

MEETING MINUTES
Olean Public Library Board of Trustees
April 19, 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, Wagner, Casey, Tenglund, Waterman, Assistant Director Mahar, and Director LaVoie. Also in attendance was librarian Sheryl Soborowski, Head of Circulation and Outreach Services.

1. Consent Agenda Items: MOTION (Wagner, Wolfrom): To accept 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:

#863 Operating Fund: \$105,960.45

#125-138 Cafeteria 125 Fund: \$34.72

#CF261 Capital Fund: \$15,116.99

C. Correspondence: None

D. Voice of the Public

George Lapennas noted the Times Herald article about the Olean Board of Education establishing policies about public speakers at board meetings allowing only comments on items on the agenda. He had also been thinking about operations of the board and the library for a while.

The library board does not publish agendas ahead of time, so if there was something you were going to do, members of the public would not know and could not be here to comment. A while ago, there was a decision that the board would publish the format of the agenda without any content in it, but this has not been done, and it would be useless. Third, the minutes do not give any information about what was done.

Lapennas noted that when the board heard that someone from the public expressed an interest in providing content to the board, it established policies to control the amount of input such as five minutes per person and thirty minutes per session.

Lapennas looked into the rules that govern the board, but there is no information available to the public about how the board operates. This information could be put on the website.

Lapennas said that if the board was interested in receiving informed public comment about upcoming decisions, there are a lot of things that could be done differently.

Waterman noted that the minutes are published. There are not a lot of things on the agenda that ask for public opinion; many things are informational or procedural. A lot of it is cut and dried.

Lapennas said that the public would be interested in the change of library policies, for example. There are some things that the board does that matter to some people.

Wolfrom said that the Board would take this under consideration and see what could be improved. It was decided to ensure that the agenda is published on the website.

E. Director's Report

A reporter from the Olean Times Herald was present at the budget hearing on April 4. There was a favorable article in the newspaper the next day. The budget vote and board member election will be on May 2.

Pam Zeigler retired on March 30, 2017. The incentive payment needs to be approved.

MOTION (Casey, Wagner): To approve the incentive payment of \$10,000 to Pam Zeigler. Motion carried unanimously.

MOTION (Tenglund, Wagner): To post the position of Account Clerk Typist with Civil Service. Motion carried unanimously.

MOTION (Tenglund, Wolfrom): To enter executive session to discuss personnel matters. Motion carried unanimously.

MOTION (Tenglund, Wolfrom): To come out of executive session. Motion carried unanimously.

Staff concerns about improper comments made by patrons were discussed.

An update on the building project was given. Duggan & Duggan was awarded the contract for Phase 1 of the project, which will include carpet replacement, installation of three emergency window exists, repainting of the walls, replacement of the fabric on some of the book shelf ends, installation of a new information desk that will serve both adults and children, a wall along one side of the Children's Area, and new bathroom doors on the public restrooms to eliminate the buzzer system. A contractor will be utilized to move the shelves during re-carpeting. There is a new Interior Renovation Fundraising Task Force that recently met.

Use of accrued time off was discussed. Currently, full-time staff who wish to use accrued time off must take it in half or full day increments. Many staff members have requested that they be allowed to take quarter days as well. The policy in the Employee Handbook will be changed to allow staff members to use quarter days, as per the following motion:

MOTION (Wolfrom, Tenglund): To approve quarter-day use of accrued time. Motion carried unanimously.

The Burt Memorial Fund, overseen by the First Presbyterian Church, gave the library \$10,000 to develop a teen area.

2. Review of Financial Statements

Financial statements were reviewed and are in order.

3. Committee Reports

Harry Wolfrom – CCLS

The CCLS board talked about e-books. Directors will receive a survey on e-books. The current policy is that you can check out five e-books for 21 days, which causes lots of holds on the most popular books. They have thought about changing the loan period to 14 days and/or allowing only four, instead of five, check outs. Another suggestion was to have each library pay for their e-book checkouts, but that would be a problem if a patron had a library card from another system library. These issues will be on the director survey.

They approved the system annual report. They have a HELP plan—Helping Every Library Plan, to work with up to seven libraries a year that need a plan and that would be successful in adopting their plan. It includes assessment of the library in its community. It can be used by libraries that need to pass funding referendums.

Lastly, the Sirsi online catalog renewal is up this year and the system is looking at options.

4. Old Business

Regional Foundation—this will be discussed at the next meeting.

5. New Business

Staff Presenter: Sheryl Soborowski, Head of Circulation and Outreach Services

- Soborowski said that in terms of the circulation department, everything is going well. The staff is great and supportive of each other. There may need to be a hire of a part-timer in the near future with the departure of some other staff members.
- The Outreach Department has several events planned, such as a table at Healthy Kids Day at the YMCA on April 29. She has a game that was used last summer that will be used—while the children are interacting with the game, she can talk to parents about bringing their children to the library. She is looking to attend events where library non-users can be found so that they can make these people aware of what is here.
- The City of Olean has a litter control program, which the previous director participated in. The library's maintenance person and Soborowski are signed up to pick up litter on the 100 block of North Second and the 200 block of Laurens Street.
- The library will be sponsoring a Little League team this season, which is a great advertising/sponsoring opportunity. This is very targeted to a captive audience of families at a game. We will have a billboard at the ball field and the team players will have our name on their shirts. This should be more effective than radio spots or

billboards. Opening Day is May 6 and several library staff members will be present with our banner. Our information will also be listed on the league's website.

- Soborowski is applying for several different grants, including grants for marketing and promotional projects, two targeted to the expansion of the Reach Out and Read program (working with local pediatricians to give away books during well visits), and meeting the needs of a target population outside the library (a brochure rack in the mall, coordinated with the Chamber of Commerce).
- Soborowski mentioned options for Planned Giving brochures and campaigns.
- The CCLS Marketing Committee and our library sponsored "Take a Book, Leave a Book" boxes that are periodically stocked from the Friends of the Library's used book sale. Our two boxes are in a local laundromat and in the Union Tea Café. These boxes just went out a couple of weeks ago.
- Soborowski had a list of several upcoming events. She is on the CCLS Marketing Committee that provides marketing support and initiatives for all the libraries in the system. The branding for the library system is "38 Libraries: 1 Card." They will be doing a survey of users and non-users in conjunction with the library's five-year plan. It was suggested that we could get in touch with the new young professionals' group to involve them. We will have information/outreach tables at Strolean on August 18 and at Bonagany on September 23. Soborowski also works with other Take a Book, Leave a Book locations and is a steward of the Little Free Library at Allegany State Park, which the Friends of the Library sponsors. She is also researching advertising opportunities such as restaurant placemats and menus.

6. Adjournment: MOTION (Tenglund, Casey): To adjourn at 7:28 p.m. Motion carried unanimously.

Reminders: Trustee election and budget vote, Tuesday, May 2, 9 am-7 pm. Friends Bookmark Contest Awards Reception, Library Gallery, Saturday, May 6, 11 am and 1 pm. Friends Annual Spring Book Sale, Saturday, May 13-Saturday, May 27. Volunteer Appreciation Dinner, Tuesday, May 16, 5:30 pm at the Point at Good Times of Olean.

The next board meeting is May 17.

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

Respectfully submitted,

Ann M. Tenglund