

MEETING MINUTES
Olean Public Library Board of Trustees
April 18, 2018
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 by Lanna Waterman at 5:35 p.m. In attendance were trustees Wolfrom, Tenglund, Waterman, McElfresh, Kasperski, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (McElfresh, 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 March 21-April 18:
#875 Operating Fund: \$77,790
#125-149 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director's Report
 - The library will be switching from Peachtree to QuickBooks for accounting software. The library system will provide support for QuickBooks. There have been crash problems with Peachtree when running it on Windows 10, which is a known issue according to their website.
 - The people counter showed a decline from 2017 to 2018. The former people counter was not working properly and overcounted. We actually are not down in library use and attendance.
 - Trustee election: Two people are running for the seat being vacated by Harry Wolfrom.
 - The public hearing on the budget was attended by only one person.
 - Bartlett House: A library trustee was recently approached by an Olean Common Council member asking if the library would have an interest in running it. There has been a lot of misinformation about this. A donor has since provided the city with funding for the Bartlett House for a full year.
 - Discussion ensued about other properties nearby. This will be on the May board agenda.
 - Interior renovations: The remaining two emergency windows will be installed the week of May 21. The pointed edges on the information desk counters were filed and rounded. The architect obtained a quote from a local contractor to dry wall over the

back wall panels and the work should start soon. Project work will be completed by June 30, 2018 so that we can close the grant and get our final payment.

- New York State Construction Aid Applications: Construction aid this year will be at its highest amount ever, so we should strongly consider applying this year. We do not know if our Downtown Revitalization Initiative (DRI) application will be approved. La Voie will brainstorm ideas with her staff and bring the ideas to a future board meeting.
- New York State Budget: The final 2018-2019 budget was passed on April 2, 2018. The enacted budget restored the proposed cuts and added an additional \$1 million. State Public Library Construction Aid also had proposed cuts restored and an additional \$10 million added to the program. Thanks were extended to our representatives in the legislature for working to restore and increase these important funding streams.
- Sidewalk: The board had previously discussed putting in a parking lot where the green space is in front of the library, but the staff had concerns about this idea because programming is held there and the public uses that space.
- Board Email Retention Policy: La Voie checked with Guinee at the System regarding how long official board email needed to be retained on a library server. Guinee said that official board emails are FOILable so the library has a duty to follow records retention schedules that applies to emails that the library has in its possession, not to board members' emails. The library does not have a duty to take steps to store board member emails it does not possess. Individual trustees are not subject to this, so they are free to store or delete emails. However, they should do so in a consistent manner—if it looks to a court of law like they intentionally deleted certain emails to keep them from being seen, they would be liable. There will be links on the Library's web site that would forward emails to board members.
- Employee Hiring and Termination: The New York State Retirement System requires that staff hiring and terminations be reflected in the board meeting minutes. Toni Fragle was hired as a library page; her first day of employment was 3/6/2018. Library page Kasey Miller's employment with the Library was terminated on 4/2/2018.
- Friends of the Library: The Friends approved the annual gift of \$4,000 to help support Library programs. They give this gift every spring. They also provided funds for a pizza party for Library staff on National Library Workers Day on April 10. The board president also provided a large tray of homemade cookies that day. We are very fortunate to have a Friends group to help support the Library so generously. Board members were encouraged to ask friends and family to join and/or donate to this group.
- News from the Library: La Voie's third course for the Advanced Public Library Certification started this month. The Big Read led to the highest OverDrive circulation month ever at CCLS with 7,778 checkouts, which is 16% higher than in March 2017.

2. Review of Financial Statements

- Kasperski went over the financial statements. He will continue to work with the bookkeeper on the format and content of the reports. We should be able to generate the reports directly from the accounting software in the future, instead of having information also put into Excel.
- Overall, our spending is well in line with the annual budget at this point in the year.

3. Committee Reports

- Harry Wolfrom reported on the CCLS board.
 - Construction aid increased. The construction grant application evaluation form, which has several factors to rate, was discussed at their meeting. It is a brand-new process for deciding on awardees this year and they will see how the process works. Presentations on

applications will be made on the last Saturday in July; after the presentations, a decision will be made as to which libraries will be invited to submit a full application. \$800,000 will be given away for use in 2019.

- Three companies will be invited to give presentations for a new integrated library system. There is a committee at CCLS with representatives from member libraries. They hope to seek approval for a new system in June.
- They discussed the Big Read program that was held this year. Their application for the 2019 Big Read was not successful, so they will need to decide on whether to do a regional read or wait until next year to re-apply.
- Their June meeting will be in Westfield.

4. Old Business

- Board designated restricted fund: On June 17, 2009, the board had passed a motion to establish this fund to be used in the future for anticipated or unanticipated expenditures based on a simple majority of the board. The board will consider this at the next meeting.

5. New Business

- OSC Audit: **MOTION (Kasperski, McElfresh):** To enter executive session to discuss the state audit report as well as other contractual obligations at 7:11 pm. Motion carried unanimously.
MOTION (Kasperski, Wolfrom): To leave executive session at 8:10 pm. Motion carried unanimously.

6. Adjournment: **MOTION (Tenglund, Wolfrom):** To adjourn at 8:15 pm. Motion carried unanimously.

Reminder: Budget vote and trustee election is Tuesday, May 1, 2018, from 9 a.m.-8 p.m. at the Library; Volunteer Dinner will be held at Good Times on May 22, 2018 (more details will be provided at the next board meeting).

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

Respectfully submitted,

Ann M. Tenglund