

MEETING MINUTES
Olean Public Library Board of Trustees
January 20, 2016
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 Waterman, Casey, Wolfrom, Wagner, plus Assistant Director Mahar and Director Chaffee.

1. Consent Agenda Items: A motion was made by Wolfrom, seconded by Wagner, 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 December 19-January 20:
Operating Fund:
#828- \$87,413.54

Cafeteria 125 Fund:
#125-125-\$54.02
 - C. Correspondence None
 - D. Director's Report
 - Feb 18 meeting with Kathy Young to advocate for funding, Pat Casey and Lance will attend
 - Yearly annual audit started
 - Motion to accept - Wolfrom, second Wagner - motion passed unanimously
2. Review of Financial Statements
 - Cash on hand at the beginning of the year + \$89,300
 - Good start to the new year, yearly audit next month will present a clearer picture
3. Committee Reports:
None
4. Voice of the Public: Two students from OHS attended to observe meeting
5. Old Business- None

6. New Business - Motion to authorize the Treasurer to pay utilities, equipment leases, payrolls, and payroll withholding taxes as they become due in 2016. Motion made by Casey, seconded by Waterman, motion passed unanimously.

Motion to authorize treasurer to maintain following accounts for 2016,

Community Bank-

Exchange fund, Operating fund, Capital fund checking, Cafeteria plan checking, Broadband Grant Checking,

Morgan Stanley Smith Barney- Temporary investment account

Motion made by Casey second by Waterman, passed unanimously

Motion to adopt schedule for election of trustee and budget vote

Motion by Wagner seconded by Wolfrom passed unanimously

Brief discussion on planning next year's budget, not much change in numbers overall, should be decided by March

Discussion of minimum standards for New York State Public Libraries, generally updated to standardized and uniform.

7. Adjournment: A motion was made by Wolfrom, seconded by Wagner, to adjourn at 6:10p.m. Motion carried unanimously.

Reminders:

Next Board Meeting 5:30 p.m. on Wednesday February 17, 2016 in the Conference Room

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

Respectfully submitted,

Harry Wolfrom