

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
May 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 5:30 p.m. by Lanna Waterman. In attendance were trustees Wolfram, Wagner, Tenglund, Casey, and McElfresh.

1. Consent Agenda Items: A motion was made by Tenglund, seconded by Wolfram, 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 May:
    - Operating Fund: May #828 - \$76,934.28
    - Cafeteria 125 Fund: May #125-108 - \$911.16
    - Capital Fund: May #CF-246 - \$1,566.62
  - C. Correspondence: Letter to the Editor. Chaffee had drafted a response for the board to review. Board members thought that his response was well-written and ready to send. Discussion ensued regarding what can be done to have a plaque on something. There is a bench and a rocking chair in the library that were donated and that had a plaque placed on them. It is harder when someone wants to donate money for part of a bookshelf, for example. It does not come up often that someone wants to make a monetary donation like this. The library tries to direct donations towards library materials whenever possible. When something else is needed, Chaffee usually goes to the Friends of the Library group.
  - D. Director's Report. Chaffee said that there would be a walk-through by potential bidders on the construction project tomorrow. They are replacing a couple more doors that were not replaced in the past. Interviews will be held next week for the children's librarian position. Kathy Price is retiring at the end of May. The Overdrive challenge is for the month of June—if you can increase by 25%, you get \$1,500 or if it is 50%, you can get \$2,500. The increase is measured from the highest month. Our highest was 5,200 in January 2014. Chaffee encouraged board members to use the Overdrive system in June. The library will be marketing this to the patrons as well. The Kiwanis Club donated \$400 to the Reach Out and Read program at the library. The dinner on Tuesday night for the volunteers was very nice.
2. Review of Financial Statements. Chaffee said Kasperski had looked over the financial reports when he came in to sign the 990 forms. Items in red indicated where we overspent our average. There was nothing out of the ordinary.

3. Committee Reports:

Library System Board – McElfresh said that the system board is now meeting every other month, so he had no further update from last month. McElfresh is willing to continue to be our representative on the system board. Olean is the co-central library, so we always have a representative on that board.

Update on construction projects. Chaffee covered most of this under his director's report. The general municipal law of New York State stipulates that a capital project of \$35,000 or more, or an equipment project of \$25,000 or more, has to be bid publicly. The bathroom in the children's area will be under \$35,000. The estimate for the concrete work outside was also under the limit. Therefore, no public bid process will be needed. A couple of potential contractors will come in to look at the site.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

A motion was made by Tenglund, seconded by Wagner, to approve the results of the May 6, 2014 vote on a Budget Increase and to elect a Library Trustee as follows:

Budget Vote Increase of \$19,205 passed with 84 Yes votes and 5 No votes.

Elected to the Library Board of Trustees to five year term, Michael D Kasperski – 79 votes. Motion carried unanimously.

A motion was made by Tenglund, seconded by Wolfram, to authorize the Library Director to notify the Olean City School District, by letter, that the Olean Public Library requests an increase for its 2015 budget of \$19,205 and to request the school district raise by tax levy the annual appropriation of the sum of \$979,465.00 as authorized at the May 6, 2014 vote by school district voters. Motion carried unanimously.

Motion to appoint to present a slate of officers at the June 19, 2014 reorganization meeting of the Olean Public Library Board of Trustees.

The board discussed the slate of officers to present at the June 19, 2014 reorganization meeting of the Olean Public Library Board of Trustees: Waterman as president, McElfresh as vice-president, Tenglund as secretary, and Kasperski as treasurer.

Review the final submitted Library's 2013 Form 990 & 990T. There were no changes made to the 990T draft that the board reviewed last month. The accountants made minor changes to Form 990. The changes that were made were highlighted on the draft distributed to the board for review. The changes were minor. The forms were signed and sent in on time.

Discuss draft of revised Personnel Manual. Chaffee sent a draft via email to board members prior to the meeting. Areas highlighted in yellow represented changes. The lawyer that we worked with will continue to advise us until we adopt the manual. The Health Insurance section was reviewed at tonight's meeting. All regular full-time employees employed as of 6/1/2013 were grandfathered in with the previous benefits. In the past, the library paid 100% of the health insurance costs, but the decision was then made to contain health insurance costs. The manual explained the different statuses and how employees within these statuses would receive health insurance benefits. Board members were asked whether or not the language was clear and the benefit was explained well. Board members thought that it was

clear. There was some discussion regarding what constituted a family. Employees make the choice as to what health insurance package they purchase with their benefits. There are a lot of policies to choose from on the New York State health insurance exchange. The library is eligible for approximately \$5,600 in a tax rebate for providing health insurance for employees. Chaffee wanted to be able to put some of that money back into what the library provides for employees' health insurance benefits.

The board also reviewed the Flexible Benefits Plan section. The changes that Chaffee made were noted in the highlighted area. He added in that all regular full-time employees were eligible for the plan. He also added a sentence to indicate that the plan allows for pre-tax dollars to be deducted to pay for certain premium expenses. Employees can use their flex plan to pay for any benefits offered by the library, but not other plans that were not obtained through the library. This was something that needed to be addressed.

The sick leave accrual benefit was also changed to reflect what is offered to the library's employees. To do this, we need a board resolution, and it needs to be sent to the state. Chaffee has asked for a new estimate of what it would cost. The previous estimate was approximately \$941. It is approximately 1/10 of a percent of the retirement cost. There was a question as to whether there was a cost to the library if an employee calls in sick. Are substitutes called in? Chaffee said that sometimes they do, but often other employees cover. Chaffee anticipates having a new estimate on the cost of this by next month, and then the board can vote on it.

Non-exempt employees are supposed to be keeping a timecard because they are paid for the hours that they are worked. Each non-exempt employee receives a schedule. The library decided that all employees, including exempt employees, will fill out a timesheet in the future.

Chaffee will send the changes in to the lawyer for feedback, which can be reviewed at the next board meeting.

7. Adjournment. A motion was made by McElfresh, seconded by Wagner, to adjourn at 6:40 p.m. Motion carried unanimously.

**Reminders:** Next Board Meeting is June 19, 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