

MEETING MINUTES
Olean Public Library Board of Trustees
September 21, 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 5:35 p.m. by Lanna Waterman. In attendance were trustees Wolfrom, Wagner, Tenglund, McElfresh, Waterman, and Assistant Director Mahar and Director La Voie.

1. Consent Agenda Items: MOTION : 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 July, Aug, Sept:
 - Operating Fund: July, Aug, Sept
 - Cafeteria 125 Fund: July, Aug, Sept
 - Capital Fund: July, Aug, Sept
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director's Report
 - MOTION (Wagner, Wolfrom): To enter executive session at 5:55 p.m. Motion carried unanimously.
 - MOTION (McElfresh, Wagner): To exit executive session at 7:14 p.m. Motion carried unanimously.
 - The board agreed that the director is to implement a reasonable collection procedures with reasonable limits, according to state law, and is given discretion to implement the decisions. The board will review the procedures on a periodic basis.
 - MOTION (Waterman, McElfresh): To accept the new organizational chart. Motion carried unanimously.
 - MOTION (Tenglund, Wolfrom): To approve the revisions to the Public Access Computer Use Policy, Staff Use of Library Computer System Policy, Rules Governing the Use of the Library, and within the Rules Governing the Use of the Library, the Confidentiality of Library Records, Collection Development, Getting a Card, and Responsibilities Sections. The Board also approves a separate Unattended Children Policy, taking that portion out of the Rules Governing the Use of the Library policy. Motion carried unanimously.
 - Sunday hours have been an issue. There are hardly any reference questions on Sundays and overall use of the library is low. The library has been open on Sundays for only four months, and there were no complaints from patrons during the times of the year when Sunday hours were not offered. Sunday shifts are hard to staff. The library could save approximately \$7,000 per year if Sunday hours were eliminated. A comparison of our library hours with other similar libraries has been done, and our

library offers longer hours than many others, even without Sunday hours. Most other libraries do not have Sunday hours.

- MOTION (Tenglund, Wagner): To eliminate Sunday hours. Motion carried unanimously.
- MOTION (Waterman, McElfresh): To approve Michelle La Voie's attendance at the Western New York Library Resources Council annual meeting, the attendance of the director and staff at the CCLS meeting, and for the director to attend the New York Library Association meeting. Motion carried unanimously.

2. Review of Financial Statements

- Kasperski went over the August 2016 statement in detail. Expenditures, eight months into the budget year, are on track. The revenue side CLD deficit is due to a timing issue of when monies are received. There is also a timing issue with the state retirement system payment that shows a surplus. We are tracking where we should be.

3. Committee Reports: None

4. Old Business:

- Audit: Wagner reported that Scott Reed had found that the receipts matched with what was deposited in the bank. The Sirsi records showed a different amount of money than we have receipts for. Most likely the reason is there are payments made that do not go through Sirsi. This is something that Pam Zeigler should be asked to track. We need to have a practice that accounts for all funds. Reed's audit was for January 1 – June 30, 2014 that included the discrepancy that the state auditors had questioned. Reed had asked if the auditors had other discrepancies that should be looked at; there are none that we are aware of. Reed would be willing to meet with us or be on a phone conference with the auditors. Reed will send something to us in writing that can be shared with the auditors. Jack Hart will be the lawyer to receive the report.
- Wagner talked to the former deputy administrator for the county. It would be good to meet with him.

5. New Business: None

6. Adjournment: MOTION (Tenglund, Wolfrom): To adjourn at 7:52 p.m. Motion carried unanimously.

Reminder:

WNYLRC and CCLS annual meetings Friday, 9/30/2016 in Ellicottville

Copies of the director's report, meeting documents, and financial reports are available upon request.

Respectfully submitted,

Ann M. Tenglund