

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
August 23, 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 5:30 p.m. by Lanna Waterman. In attendance were trustees Tenglund, Edstrom, McElfresh, Wagner, Kasperski, Waterman, Assistant Director Mahar, and Director LaVoie.

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 – June 22 – August 23:

#866 Operating Fund: \$71,397.44

#867 Operating Fund: \$94,811.87

#125-140 Cafeteria 125 Fund: \$34.72

#125-141 Cafeteria 125 Fund: \$236.98

#262 Capital Fund: \$1,075.00

Discussion: Some of the payments on Warrant #867, such as Mason Cramer, was paid through the NYSCA grant. There was also a payment for promotional material. It was suggested that additional detail about an expenditure be included on the warrant sheets when possible so that it would be easy to tell what a payment was for.

C. Correspondence: From Jan Rhody with a contribution in memory of Robert Taylor. She said that the library is an indispensable cultural center in the community and she mentioned the resources and programming in the library along with her thanks for what the library has done. She noted the work of Robert Taylor, who was responsible for countless programs. She suggested that the gallery room be named in his memory in commemoration of all of his work.

The board will consider the naming suggestion. There are also other contributions in his memory so another fitting memorial could also be considered as well.

D. Voice of the Public: None

E. Director's Report

On January 1, 2018, there will be a new benefit that allows employees to take extended paid leave for family illness situations. It is an employee-paid benefit that requires a contribution

from the employee. We do not provide disability insurance, and neither do many other agencies around us; it is not mandated either. LaVoie will check to make sure that this is still the case and what the cost would be to the Library should we decide to offer it in the future.

There has been no response yet to the board's submission to the New York State audit draft.

Current renovations are under way. Carpet replacement and other renovations will begin on September 12. Other discussions are happening regarding future possibilities to enlarge the meeting room and an architect is working on ideas and costs. LaVoie is working on a new New York State Construction Aid application; there is a lot of competition for this money. The teen space is almost finished; there might be a possibility of putting in a glass wall. There will always be oversight in the teen room whenever it is occupied.

A new hard drive has been received for the bookkeeper's computer. The Peachtree software has been reinstalled as well.

An update to the Employee Handbook was needed regarding the anti-discrimination/anti-harassment and complaint policy. The wording was changed because otherwise, management may be handling the situation perfectly well, but the employee may file a complaint with the state anyway because it appears to be an additional option rather than an alternative if they believe management is not taking his or her complaint seriously.

**MOTION (Wagner, McElfresh):** To change the Anti-Discrimination/Anti-Harassment and Complaint Policy as follows: after the word "harassment," include, "who does not believe his/her complaint has been handled appropriately by OPL management, has the option of filing a complaint..." Motion carried unanimously.

Staff Development Day will be on Friday, September 1. The board will provide a luncheon again as has been done in the past.

The library received notification from Catharine Young's office that the library has been approved for \$7,500 in Bullet Aid this year. This is unrestricted aid, meaning the funds can be used wherever they are most needed.

There was a discussion of using a Library Assistant to help staff the Information Desk and other duties. This would provide more flexibility in staffing. Civil Service rules were discussed as well. Further discussion is needed. However, the concept of establishing a position of library assistant was agreed upon. Once the board approved the position, then the library administration can work out the details of how to implement it.

**MOTION (Waterman, Edstrom):** To approve the position of Library Assistant. Motion carried unanimously.

The library received \$92 from the Dine and Donate fundraiser held for the library at Good Times last July, and this was also good advertising. Library representatives spoke with 478 people during the StrOlean event held on Union Street on August 18. The library had a table set up with promotional materials marketing library programs, materials, and services.

A \$4,000 grant was received from the county for teen programs, \$1,800 of which will help with graphic novels. Also, a grant for digitization of early Olean newspapers was received.

2. Review of Financial Statements

Kasperski reviewed the financial statements. Scott Reed, Kasperski, LaVoie, and the bookkeeper met. Some of the Excel reports needed to be reformatted because of the transition. They are also working on a new format.

The balance sheet was for the month of July. The cash position is good. No variances were noted. The statement of revenues, expenditures, and changes looked healthy. State Aid from CLD will be coming in soon. The State Aid—Other is where the Bullet Aid money will be tracked. The expenditures sheets showed that everything was in line.

Kasperski recommended an internal control and documentation review. Normally that would be done by internal staff. If the bookkeeper does not have time to do this, it would be good to ask BWB staff to do it. These types of reviews should be done approximately every five years. It would be a complete system review to document what the procedures are.

3. Committee Reports: None

4. Old Business:

Cattaraugus Regional Community Foundation—LaVoie noted that the Board had approved a deposit, from gift funds, to the foundation in June. She checked to make sure that this type of investment would be acceptable. When a gift is given, it becomes public money. Someone could donate for this purpose and establish a fund at the Foundation though. There is an endowment at the foundation as well as an agency fund. Being involved with the foundation would help the library with fundraising through the foundation. Further consideration will be given to these ideas. LaVoie will talk to the Friends of the Library about the foundation.

5. New Business: Much of the new business was reported under the Director's Report.

Someone called Wagner about the building on the corner. It is uncertain if the current tenant will stay there. They had heard that the library might be interested. There is potential in the building. Wagner will call back and say that the Board is interested in exploring options.

6. Adjournment—MOTION (Edstrom, Wagner): To adjourn at 7:25 p.m. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund