

MEETING MINUTES
Olean Public Library Board of Trustees
September 20, 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 McElfresh, Wolfrom, Tenglund, Edstrom, Kasperski, Assistant Director Mahar, and Director LaVoie.

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 August:

#868 Operating Fund: \$71,132.23

#125-142 Cafeteria 125 Fund: \$52.08

263 Capital Fund: \$53,865.00

C. Correspondence: Thank you note to the Board for the staff luncheon.

D. Voice of the Public: None

E. Director's Report

- An update on the New York State audit was given. **MOTION (Edstrom, Wolfrom):** To enter executive session to discuss the audit at 6:10 p.m. Motion carried unanimously. **MOTION (Edstrom, McElfresh):** To leave executive session at 6:37 pm. Motion carried unanimously.
- The carpeting project will be finished by the end of this week. They will then start on the offices, the painting, the restroom doors, etc. The information desk will go in approx. 2-3 weeks from now. We held off on applying for construction aid for next year because it was competitive and it is good to have a break from construction. We can apply again soon if we wish. Everything funded through this round should be finished by December.
- The bookkeeper is working on entering data into the new computer. She is also working on an internal controls document and is looking into requirements for becoming a notary.
- The tax cap for 2018 was released this month and has been set at slightly over one percent for our district. This means that the library exceeded the cap by nearly one percent but because the Board voted to override the tax cap earlier, we will not be required to pay the additional money back.
- The 2018 holiday schedule was reviewed. **MOTION (Kasperski, Edstrom):** To approve the 2018 holiday schedule. Motion carried unanimously.
- Disability insurance: In order for the library to consider participating in the extended paid Family Medical Leave Act, which is voluntary and employee-financed, we would

have to also participate in offering paid disability leave to staff. The library is looking into insurance costs for offering disability benefits to employees.

- There is a “Love Your Library” tax check-off bill that was signed this past summer. Taxpayers can make contributions to this fund when filing their annual tax returns. The fund is used exclusively to support the NY Statewide Summer Reading Program.
 - The Friends of the Library are reviewing the percentage formula that they have used to determine the annual gift to the library according to a suggestion from their investment firm.
 - Upcoming meetings through the Western New York Library Resources Council, the Chautauqua-Cattaraugus Library System, and the New York Library Association were discussed.
 - LaVoie has started the second of five courses for a post-graduate advanced certificate in public library administration.
 - Department heads in the library will be providing separate monthly reports to the board. Most months, one of these librarians or another staff member will deliver a presentation to the board.
 - A survey was done at StrOlean about what the public would like to see at the library. Results were discussed. 199 people turned in a survey. The majority said that they used the library at least once a week, mostly for checking out books. Comments indicated that they wanted the book collection to continue to grow, along with programming. The survey also included a comment section. Board members discussed weekend hours, including summer hours. There had been studies done in the past regarding Sunday hours and the use during those times. Further study of hours may be warranted, with a look at all hours, not just weekend hours.
2. Review of Financial Statements: We will soon be receiving an e-rate check. Everything in the revenue streams are looking good. Expenditures are in line and will balance out by the end of the year.
 3. Committee Reports: Wolfrom reported on the System Board—the system had an auditor’s report; it was an excellent report with no recommendations. The budget recommendations were presented, discussed, and approved. Their policy committee has been working on a new investment policy. The construction grants are going to be given out this year to libraries that had not recently received funds. A family literacy grant was approved. Their next meeting is October 11.
 4. Old Business: None
 5. New Business:
 - Report from Jennifer Stuckles, Head of Programming
 - In January, children’s, teen, and adult programming were merged under a single department.
 - Summer reading: In the past, they used a Kids Cash incentive program. In order to bring the focus back on the love of reading, they gave away free books from Scholastic. For every 400 pages or 15 picture books read, a free book was given. There was a 7% increase in registration in the reading program. They also added new story times for ages 2-5 with hands-on activities, and a “stories and stretches” and story time mixed together. There was a 35% increase in attendance with the new programs. There was also a doubled attendance in teen programs. Fewer adults participated and the given reason was that there was no guaranteed prize (this year, there were weekly raffles).

- Children's: This year, they have added more special, one-time events for children 12 and under, such as a unicorn party, a dinosaur party, etc. They also have recurring events. Attendance has been good at the one-time events, which included crafts. A pirate party is scheduled for next month, which will include craft stations. Approximately 90 people attend the one-time events, and these people stay and use the library afterwards, and return to use the library at other times as well.
- Teens: In teen programs, there has been a 124% increase in attendance. They added a Japanese pop culture program, a YouTube Club (which has been set aside because it did not go in the direction they were hoping, which was to create a channel where students would post book review videos, etc.), and a Rainbow Alliance, which has had consistently good turnouts and was suggested by the Teen Advisory Board. There is also a new teen room which was only open for three days before construction started, but there were 50 teens that attended over those three days. They use the space for homework, board games, etc.
- Adults: They have started Woolly Wednesdays crafts, along with the other crafts offerings. They have had a trivia night, Tuesday night movies, home buying workshops, Psychic Saturday, a tai-chi event, and they will start a scientific and fantasy fiction book club.
- The most popular programs of 2017 so far: GeekCon (over 200 people), Family Fun Day (148 people), Harry Potter 20th Anniversary Party (85 people), Dinosaur Party (90 people), Unicorn Party (75 people), and a Bigfoot Talk with Peter Wiemer (70 people attended in person and 115 people watched it online).
- Future programs: Open Mic Night, Banned Books Readout, Pirate Party, Pumpkin Patch, Spin-In, Trivia Night, Walking Dead premiere event, Ghost Workshop (ghost hunting and famous hauntings), and more.
- Board members expressed appreciation for the report. It really helps board members to know what each department is doing.

6. Adjournment: **MOTION (Edstrom, Wolfrom):** To adjourn at 7:05 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