

MEETING MINUTES
Olean Public Library Board of Trustees
March 19, 2015
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 pm by Lanna Waterman. In attendance were trustees Casey, Kasperski, McElfresh, Tenglund, Wolfram, Waterman, Assistant Director Mahar, and Director Chaffee.

1. Consent Agenda Items: A motion was made by Kasperski, seconded by Wolfram, to approve the consent agenda. Carried unanimously.
 - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
 - B. Approval of Warrant Sheets for February 19 – March 19:
Operating Fund: February #838 - \$84,185.29
Cafeteria 125 Fund: February #125-117 - \$208.86
 - C. Correspondence from:
 - The City of Olean regarding alarm monitoring. They monitor our burglar alarm and they want to get out of the business. We will need to obtain other monitoring services. The service will end in December 2015, or earlier if their monitoring equipment fails and cannot be repaired. We have been paying \$150/year for this. If the alarm goes off, they call Chaffee or Mahar and the police respond. The system we have now is old and is subject to false alarms. The library's smoke and fire detection system is monitored by the fire department and is not affected by this. Chaffee said that he will get a quote on an upgraded burglar alarm system; upgrades might be covered by construction aid.
 - Connie Schuster regarding her retirement. She thanked Chaffee for all he had done for her and said that she had enjoyed her 15 ½ years here at the library.
 - From Hazeltine Library regarding Book Club in a Bag. The Busti Book Club enjoyed the books and the gifts of bookmarks and chocolate.
 - D. Director's Report
 - We have a new scanner at the circulation desk that will read a barcode from a smartphone. People can now take a photo of their library card or an app to store barcodes.
 - Chaffee showed something they are doing to try to increase circulation of fiction items. The signs stick out from the stacks and recommend books for those who like certain other books. Board members thought this was a clever idea.

- The staff recognition lunch next week will honor Connie. In addition, they will invite friends, acquaintances, and previous employees to come to Connie's last coffee break on her last day. The staff appreciation luncheon is next Thursday.
- The state audit will start this coming Monday.

2. Review of Financial Statements

- January and February statements were in the packet. Kasperski reviewed the February statements with the board.
- Most of the variations were due to timing of expenses.
- Our spending is under budget right now.
- We budget monthly for the retirement but the actual bill does not come in until November. To know how we are really doing, take the difference and subtract out the retirement. But we still are doing well at this point in the year.

3. Committee Reports:

- Library System Board – McElfresh said that the system had a lawsuit against it that appears to be on its way to being settled.
- Waterman noted that someone should contact the person who had expressed an interest in exhibiting in a program here. It has been decided that the exhibit will not be done this year.

4. Voice of the Public: None

5. Old Business:

Motion was made by Tenglund, seconded by Casey, to approve a 2% real property tax increase of \$19,589.00 for the Library's 2016 budget. Motion carried unanimously.

- If we do not do anything, we will use more of the fund balance.
- Some trustees noted that we need to go for the 2%. We will still be dipping into fund balance. We can still discuss ways to save money.
- How much has the fund balance diminished in the last five to ten years? When Scott Reed was here, he presented a schedule on this.
- 2% is a 3 cent per assessed \$1,000 value.
- Others said that while we hate to raise taxes, we have to do what we have to do.
- We should try to reach budget scenario #10, which includes the 2% tax increase and some of the cuts that we had discussed at previous meetings.
- Are we providing too much service for the financial support that we have?
- There are other factors as well. Demographics are falling.
- But when push comes to shove, the director and assistant director have to manage the library at a profit. The secret on these budgets is if you appropriate fund balance, hopefully you have a built-in cushion that, with good fiscal management, gets us to a surplus at the end of the year. We have done this in the past. We have good fiscal management here. But we will get to a point where we either have to raise revenues or decrease expenses.
- Kasperski noted that we should be looking at what our new modality of providing service is. If circulation goes down, for example, should we spend the same on books, or should we spend more on electronics. As we look at reducing costs, we need to realign services to make sense for 2015.
- In 2012, we had 19.35 full-time equivalents on the report that Chaffee sends to the state. In 2013, 18.72. In 2014, 17.79. So there are fewer person-hours here already over the

past few years. The big problem was the retirement thing that raised expenses by over \$50,000.

- If you cut staff, you also have to cut service or re-arrange the work.
- Some board members recalled the Ball of Roses that the hospital used to have. Should we have something like this? Some people think that the public library should not do fundraising because taxpayers support it. Also, events do not raise as much money per dollar spent as a direct ask campaign does.
 - It takes time to build up to having a campaign. You have to have a hook.
 - If a service club took the library on as a project to do fund raising, we might have more success.
 - Our friends group has been very good about getting us what we need. Over the years, they have given us almost \$200,000. They would be the first group to approach if we wanted to do a fundraiser.
 - We could also do something with legacy programs to encourage people to remember the library in their will or insurance policies.
 - We should also consider putting a “Donate” button on our website. The New York Public Library does this. We could run credit card donations through PayPal so that we would not need to get a credit card processing company.
 - We could have bookmarks to slip inside the books to let people know about donation opportunities.
 - Some of the board members will gather samples of brochures and fliers that are used by other organizations to spur this type of giving.

6. New Business:

Motion was made by Tenglund, seconded by Waterman, to approve the wording of the proposition for the 2015 Library Budget Vote as follows:

“Shall the Board of Education of the Olean School District be authorized to raise by tax levy upon the taxable property thereof, an additional \$19,589.00 for the Olean Public Library to increase its annual appropriation from \$979,465.00 to \$999,054.00” Motion carried unanimously.

- It was noted that the vote for 2016 takes place in 2015.

Motion was made by Tenglund, seconded by Waterman, to change date of April Library Board Meeting from the 4/23/2015 to 4/30/2015. Motion carried unanimously.

Motion was made by Kasperski, seconded by McElfresh, to authorize the payment of bills on April 17, 2015 to avoid late fees that may occur due to the later date of the April Board meeting. Motion carried unanimously.

Motion was made by Kasperski, seconded by Casey, to accept, with regret, the resignation of Constance Schuster. Connie is retiring on March 30, 2015. Motion carried unanimously.

- It was decided to bring a retirement card to the next meeting so that all of the board members could sign it.

Review the Library’s 2014 Annual Report for Public and Association Libraries as submitted to New York State.

- Chaffee had emailed a copy of the report to the trustees previously. Paper copies were also available at the meeting.
- This information is collected nationally so that you can compare with other libraries.

Review AUD Report and the Cultural Data Report

- The AUD Report is for every municipal corporation and includes all of our financial information. That is sent to the comptroller. Copies are available online.
- The Cultural Data Project started a few years ago. New York State thought it would be good if organizations that were looking for grant money had all of their financial information available. Our biggest grantor, the Council on the Arts, does not use this; they would rather that we send them a copy of our auditor. However, New York State now has an online grants gateway that requires our audit, our 990, and our charity registration form. The grants gateway also shows grant opportunities.

Investments

- Kasperski said that he and Chaffee had met with Smith Barney.
- There is nothing that we can legally move into for greater investment income.

7. Adjournment: A motion was made by Casey, seconded by McElfresh, to adjourn at 6:44 pm.

Reminders: Budget Hearing April 23, 2015 at 7:00 p.m. Next Board Meeting is April 30, 2015 at 5:30 p.m. in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund