Report

- Jennifer Stickle was unable to attend the meeting but sent a brochure about programming. She will attend a future meeting.
- Budget:
  - La Voie looked at lines where there had been adjustments previously or where we had spent more.
  - There was a discussion about the depreciation line—is this money available for the building project?
    - Kasperski explained that depreciation is an expense that does not have cash attached. It hits our expenditures but not our cash flow. Depreciation can be set aside for capital improvements.
    - In the past, we have not budgeted for capital expenditures and have used it to judge our cash flows. Capital expenditures have been kept within the realm of depreciation in the past.

- Personnel expenses are down in the 2018 budget. This included a half-time bookkeeper.
  - There was a discussion regarding whether the bookkeeping position should be full-time or part-time.
    - If we hired full-time, it would have to go through Civil Service.
    - We have a large budget and this position is not just about writing checks. It takes times to monitor the budget, give more information on the budget, etc.
  - La Voie found a bookkeeper with good experience through a local staffing service. She can work for 60 days. Once another person starts and gets a sense of the job, we can then decide on the amount of time that will be needed.
  - The board will need to make a decision by the next board meeting.
- The tax cap motion on the agenda was a safety net motion. Right now we do not know how the tax cap will be indexed. Public library budget years do not correspond to the state's budget system. Our vote happens well before the state announcement. So, for example, if we proceeded with a two percent increase and the state index was less, having this motion on the books means that we would not need to pay anything back. If we do not need the motion, we can redact it. This is common practice.
- Fund raising ideas for naming of spaces, furniture, pieces of equipment, programs, etc. were discussed. Ideas in place of a full-blown capital campaign were considered.
  - A task force should be created, with current and former board members, patrons, staff, and Friends of the Library members. A five to seven person group would be good. Then when there are things to work on, sub-committees with other people can be formed. Ask for more than what it will cost.
  - We will need a case statement for how this benefits the community.
  - We will need to identify known donors and new donors.
  - Letter-writing campaigns are fine, but you also have to follow up.
  - We could host a party to show the architects' drawing and our plans.
  - The more volunteers, the better, because it shows community buy-in.
  - Timing is important—when some things start, it might help to draw in additional interest.
  - La Voie had examples of naming activities from other libraries.
  - Would an annual campaign also work? The Friends group does have an annual campaign already. Having a campaign keeps the idea in front of the public that libraries do cost money.
  - We could also sell small items, like an OPL coffee mug.
  - Establishing a foundation is another idea. Putting seed money into the local area foundation might be a good thing to do so that we are on their list as well; this would be an agency fund where the Foundation would manage it for us—it would still remain the property of the library. The Foundation would also make sure that donors know about us. It is a community foundation, so we could also put in requests to the Foundation for money.
  - We need to find ways to let the public know that we welcome donations. We can do things with emails, web site donate buttons, etc. We could also set up a planned giving fund.
  - La Voie will bring up these ideas for building funding at the next Friends of the Library meeting.
- Social Security is no longer using our space.

- Regarding space, there are needs for other types of office space, a teen space, a coffee space, etc.
- The requirements for the position of treasurer were discussed, as per the Handbook for Library Trustees of New York State.
- There is a staff recognition event on Friday, March 17.
- There will be a fine forgiveness program, during National Library Week, in conjunction with the SPCA. A lot of libraries have these types of programs.

## 2. Review of Financial Statements

- Kasperski reviewed the financial statements. We are tracking as we should after the first two months of the year.
- Items that are over budget are due to the timing of the expense. For example, items that were ordered in December came out of this year's budget.
- MOTION (Kasperski, Wolfrom): To approve the financial statements. Motion carried unanimously.

## 3. Committee Reports: None

## 4. Old Business

### Trustee elections

- The Trustee Election and 2018 Budget Vote is scheduled for May 2, 2017. Petitions for nomination to the ballot for Library Trustee are available in the Library and are due back on April 3, 2017, at 5:00 p.m.

## 5. New Business

Motion (Kasperski, Tenglund): To approve proposed 2018 Budget. Motion carried with one opposed.

- Salary raises would be a three percent average, but we will use a scale.

Motion to adopt Tax Cap Override Resolution for proposed 2018 Budget (Waterman, Wolfrom):

*Whereas, the adoption of the 2018 budget for the Olean Public Library may require a tax levy that exceeds the tax cap imposed by state law, because New York State has yet to establish the tax cap limit prior to the adoption of the Olean Public Library budget, as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2018 by at least the sixty percent of the board of trustees as required by state law on March 15, 2017.*

Motion carried unanimously.

6. Adjournment: A motion was made by Kasperski, seconded by Wolfrom, to adjourn at 6:55 p.m. Motion carried unanimously.

**Reminder:** Budget hearing is Tuesday, April 4, 2017, at 6:30 p.m. in the Gallery. The next Board meeting is Wednesday, April 19.

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

Respectfully submitted,

Ann M. Tenglund