

MEETING MINUTES
Olean Public Library Board of Trustees
September 17, 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 5:40 p.m. by Lanna Waterman. In attendance were trustees Kasperski, Waterman, Casey, McElfresh, Tenglund, Wagner, plus Assistant Director Mahar and Director Chaffee.

1. Consent Agenda Items: A motion was made by McElfresh, seconded by Casey, to accept 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 July, Aug, Sept:

Operating Fund:

#842 July 2015 - \$76,527.46
#843 Aug 2015 - \$74,766.38
#844 Sept 2015 - \$66,092.94

Cafeteria 125 Fund:

#124-120 July 2015 - \$54.02
#125-121 Sept 2015 - \$271.38

Capital Fund:

#CF-252 Aug 2015 - \$5,323.06
#CF-253 Sept 2015 - \$10,870.81

C. Correspondence

Library Staff—a thank you for the lunch on the staff development day

D. Director's Report

- Nothing has been heard yet from the New York State audit.
- A couple of tours are coming up—a high school English class will be coming in to learn about the collection this Friday and the following Friday.
- Sheryl Soborowski started a Little Free Library at Allegheny State Park in the Quaker Lake area last year. Park administration asked her if she would coordinate another one in the Red House area of the park.
- The Friends of the Library met Monday night. They have scheduled their next book sale from October 16-31. The last book sale made over \$1,000. The ongoing passive book sale averages over \$50 per week.

- The Friends are purchasing charging stations for the library. There are six cables for different types of devices. We will get one for each of the main tables plus the conference room.
- The annual meeting is on October 7.
- The non-profit networking day is on November 6 from 8 am to 1 pm.
- Our construction projects are finished. The fire alarm and burglar alarm systems have been installed, as well as the LED lighting.

2. Review of Financial Statements

- Some capital fund money was spent that was from the Manley Grant fund for mini iPads and laptops for the children's program the grant is funding. The kiosk has 3 iPads with academic-type apps.
- Kasperski reviewed the most current balance sheets from August.
- The items in red are red because we are comparing an 8-month report to a 12-month budget.
- We just received the state aid, local sponsor in the amount of \$6,217 today. We also received the library system cash grant. Under gifts and donations, Friends of the Library donations are reported here—a donation of approx. \$12,000 was recently deposited. The Miscellaneous line handles other types of reimbursements, such as e-rate.
- We are trending well on expenditures. There is a \$61,000 payment that will be due in December for state retirement; this number is under what we budgeted, so that is good. The only possible concern is that postage and freight but that was because of the postage meter deposit needed for mailing and we will be working from that amount for the rest of the year.

3. Committee Reports:

Library System Board – McElfresh said that the last meeting was in Mayville. They met with the new outreach person for the system. They elected a new board president, Barbara Kittle. Eli Guinnee's title is now upgraded to director. There is a push to convert other libraries to system libraries like ours. Dunkirk was successful in their bid to convert; Chaffee had met with them to offer advice prior to their vote.

Update on construction projects & Construction Grant Application – LED lighting was installed within a week; the only part that needs to be installed yet is outside under the canopy and that will be done soon. A recycler will pick up the old light bulbs. The fire alarm and burglar alarm people finished at the end of last week. Any alarms will now go out over the Internet, backed up by cell phone and text messaging. They were able to cancel two phone lines that cost \$68 each per month. Monitoring of the system will be done by the company; if they receive a fire alarm, they will call the fire department. If it is a burglar alarm, they will call one of the library officials, and if they cannot get ahold of someone, they then call the police. We should get most of this back through the grant.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

A motion was made by Casey, seconded by McElfresh, to accept one check from the Book Endowment Fund of the Friends of the Olean Library, Inc., in the amount of \$12,697.00 to be used for circulating library materials. Motion carried unanimously.

A motion was made by Tenglund, seconded by McElfresh, to authorize the attendance of Lance Chaffee to the New York Library Association Annual Conference in Lake Placid, NY on October 21-24, 2015. Motion carried unanimously.

A motion was made by McElfresh, seconded by Casey, to approve an expenditure of \$12.00 per attendee for the meals of Library Trustees and Library Staff at the Library System Annual Dinner Meeting at Robert H. Jackson Center in Jamestown NY on Wednesday, October 7, 2015. Motion carried unanimously.

Review and discuss Holiday and Closing Schedule for 2016.

- It was what was done in the past in general. Wagner addressed the Sunday closing issue—the library provides a wonderful service for students and closing on a Sunday takes that day away from them. On holidays, the same situation can occur. Maybe the library should be open on some of those days, possibly with reduced hours, because that is when a lot of people can come to the library. If we try this in the future, statistics will be needed to see if there is use. Other trustees noted that it would be an imposition on the staff. In addition, it was noted that the library is open in the evenings when other people in town are not working, so they can come in then. It would be good to look at what other public libraries do in the region.
- Sunday hours typically were offered beginning in November in the past, through March. As an incentive, the library paid time and a half for full-time people working on Sunday. On Sundays, four staff people work—the circulation desk, information desk, children's desk, and a back room person is here.
- Fridays are traditionally not quite as busy. Could the library be closed on a weekday and open on both weekend days?
- It was suggested that we could do a survey to find out what patrons would actually plan to use in terms of hours.
- In July and August, the library is closed on both Saturday and Sunday.
- It was noted that this issue needs to be on the agenda for the next meeting under Old Business. It would be helpful to have some alternatives to discuss, including days we might want to add back in, and how it would be staffed.
- A motion was made by Tenglund, seconded by McElfresh, to accept the holiday schedule as proposed by Chaffee. Changes to the schedule can be made later if necessary. Motion carried unanimously.

Discuss 2016 Library Budget

- We will need to adopt the budget at the December board meeting.
- We have looked at this budget before. Column 8 is the most recent numbers.
- The 2% tax increase has already been approved and has been added in.
- This budget does not include Sunday work—that was a \$7,000 savings in employee costs. Trustees noted that in the past we had talked about not being open as much to trim expenses, which is shown in this budget. Then today we talked about possibly extending hours, which will affect the budget.
- There will be less utility cost due to the lighting.
- It still shows some deficit spending at the end. We would be borrowing approx. \$14,000 from the fund balance to have a balanced budget.
- In 2016 there will be better numbers for retirement costs because the rates are going down.
- The earnings on investments are optimistic.

- This budget includes a 2% increase. The increase was 2.5% in 2015.
 - Health insurance costs could go down some due to staff attrition.
 - We also got a \$6,700 refund from ACA for non-profit organizations who offer health care.
 - For fuel and utilities, we are trending better, plus we will have savings from lighting.
7. Adjournment: A motion was made by Kasperski, seconded by Tenglund, to adjourn at 6:56 p.m. Motion carried unanimously.

Reminders:

CCLS Annual meeting Wednesday 10/7/2015 in Jamestown

Next Board Meeting 5:30 p.m. on Thursday 10/15/2015 in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund