

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
November 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 5:30 p.m. by Lanna Waterman. In attendance were trustees Waterman, Wolfrom, Wagner, Tenglund, Casey, McElfresh, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: A motion was made by McElfresh, seconded by Wolfrom, 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 Oct 20- Nov 16:
    - #858 Operating Fund: \$168,828.02
    - #125-133 Cafeteria 125 Fund: \$34.72
  - C. Correspondence: None
  - D. Voice of the Public: None
  - E. Director's Report
    - The budget needs to be approved in December. This goes along with what was voted on by the voters in May.
    - The salaries are less because one salary was moved into the administrative category that is now covered elsewhere. A 2% increase and the minimum wage increase were factored in. John Stevens and John Snyder are looking at wage compression issues related to the increases in minimum wage.
    - Brenda Miller has sent a letter that she intends to retire.
    - The new overtime law was discussed. The biggest change will be for the librarians who will become overtime eligible. They will need to stop doing any work at home on off-hours. By December, everything should be ironed out.
      - One sentence was added to the overtime policy that indicates that working unapproved overtime can result in disciplinary action up to and including termination. This is a standard clause that is going into overtime policies all over because of the new law.
      - It was suggested that it also be added that supervisors need to obtain approval from the director for any overtime granted for employees. LaVoie will revise it and send it out again.
    - The CCAC contract came in for \$15,500 which includes curating the four shows plus doing the reporting for NYSCA. We might want to revisit this for the next cycle. We get \$17,000 and then the library pays over \$17,000 in matching funds. It is a large expense and we are not seeing large numbers of people attending the gallery shows. We have two more years after this year. This contract started when there were no other galleries in the area. We might get more benefit from the writing end of the contract

(writers' workshops, poetry series, etc.) because attendance is better. Some other libraries have been able to do this for almost free by partnering with local artists.

- They are still waiting for a quote on the parts that need to be replaced on the boiler. Our deductible from our insurance is \$5,000. Our insurance company wants us to put in a claim with National Grid because the problem seemed to have been caused by a transformer problem.
- Cattaraugus Region endowment funds meeting is on hold. Kasperski had said earlier that we should also talk to Smith Barney. Most libraries do have funds with the regional foundations, and having a fund there can help with library fund-raising as well. The purpose for this type of fund could be to support staffing, etc. It would be separate from what the Friends of the Library do for us.
- The property tax check came in on Friday and was deposited.
- Our bill for the retirement system came in close to what was budgeted.
- E-rate reimbursement came in as well. Once we can contract with CCLS for our Internet, CCLS will take care of the e-rate applications.
- The annual audit quote came in. It is \$100 more than last year.
- The co-central library plan was reviewed. A motion was made by Tenglund, seconded by Wagner, to approve the plan.
- A motion was made by Wagner, seconded by McElfresh, to go into and out of executive session to discuss personnel matters.

## 2. Review of Financial Statements

- LaVoie went over the financial statements. Nothing stood out as unusual. The Fuel and Utilities line as under what we normally would pay.
- There was a question about the variance on the NYSCA Gallery Presenters. LaVoie will find out more about it. There was also a question about the Travel lines that had a variance.

## 3. Committee Reports:

- None

## 4. Old Business:

- There had been a question about the Second Street visibility to pull out onto State Street. The matter has been turned over to the city.
- There was a question from a member of the public about posting agendas for the meeting ahead of time. The agendas are very similar each month. An agenda can be posted ahead if people want it.

## 5. New Business:

- Wolfrom and McElfresh will be attending the systems board meeting in December.

## 6. Adjournment—A motion was made by Casey, seconded by Wolfrom, to adjourn at 6:30 p.m.

Next meeting: Monday, December 19, 2016 at 5:30 p.m.

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

Respectfully submitted,

Ann M. Tenglund