

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
June 21, 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 by Lanna Waterman. In attendance were trustees Wagner, Tenglund, Wolfrom, Casey, McElfresh, Assistant Director Mahar, Director La Voie, and incoming trustee Edstrom, who officially joins the board in September.

1. Consent Agenda Items: MOTION (McElfresh, Wagner): 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 – May 18 – June 21:

# 865 Operating Fund: \$87,628.08

#125-140 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public

E. Director's Report

- The new bookkeeper started her position full-time. She has been doing a good job. Next week, La Voie and the bookkeeper will go through the budget, line by line, to see how things were categorized previously.
  - The board will need to decide on a probationary term. Civil Service recommends a min. of 8 weeks and a max. of 52. La Voie suggested counting the time that the bookkeeper has been here already.
  - Board members noted that she has gone above and beyond to learn the new work.
  - Her start date was in March 2017. She was part-time almost all of May. She probably has at least five full weeks completed. There will be no change in pay, pension, vacation, or sick time for probationary appointment.
  - MOTION (Wagner, Wolfrom): To set the probationary period to 52 weeks, commencing with the bookkeeper's March 2017 start date. Motion carried unanimously.
  - We need to get the credit card re-activated under the new bookkeeper's name. La Voie also has a library-issued credit card.
  - MOTION (McElfresh, Tenglund): To reactivate the credit card in the new bookkeeper's name, with a credit limit of \$2,000. Motion carried unanimously.
- Kasperski will be looking through the recovered files from the old hard drive.

- Interior renovations:
  - Carpeting will start in September.
  - There is a meeting with the architect on Friday.
  - A new round of construction aid was just announced. The system has additional construction aid available.
  - The fundraising task force met last week and will meet again next week. They will look at options such as expand the current building as we are able (including the possibility of a second floor), locate a different building, or build new in the future. This became a topic of discussion because there was sentiment that we needed to talk about where we were headed before we start on major things. Anything major would be done in stages, most likely.
  - The city was also interested in having the library partner with them on the downtown revitalization act, which might fund a feasibility study.
  - Further discussion was held on additional possibilities.
- Regarding health insurance, we do not get a rebate any longer, so we do not get anything out of being with the exchange and will be going directly with the insurers.
  - MOTION (Wagner, Casey): To adopt the language regarding health insurance in the employee handbook to reflect this change. Motion carried unanimously.
- The summer reading program is off to a good start. There are other large events planned as well.
- Regarding NYSCA, Helen Ruggieri plans to retire from her role as Literature Series coordinator on June 30. Her replacement will be Kimberley Weikert who works for Poets & Writers.
- Robert Taylor passed away on May 20. There will be a reception in his honor at the Library on June 29 at 7:30 pm in the Gallery. Helen and other friends of Robert organized the event.
  - The Library was listed as a place for people to donate to in his memory. Once we have a sense of how much was donated, we will decide on an appropriate memorial. It should be something permanent and related to his love of the arts.
- Due to lack of state funding and an insufficient number of volunteers, Literacy Volunteers of Cattaraugus County plans to close their office in the library as of June 30. The Board will continue to exist and will be reachable by email or regular mail. They will develop a plan of dissolution in the coming fiscal year should no additional volunteers come forward. People in need of literacy services will be referred to Literacy West in Belmont, which will provide services to Cattaraugus County.
- The Friends of the Library Board has offered to help the fundraising task force as needed.

## 2. Review of Financial Statements

- Adjustments are still being made to the format of the balance sheet.
- Gifts and donations should show an additional amount due to a recent grant.
- Some of the numbers are in the red due to the point of the year we are in.
- There is a question regarding postage expenses that is being worked out.
- MOTION (Wolfrom, McElfresh): To approve the financial statements. Motion carried unanimously.

## 3. Committee Reports:

Library Systems Board

- The Library Systems Board met last week. The state money has not been received yet and they are working on a contingency budget at this point.
- Regarding bullet aid, which came from the Senate, will now come from the Senate and the Assembly.
- Their local audit was completed successfully.
- They updated their travel policy on expenses. Alcohol is no longer allowable.
- They discussed the summer reading program.
- The new Overdrive change in policy on high-demand books, to 14-days, seems to be working well.
- They are looking at options for dropping Zinio magazines because of lack of use overall. However, our library has high use of this program. They are looking at options for replacing it though.
- They also discussed the SirsiDynix options, which Carol discussed (see below).

#### 4. Old Business:

##### CRCF Endowment Fund

- La Voie will ask Kasperski for a detailed look at separate funds.

##### Executive Session

- MOTION (Wagner, Tenglund): To enter executive session to discuss personnel matters. Motion carried unanimously.
- MOTION (Wagner, Tenglund): To go out of executive session. Motion carried unanimously.

#### 5. New Business:

##### Update on IT:

- Carol Kowalik-Happy was present to discuss the work that she is doing as the library's IT coordinator. The first thing they have been focusing on is digital literacy. They gave increased hours to two part-time reference librarians to offer more digital literacy programs, as well as open tech help. People can come in, without signing up, to get help with quick tech questions. Also, in June they offered classes on advanced Excel. The programs have been advertised in the newsletter, on Facebook, Tap into Olean, and was sent to the newspaper. In July, they will offer classes on Facebook, Pinterest, and html coding basics.
- There have been some website changes. We are currently under contract with Blumenthals, which will not be renewed. Our site can be hosted by the library system for free. The system's site is based on WordPress, which will allow Carol to share the updating duties with other staff. Our domain name will remain the same. The new site will be mobile friendly. The email system will change to an Office365 account. Board members will have their own email accounts on the system, which can be forwarded to their personal email accounts. The email will also remain on the 365 server for compliance with New York State email retention policies.
- Wireless access has been an issue when people received a note that there were no more connections available. The current Spot connection allows for 40 connections, maximum. It would cost \$490 for an additional 10 connections. Instead of buying an additional 10 connections, Carol has reduced the timeout period to 120 minutes so that connectins won't be locked up by people staying on them all day. She also obtained a free wireless access point that is now set up in the teen area.
- They are looking into a new phone system and they are acquiring quotes currently. The current system dates back to 1994. The circulation phone needs to have its cord changed every other

month and is still not working well. Other phones have other sound issues, calls drop, etc. It will also give each staff member an extension. We can have up to four lines in use. Carol canvassed the staff to see what they would like in a phone system. Voice mail, caller ID, auto-attendant, and the ability to check voice mail remotely were requested items. She is looking into voice over IP. It will be approx. \$14 per line, for each of four lines. Our current provider charges us by the call for both local and long distance, and the bill is over \$200 per month. The new bill will be approx. \$80. CCLS wants to migrate all libraries to VoIP at some point, and these phones will work with that.

- Carol distributed handouts on a SonicWall that goes on the server to combat digital intrusion and also provides anti-spyware, etc. This will bring us into compliance with eRate and give us a good filtering system. It will allow us to remove ContentWatch from the desktop computers in the library, which has caused problems and slows the computers down. SonicWall will handle everything that ContentWatch did, plus more. It will run in the background and patrons should not notice it unless they visit a questionable site.
- Copy machines: we leased a new black and white copier. The current color copier lease runs out at the end of July. They are getting quotes on a new color copier now. The leases are for five years. After five years, we can re-evaluate to see how much copying is being done to see if we can go down to one machine. There will be a significant cost savings to replace these leases. One of the machines accepts credit cards, as an option. However, there is no way to charge for faxing, and since the library pays a fee for the faxing, self-service faxing will not be possible if a different solution is not found. They are still looking at options. There are 878 color copies made, on average, per month, with the newsletter. We get approx. \$147 per month, on average, in fees to pay for the machines. We do about 1600 black and white copies per month.
- With the remodel, we will change the OPAC machines to Raspberry Pi machines that will stick on the back of a monitor. Raspberry Pi has a web browser in it. The machines are about \$50 each. This will take away the annoyance of needing to worry about the OPACS and Windows upgrades. Board members asked what would happen if one was stolen. It will not be easy for people to steal them once the new workstation surrounds are installed.
- Finally, Carol is on a committee to investigate new Integrated Library Systems to possibly replace the SirsiDynix system. Currently the system pays quite a bit for the ILS. Approx 50% of our state funding, as a system, goes to pay for the ILS system. We are not the only system looking into alternatives. They have looked at different systems. There are also possible partnerships with another library system and potentially with other systems across the state. Some of the systems under consideration are also open source, which would allow for additional customization.

It was Pat Casey's last meeting as a library trustee. Board members expressed their thanks for his valuable service.

## 6. Adjournment

- MOTION (Tenglund, Wagner): To adjourn at 7:35 pm. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund