

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 17, 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, Tenglund, McElfresh, and Waterman.

1. Consent Agenda Items: A motion was made by Wolfram, 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 April:  
Operating Fund: April #827 - \$81,651.97  
Cafeteria 125 Fund: April #125-107 - \$73.32  
Capital Fund: April #CF-245, \$1,405.25
  - C. Correspondence. Chaffee received a letter stating that a \$750 grant has been approved from the Cattaraugus Region Community Foundation, Community Fund to purchase a one-year subscription to the Foundation Directory Online. This group funded the directory partially last year as well. A workshop and demo of the directory will be planned at the library later in the year.
  - D. Director's Report.
    - i. It is National Library Week. Waterman sent a letter about the library to the newspaper last week. There was a section in the paper yesterday about why it is good for children to read. Our library and some others in the area sponsored the page.
    - ii. The Friends of the Library will be donating funds toward the new fabric on the stack end panels. They will have nice-looking sign holders on the panels as well.
    - iii. The family restroom and children's area office expansion will be starting.
    - iv. The Trustee election and budget vote is coming up. Chaffee had handouts to distribute to encourage people to vote; these fliers will be handed out at the circulation desk. He was also planning to mail something out to a target audience, and emails will go out to those registered to receive library information. This will target our supporters. There will be something in the newspaper as well. The legal notice has already been in the newspaper.

No voters attended the budget hearing. Chaffee compared the 2013 budget with 2009, which was the last time we had the same amount of money. Our tax

request was the same in 2009 as it was in 2013. In 2009, earnings from investments were almost \$14,000, while in 2013, it was \$200. In 2009, our health insurance costs were \$60,500, and in 2013, it was almost \$75,000. In 2009, our retirement costs were \$30,000 and in 2013, it was \$102,000. The staffing levels have stayed relatively constant. All of this had to be accommodated while working with the same property tax income.

- v. The library personnel manual was taken off the agenda for this meeting because it is not yet ready. The attorney is still working on it. The manual will be available for the next board meeting.

## 2. Review of Financial Statements

The bulk of the revenue is from property tax, which we already have. State aid is usually received by the library system, and then the library system distributes it. Our library and Prendergast receive the central library fund development money, as the co-central libraries.

Regarding appropriations, there were some minor differences in the three-month average versus the actual three-month spending. There was a larger difference (\$2,150) under NYSCA Gallery presenters was because one person was paid in advance for her work in arranging the gallery presenters. All of the arrangements for the presenters have been made already. There is a slight overage in utilities due to how the price has gone up.

Nothing in the financial statements was out of the ordinary or of concern.

## 3. Committee Reports:

### Library System Board

McElfresh said that the system has a new business office person, and there was a discussion of business matters at the beginning of the meeting. Everything seems to be going well at the system.

### Update on construction projects

Chaffee said that they met with Clark, Patterson, and Lee (formerly Habitera). They had drawings for the family bathroom and children's area office renovation. The modifications the staff suggested will be incorporated into the plan. The funds need to be expended by June 30. The firm is well aware of our deadline. There was a question as to whether this project would be disruptive for library operations. They will need to move some book stacks. Story hours will be starting next week, summer programs will be starting, and these events will need to work around the construction.

## 4. Voice of the Public: None

## 5. Old Business: None

## 6. New Business:

### Creation of a Librarian II Position

Kathy Price is retiring, and they need someone to run the children's section. The Librarian II position is for someone with more experience. It is a supervisory position. Someone right out of school would be a Librarian I. These are Civil Service classifications.

The reason for the new position statement is that we do not have any Librarian II positions open on our staff right now. The Librarian II positions that we have are all encumbered.

Board members noted that the children's area is important and it is a good idea to have a librarian in this position.

A motion was made by Tenglund, seconded by Waterman, to create the Librarian II position. Motion carried unanimously.

#### Review Library's 990 Form

Chaffee distributed copies of the draft of the 990 Form, a return for an organization exempt from income tax. We are a 503C corporation. The form gives all of the financials for the current and previous year. They want the mission statement, financial information, where the money is spent, etc. There are sites on the Internet where you can find this information as well. The forms are also available at the library if anyone asked for it.

We had to answer "no" to the question about whether we have a conflict of interest policy because we did not have one last year.

There is a public charity sub-form now as well. Schedule B is a schedule of your contributors—any organization or person who gave \$5,000 or more has to be reported. The 990T form gets us money back—the money that we spend on our health insurance is eligible for partial reimbursement, because we have fewer than 50 employees.

There is a question on the form regarding how the board becomes aware of this form. This is why it needs to be an agenda item for one of the meetings prior to the submission deadline.

The form is due to the IRS by May 15. Pam Ziegler prepares the form, and then Scott Reed, our accountant, then reviews it. The board expressed its thanks to Ziegler for preparing the forms.

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

**Reminders:** Library Budget Vote – May 6, 2014 from 9:00 a.m. - 7:00 p.m. in the Library  
Next Board Meeting is May 15, 2014 at 5:30 p.m. in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund