

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
October 15, 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 5:35 pm by Lanna Waterman. In attendance were trustees Wagner, Tenglund, Waterman, McElfresh, plus Director Chaffee and Assistant Director Mahar

1. Consent Agenda Items: A motion was made by Wagner, seconded by McElfresh, 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 Sept 18-Oct 15, 2015:
    - Operating Fund #845: \$93,039.92
    - Cafeteria 125 Fund #125-122: \$325.10
    - Comments on the warrant sheets
      - Chaffee noted that the carpet and all chairs (public and office) were recently cleaned, which is an annual expense.
      - There was also a bill from the company that handles paper, toner, and printer repairs.
      - The lighting work has begun.
      - We are now getting our magazine subscriptions from W. T. Cox as they have better pricing.
  - C. Correspondence: None
  - D. Director's Report—Chaffee made the following comments, in addition to the information that was in his written report:
    - The fire and burglar alarm systems have been installed. Three rooms did not require smoke detectors but they had them installed anyway for safety.
    - The Non-Profit Networking day is coming up on November 6.
    - The balance of our materials grant from the library system has been sent to the library. The system sends this payment quarterly.
    - We received all of our e-rate money.
    - Our construction grant went through the library system and was recommended for 75% reimbursement. It has been passed on to New York State. We might not hear about it until next September.
    - The Friends of the Library book sale is this coming Saturday.
    - The Arts Council pays us a fee for use of our space and Robert Taylor's time for their show; we recently received this money. They will have a show at the library again next year as well.

## 2. Review of Financial Statements

- Chaffee reviewed the financial statements. We still have not received our CLD state aid money, although it should come in soon. The CCLS money is the materials grant money, mentioned earlier, that has been sent.
- Under “miscellaneous,” the e-rate money that was received this month, plus the bullet aid and the Arts Council payments have been received but do not show on this report because the end date for the report was 9/30/2015.
- Right now it appears that we are doing well and our revenues should exceed our expenses.
- On the Appropriations page, Chaffee noted that we are trying to hold costs on employees; we have saved some this year in those lines. However, we are now open on Saturdays again, starting in September, so the positive gap will narrow.
- We are doing well with fuel and utilities. The new LED lighting will help, plus we changed our supplier for electricity.
- We are also doing well with the state retirement line; our bill should be less than budgeted this year.

## 3. Committee Reports:

- Library System Board – McElfresh said that the annual meeting was held at the Robert H. Jackson Center in Jamestown last week. The systems board met before the annual meeting. The meetings went well.
  - The library system is looking into getting internet service provided centrally using the discount that is available to school systems, which is 90%. If this goes through, all libraries would be required to follow the filtering rules that have been set up for school systems. Originally, when e-rate started, the library got its Internet service in a manner similar to this.
  - At the meeting, the idea of having senior high school students or college students volunteer as tutors.
  - Jim Mahar from St. Bonaventure University brought visitors from Haiti to the library. Senator Cathy Young attended and stayed for the visitors’ presentation.
- Update on construction projects & Construction Grant Application
  - Some of the lighting has already been installed. The first electric bill we received was already 2,000 kilowatts less than what we used the same month the year before, and this bill was not even for an entire year.

## 4. Voice of the Public: None

## 5. Old Business: None

## 6. New Business:

- Discuss 2016 Library Budget (see attached)
  - Column 8 is the appropriate column to look at for income. The tax increase has already been approved. Chaffee adjusted the investment income estimate since we last looked at the budget as well, to reflect a more realistic figure.
  - The appropriated fund balance estimate was higher since the last time we looked at the budget because Chaffee factored in Sunday hours for November-March.
    - Discussion of summer hours ensued. There is not much comment about the library being closed on Sundays in the summer. Sundays are busy—the computers are

used heavily, even though the library is only open for a few hours. People use the facility and borrow materials. There has never been a Sunday when no one came in. When Sunday hours first begin for the year, there are fewer people coming in at first until everyone becomes aware of the Sunday hours.

- Adding in Sunday hours adds approx. \$7,100 back into the budget.
- When the library is closed, no heat comes on. The heat is on timers so the building can be warmed before opening. There are sensors that if the building temperature drops below a certain temperature, the heat will turn on automatically.
- Fuel and utilities are hard to determine but this was a good estimate. The same was true for the New York State retirement line.
- The budget seemed reasonable, well-thought out, and nothing is suffering due to any cuts. It appeared that it was ready to vote on, but it was decided to wait to vote on it because some board members were not present at the meeting.
- We need to approve the budget by December.
- Audit
  - There has been no official report back.
  - There was a comment that we had never set the work week length; Chaffee replied to them to tell them that the board had already set the work week. He subsequently received a letter that said that they closed their audit regarding the retirement system.
- Discuss increasing dollar amount in Capital Reserve Fund
  - We have discussed putting more into the Capital Reserve Fund in the past.
  - The fund is reserved for capital projects, building remodel, etc.
  - It would be good to discuss this when Kasperski is in attendance. It was decided to put this matter on next month's agenda.

7. Adjournment. A motion was made by Tenglund, seconded by Wagner, to adjourn at 6:35 p.m. Motion carried unanimously.

**Reminders:**

Next Board Meeting 5:30 p.m. on Thursday 11/19/2015 in the Conference Room

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

Respectfully submitted,

Ann M. Tenglund