

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
May 17, 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 Kasperski, Wolfrom, McElfresh, Tenglund, Waterman, Wagner (arrived 6:00 pm), Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: MOTION (McElfresh, 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 – April 20 – May 17:  
#864 Operating Fund: \$81,155.31  
#125-139 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public: Two members of the public were present; one of the visitors attended as part of a requirement for a class.

E. Director's Report

- The vote went well. 77% of the voters approved the budget. The two trustees elected were Lanna Waterman and write-in candidate Linda Edstrom, who will join the board in September.
- Every year the former director filed a Certificate of Library Clerk as to Voting at Library Budget Increase Vote & Trustee Election. Chaffee served as the library clerk in an official capacity; therefore, the Board should appoint the current director as library clerk so as to be able to provide the certificate for the 2017 vote.
  - MOTION (Waterman, McElfresh): To appoint Michelle La Voie as the official Library Clerk for the purposes of certifying elections. Motion carried unanimously.
- La Voie and Kasperski discussed the online banking arrangement, which they will go ahead with. The bank can track which account has done which transactions. Right now, La Voie and Kasperski will hold the two online accounts, and a third will be added when a full-time bookkeeper is hired.

- La Voie will be able to make transfers between funds as needed. La Voie will communicate with Kasperski, and vice-versa, when this action is necessary. This is often needed if there is a third payroll in a month, for example.
- The Interior Renovations Fundraising Task Force will be chaired by Dr. Joe Zimmer, the SBU Provost, who had a lot of good ideas. Two subcommittees have been formed: one to organize awareness and events (chaired by Waterman), and a second one to meet major donors (chaired by Larry Sorokes). La Voie's role will be to talk about the stories of the library and the people that we help. La Voie is working with the library staff to develop listings of these stories. The campaign will start with a quiet phase. They will also be looking for grant money.
- The Friends of the Library Bookmarks Award Ceremonies was held on Saturday, May 6 and was well attended. The families enjoyed being able to walk around the Gallery and look at the bookmarks afterwards.
  - The Friends approved \$1,500 to help pay for the Summer Reading Program.
  - The Friends have asked if it would be desirable to have another memorial bench placed outside in the grassy area in Marge Nevins' memory. The existing bench is used often. Board members thought it would be very nice to add a second one in memory of Nevins.
- La Voie will serve a 3-year term on the Western New York Library Resources Council (WNYLRC) Regional Advisory Committee. This will give us a voice in the kinds of technologies that are made available in our region's libraries at discounted rates, and the kinds of training that are provided as well.
- CCLS is looking into a replacement for the Sirsi-Dynix catalog system.

## 2. Review of Financial Statements

- Kasperski made a couple of recommendations about how the financial statements are currently formatted and reported. They need further review. Kasperski and La Voie will work on this with the bookkeeper.
- Everything in the financial statements was in line.
- Clerical staff lines were above where we normally would be at this time of year because of the retirement pay-outs.

## 3. Committee Reports: None

## 4. Old Business:

### Regional Foundation

- There is the continued question about whether registering with the Foundation would be beneficial for garnering donations. It seemed that it would be worth having this.
- It would require \$5,000 to open an account. This would be an agency account where the money remained the property of the library. This money would be from donations, not from a taxpayers' money source.
- We would need to check to make sure that if we did this, we would still be in compliance with New York State law. La Voie can check on this.
- MOTION (McElfresh, Tenglund): To pursue an account with the Cattaraugus Regional Community Foundation. Motion carried, with one abstention (Kasperski).

### Incident Reports

- Nothing further to report this month.

### Chief Financial Officer/Treasurer Positions

- Nothing further to report this month.

Executive Session

- MOTION (Waterman, McElfresh): To go into Executive Session at 6:17 pm to discuss personnel matters. Motion carried unanimously.
- MOTION (Kasperski, Wagner): To exit Executive Session at 6:41 pm. Motion carried unanimously.

5. New Business:

MOTION (Tenglund, McElfresh): to approve the results of the May 2, 2017 vote on the Library Budget Increase for 2018 and to elect two Library Trustees (Waterman and Edstrom). Motion carried unanimously.

MOTION (Wagner, Wolfrom): To continue with the current slate of officers for the next year. Motion carried unanimously.

Review Library's Completed 990 Forms & CHAR 500 Form.

- The 990 was e-mailed to all board members prior to filing.

6. Adjournment: MOTION (Kasperski, Tenglund): To adjourn at 6:50 p.m. Motion carried unanimously.

Reminders: The next board meeting is June 21.

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

Respectfully submitted,

Ann M. Tenglund