

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
January 15, 2014  
**5:30 P.M. – Conference Room**

*The mission of the Olean Public Library is to improve the community's quality of life by providing equal access to materials in various formats, programming and services for patrons of all ages, and a capable and professional staff available to assist members of the greater Olean community in support of 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 5:34 p.m. by Lanna Waterman. In attendance were trustees Wolfram, Wagner, Tenglund, Waterman, McElfresh, and Casey. Also present were Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Wagner, seconded by McElfresh, to approve 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 January:

Operating Fund: January #824 - \$79,857.77

Cafeteria 125 Fund: January #125-104 - \$318.32

C. Correspondence – Carl R. Vahl re Estate of Cecelia Jayne Driscoll

D. Director's Report

The library received a bequest of a book collection in a will.

Circulation was up 2.4% this year, which includes everything that the library loans out. E-material (audio and book) circulation was almost 7,300 items, which was up 20%. E-material is still a very small portion of the circulation. Computer use was up over 15%. The library now has more computers, and also allows patrons more time on the computers. Patrons used to be limited to one hour. Now they can have up to two hours, as long as they sign out at the end of an hour, in case others were waiting. They can sign in again right away if there is no wait list. Almost 13,000 wireless connections were made, which was up about 26%. Reference questions were down slightly, but 12,773 questions were still asked, which shows the value of the service.

The audit will start the week of January 27<sup>th</sup>.

The visual arts grant will be \$7,000 per year for two years. Our literature grant is \$10,000 per year for three years.

2. Review of Financial Statements

The audit presentation will take place at the next meeting, at which time the annual statements will be finalized. The library took in more money than it spent for the year, which was good. We were over in a couple of lines, but not significantly. We were over

in the certified librarian wage line; computer tutoring was continued even though the one grant had ended. The library staff will talk to the auditors about using the balance from the grant to pay for one-on-one tutoring expenses. The electronic resources line also was overspent, and more money has been budgeted for that line next year.

3. Committee Reports:

Library System Board – McElfresh said that the board had not met since our last meeting. The next meeting is in February.

Library Interior Renovation – Chaffee said that the library staff talked about the issue. They had pulled out the plans from before to see if there were things that they wanted to do, or if there were other things that should be done. A couple of things that came out of the meeting was a discussion of priorities for different departments. The children's department suggested installing a family restroom. Bigger office areas are needed for the children's area, and a divider to separate the children's area from the rest of the library was suggested. Staff restrooms could be remodeled. Carpeting and furniture could be replaced. Rooftop HVAC has to be a priority, and Chaffee is getting an estimate on that.

As they discussed it further, they considered how much tearing down is needed. Or is it a space utilization issue? We have big footprint items, and larger furniture for some things. The idea of flexible space was discussed, which could be created by re-arranging the furniture. A single service point could be established to combine the circulation and reference desks. Are the stack shelves the right height? They decided maybe a lot of the issues were around space utilization, so we could really use a library consultant who specializes in space utilization, rather than an architect. They could advise on space use as well as furniture, etc. It would be best to not put up new walls, because of heat and air circulation. Avoiding new walls also provides flexibility.

Chaffee made preliminary contact with a consultant he had met at a conference. The consultant is a former library director who now has a consulting business. He is awaiting the response. The library supervisors and staff have had ideas, and now they can be put into the big picture. Most likely a lot of space could be recovered by using the space differently. Some of the cost could fall into the construction aid category, such as restroom renovations and HVAC. Carpeting might also apply, but might not get as big of a match.

Board members felt that this plan makes sense, and encouraged Chaffee to proceed.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

A motion was made by Tenglund, seconded by McElfresh, to authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2014. Motion carried unanimously.

A motion was made by Tenglund, seconded by McElfresh, to authorize the treasurer to maintain the following accounts for 2014:

Exchange Fund Account – Community Bank

Operating Fund Checking – Community Bank  
Capital Fund Checking – Community Bank  
Cafeteria Plan Checking – Community Bank  
Broadband Grant Checking – Community Bank  
Temporary Investment Account – Morgan Stanley Smith Barney  
Motion carried unanimously. These are the current accounts maintained by the library.

We need to make sure that the collateralization statements are in place for the year.

A motion was made by Tenglund, seconded by Wagner, to adopt the “Conflict of Interest Policy”. Motion carried unanimously.

The board had looked at this policy last month. Wagner also reviewed it and thought it was fine. The policy is for board members, staff, and volunteers. There was a discussion regarding whether a board member who will be serving on the county legislature could have a conflict of interest. It was decided that there was no problem, but the fact of legislature service should be noted on the disclosure form.

The form should be filled out immediately, and then again in July, when new board terms begin. Once the motion passed, board members signed the form.

Review and Adopt Schedule for the Trustee Election and 2015 Budget Vote

Chaffee said that certain legal notices have to be placed. If we are going to have a budget increase, we have to have a public hearing. The schedule took all of this into account. Having the schedule in place did not mean that there would be a budget increase, but it just allows for it if needed.

A motion was made by McElfresh, seconded by Wolfram, to adopt the schedule for the trustee election and 2015 budget vote. Motion carried unanimously.

Review and discuss Library Board Bylaws

Chaffee had a couple of suggestions. In section 2, there should be a statement that says that newly elected trustees shall begin their term of service on July 1. Section 15 talks about the dates of our fiscal year. Chaffee suggested adding Section 25, about trustees who do not attend meetings. The wording of this section was taken from state education law. This sets a standard but provides for flexibility when needed.

Boards can have from 5 to 15 members. Our board used to have just 5 members, but it was decided that it would be best to have additional trustees.

The meeting time of 5:15 p.m. was mentioned in the bylaws, but the board can, and did, designate otherwise.

Section 23 notes that notice of proposed bylaw alteration or amendment has been given at a previous meeting, so we can vote on this at the next meeting. It was decided that the wording of this section was confusing, and therefore the word “full” should be taken out. 2/3 of the board is not 2/3 of those in attendance. This change would keep the spirit of what was intended, and also provide for a vote to be taken even if all board members could not be in attendance.

## Discuss 2015 Proposed Library Budget

By March 2014, if we are going to consider a tax increase, we would have to have made the decision so that we can have the public meeting and vote on the increase in the budget.

Options were given for a 0% and a 2% increase. Grant monies have been added in. On the second page, numbers from previous years have been used, with increases as needed. Some funds have been moved from print books to e-books. Chaffee was thinking of increasing the hospitalization number slightly. We get reimbursement from the government because we pay this insurance, and some of that could be put back into the money we give to employees to pay for health care. The cost of insurance is going up for employees. The hospitalization increase was not reflected in the draft budget printed for the meeting.

The budget shows that money will be drawn from the fund balance, which we have done yearly in the budget but then normally end up not needing to tap the fund balance.

Would there ever be an occasion when the state could criticize the library for maintaining a fund balance? Our fund balance has some designations built in, such as for capital expenditures. We also have in our minutes discussions of plans for the fund balance, such as building renovation and HVAC repairs/replacement. We have also not raised taxes in the past several years.

There was a question as to whether there was a way to determine what the cost to the average taxpayer would be with a 2% increase. There is, and Chaffee can look into that. This type of information was used in the past when we had sought tax increases.

The board will look at the budget draft again next month. We will also have the audit report next month, which will inform planning as well.

7. Adjournment. A motion was made to adjourn by McElfresh, seconded by Wolfram, at 6:45 p.m. Motion carried.

**Reminders:** Next Board Meeting is February 20, 2014 at 5:30 p.m. in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund