

MEETING MINUTES
Olean Public Library Board of Trustees
March 19, 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 5:35 p.m. by Lanna Waterman. In attendance were trustees Wolfram, Casey, Tenglund, and Waterman. Also in attendance were Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Wolfram, seconded by Casey, 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 March:

Operating Fund: March #826 - \$66,922.93

Cafeteria 125 Fund: March #125-106: \$376.64

Each year, there is money allocated for their book plan, and we will get approx. \$14,000 this year. This money is held at the library system. After the library spends a certain set amount, the book plan kicks in. For March, it kicked in. We had a \$6,000 bill that normally would be on the warrant sheet, but the book plan paid for it instead. Any library materials can be purchased through this plan.

The electric bill, which is usually approx. \$2,000, had not come in by the time the warrant sheets needed to be prepared.

C. Correspondence – None for the library board

D. Director's Report

Chaffee received a note from a patron who had called the library to straighten out an account problem. The patron wanted to compliment the employee, Marianne McCarthy, who handled the call professionally.

They are taking the fabric end panels off the book stacks to replace the fabric to match the back wall. Uniform sign holders will be put up as well.

Chaffee reported that they are working on the health care insurance renewal. They are going through the state health exchange. They were with a private exchange the last two years. They get a tax credit reimbursement in the neighborhood of almost \$5,000 for the last three years. This year, it changed, and you are required to go through the state to get the tax credit. Employees are signing up now, with a March 31 deadline. This is the third year in a row that the amount employees receive toward their health insurance has been the same. In the 2015 budget, there is a slight increase built in.

A couple of meetings ago, we received a letter from an attorney representing the estate of a person who had donated books to the library. The library has now received the books.

Regarding sick leave accrual benefits, this is part of the newly revised employee handbook draft. The draft will be in soon. This benefit is a good thing to have for employees.

2. Review of Financial Statements

Chaffee noted that the real property tax money was in already. For the items in red, often a line goes into the red because of the timing of the expense. Nothing stood out as a problem.

Board members noted that they liked the new magazine service. Central book aid money was used to pay to get the platform and content. Right now they are not planning to replace the print with the electronic. They are waiting to see how well the service is accepted, but they are also looking to make titles available electronically that they do not have in print. The system is only at our library, within the system, and is serving as a pilot for the system. The hope is that it will become a library system service, and maybe other libraries would be able to participate in buying magazines for everyone.

3. Committee Reports:

Library System Board – No report

4. Voice of the Public: None

5. Old Business:

Review 2015 Proposed Library Budget

Last month, it seemed that the consensus in discussion was that board members were in favor of the proposed budget.

A motion was made by Casey, seconded by Wolfram, to approve the 2015 proposed library budget. Motion carried unanimously.

Discuss Property Tax Increase.

The budget has a 2% tax increase. The estimate in the change in tax rate was three cents.

Whenever there is a tax increase requested, we are required to have a budget hearing, which will be April 8 at 7 pm. Chaffee and Mahar will be present at the meeting. The budget also needs to be made available to the public.

6. New Business:

A motion was made by Tenglund, seconded by Waterman, to approve the wording of the proposition for the 2015 Library Budget vote as follows. Motion carried unanimously.

“Shall the Board of Education of the Olean School District be authorized to raise by tax levy upon the taxable property thereof, an additional \$19,205.00 for the Olean Public Library to increase its annual appropriation from \$960,260.00 to \$979,465.00”

Discuss possible construction projects

Chaffee reported that we have approximately \$70,000 unspent from the last construction project. Some additional things that were energy efficient, such as new doors and blinds, have been done as well. New York State has said that we need to spend the rest of the money now. Chaffee met with an architect to get some estimates for four projects, including restroom renovations to meet ADA, creation of a new family toilet room, office expansion in the children's area, replacement of cracked and damaged sections of concrete walks, apron and curbing, and repair of asphalt in the parking lot. The architects were not certain that we had enough space to make the restrooms handicapped accessible, but the family restroom would be accessible.

Patrons have asked for a curb cut for handicapped access. We are okay with accessibility. The sidewalk is not big enough to have a curb cut right in front of the door, but the curb cut could be put in a little past the door.

Capital projects over \$35,000 have to go out for a competitive bid. Anything under that should still be bid, through an invitational bid process.

Chaffee has a couple of other projects in mind as well. Some lighting and security cameras could be folded into the project.

The Friends of the Library has some money in reserve for us for future renovations as well.

Review Personnel Manual Draft—the draft was not yet available. As soon as Chaffee receives the draft, he will send it out to board members.

Recording of attendance of meetings—it was decided that beginning with the next meeting's minute, in addition to those present, we will record members who have an excused absence, as well as those who are absent without excuse (unexcused absence). Board members who cannot attend should notify Chaffee in advance of the meeting.

7. Adjournment: A motion was made by Wolfram, seconded by Waterman, to adjourn at 6:30 p.m. Motion carried unanimously.

Reminders:

- Library Budget Hearing is April 8, 2014 at 7:00 p.m. in the Gallery
- Next Board Meeting is April 16, 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