

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
September 19, 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 Edstrom, McElfresh, Sorokes, Tenglund, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (McElfresh, Tenglund):** To approve the consent agenda.  
Motion carried unanimously.
  - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
  - B. Approval of Warrant Sheets for – August 16 – September 19
    - #880 Operating Fund: \$59,914.78
    - #271 Capital Fund: \$14,160.45
    - #125-154 Cafeteria 125 Fund: \$34.72
  - C. Correspondence: Card from the library staff thanking the Board for the staff luncheon on the professional development day
  - D. Voice of the Public: None
  - E. Director’s Report:
    - The game to teach Office 365 at the professional development day was great. (Carol Kowalik-Happy)
    - Two ancestry classes were held that were well done. (Kim Mahar)
    - The Board has been asked to participate in a trunk or treat event.
    - NYS Construction Aid Applications: The project for HVAC units will have to be put out to bid. There are legalities for how this is done. An application for NYS Construction Aid has been filed and libraries are encouraged to start work before receiving approval from the state. The units will probably be replaced in May.
    - Walkway: The new walkway is very nice and people are happy about it. The library plans to publicly thank Helyn Wilson for her gift in the newsletter and on the Facebook page.
    - The change of traffic direction on Second Street has resulted in the need for additional signs. Patrons were pulling in the wrong way into our parking lot from North Second. Carter’s Blacktop painted arrows on the blacktop to indicate the correct traffic pattern and the library is purchasing two Do Not Enter signs to put on either side of the exit.
    - E-rate: The library received its last full E-rate reimbursement in the amount of \$17,122.10. From now on, CCLS will receive the reimbursement directly, and we will pay a discounted rate for our Internet service.
    - Annual Meetings
      - The Library is winning the 2018 Outstanding Library Program Award from WNYLRC for our handling of the Drag Queen Kids’ Party.

- The annual CCLS meeting will be held at St. Bonaventure University on October 10.
- The annual NYLA conference is November 7-10 in Rochester, NY
- Pilot Payments: In a class that La Voie is taking, it was advised that we look into whether the Library is owed any PILOT (Payments in Lieu of Taxes) payments. We would need to determine if the school district has received PILOT payments from local companies that received tax breaks that were brokered/arranged through local IDAs. If so, the Library may be entitled to a portion of these payments if the school district included our tax amount in their total taxes.
- Friends of the Library
  - The wine tasting event was very nice and was well-run. The wine speaker was well received.
    - The sound system could be re-positioned to be more central, because it was hard to hear.
    - It might be good to limit the number of baskets that a single person can win.
    - Additional advertising might help. Attendance was very healthy though.
  - In the future, these events will become much more of a fund-raiser. It would be good if library staff members were present, circulating, and able to answer questions.
  - The next major fundraiser, Booktoberfest, is planned for February 22, 2019. The Friends are inviting local breweries to do beer tastings and other educational talks on the micro-brewing process.
    - **MOTION (Edstrom, McElfresh):** To approve the Booktoberfest event in February 2019. Motion carried unanimously.
  - At their September meeting, the Friends gave the annual Book Endowment gift in the amount of \$11,212.50 to the Library. This money goes toward purchases of books and other materials and is a big help towards keeping our collections current. A thank you card is being sent to the Friends.
- Library News
  - Head of Outreach Services, Sheryl Soborowski, received a grant from CCLS to cover the cost of having 1,000 planned giving brochures professionally designed and printed.
  - La Voie spoke to a journalism class at SBU on September 11 about the Library's role in the community, its successes, as well as its needs. The SBU students may be helping the Library lay the foundation for our capital campaign, as this class and their professors develop media campaigns for different community organizations.
  - La Voie attended a Chamber Business After Hours event at Raymour & Flanigan on August 22. La Voie and other staff will attend some others before our event in January.
  - The Library Facebook statistics set a new record in August with the "banana" posts, which received 63,117 hits/reactions/shares/comments. People expressed appreciation for the Library brightening their week with the posts. The Library was again mentioned on the ALA Think Tank website for innovative use of social media.

## 2. Review of Financial Statements

- We will be receiving bullet aid this fall.
- We received the state aid CLD money.

- E-rate money was received in September, as was the donation from the Friends.
- Library charge income was down because of the fax machine not functioning. The problem is with the phone line, not the fax machine. A new phone line will need to be run.
- Differences in salary lines were because of three payrolls in August.
- The entire capital improvement budget line was used to replace the computer server.

3. Committee Reports: None

4. Old Business:

Smith-Barney account/Community Bank business account

- An appointment will be made soon with the bank to discuss this.

Art auction suggestion

- La Voie spoke with someone who thought that he could help with that.
- A staff member has compared the inventory list with what is in the storeroom.

Financial Officer/Treasurer positions

- La Voie received a suggestion on someone for this position and contact will be made soon.

Storage shed (Ed Wagner/Larry Sorokes)

- Work is continuing on this issue.

5. New Business: None

6. Adjournment: **MOTION TO ADJOURN (Edstrom, Tenglund):** To adjourn at 6:28 p.m. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund