

MEETING MINUTES
Olean Public Library Board of Trustees
October 17, 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 5:33 pm. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Tenglund, Waterman):** 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 –September 19—October 17
#881 Operating Fund: \$59,362
#125-155 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: From the Friends of the Library thanking the Board for their help with the wine tasting event.
 - D. Voice of the Public: None
 - E. Director’s Report

Departmental Report

Carol Kowalik-Happy gave a report on her work as Head of IT, Technical Services, and Digital Literacy. She distributed a sheet showing the amounts she has been able to save on phone service, copier paper, toner, web hosting, and Internet firewall and filtering software. She has been able to take advantage of the buying power of the system and sales. Toner is now part of the service agreement on the copiers. The system is paying for web hosting and we are now with a new company. With the firewall and filtering software, we are totally in compliance with e-rate now.

The new phone system will provide a separate extension for each employee, with voice mail. Phones will no longer be e-rate eligible. The new phones will be in by the end of the year. The company will program the phones before they are shipped, so they will be ready to be plugged in and used.

Regarding the fax machine, Mike Jones from the system came in for a walk-through before construction started last year. They looked at data and phone line coverage in the building. They looked at moving the server rack into Carol’s office, which was

more secure. They upgraded cables and switches, which were reimbursed with e-rate money. They also put in data lines for the phones. The fax machine was plugged into this same system, but it worked only sporadically. The first idea was that an aging board was the problem, but now we are on Spectrum and are no longer using the old board, and it is still not working properly. Now they believe that when construction was done, they did not use a large enough conduit and the fax line might be kinked within the conduit. They should be in to fix it on October 22.

In the Technical Services processing area, two library clerks left, so now the staffing in that area consists of Carol and one other person. They are using other book vendors now and these vendors process the materials properly so that they are shelf-ready when they arrive. Part-time librarians will soon be handling some of the ordering as well.

Koha is a new integrated library system that will be in use by the end of October. The go-live date is October 29. It is open-source and will save the system a lot of money. Some of the savings will be spent on software development. The rest of the money will be used to provide an extra delivery day, so we will have three deliveries of books on a weekly basis. Carol has been serving as a trainer for the new system in the region as well. The library's staff has been helping to test the system as well.

Regarding digital literacy, tutoring has continued. A STEM session for summer reading was held for ages 4-6, where a story would be read and then they would take the action from the story and program the robots to follow the action of the story. Carol also received a Manley grant for pre-K to college to teach about coding. She is also looking into some other coding programs and equipment, including computers that can be used for coding exercises that will return to their original install state upon restart. There is also a possibility of additional computers for teens.

Regarding technology, all of the computers are running Windows 10, except for the microfilm computers. Symantec and Deepfreeze are on all of the computers. All of the software in the system is becoming standardized so the systems technical expert can come in if needed as well. The new server is set up and running. With the Koha transition, some of the server work has been set aside until later, since it is not time-sensitive.

All email is now on Office 365. Carol played a training game at the staff development day to help staff learn more about Office 365. They will be using some additional features such as the shared calendar or collaborating via Word.

Carol is working on an acceptable social media posting policy for patrons. After some of the posts this summer, it was apparent we need such a policy. The policy will cover what types of posts will be removed, as well as why some posts are allowed to remain up.

On October 5, Carol presented at the Western New York Library Resources Council un-conference. She also attended a session on an escape room based on information literacy. She attended a gamification conference in July and is trying to put more gamification into training as well.

Planned Giving Brochures

The new planned giving brochures were distributed. They look very nice and should be effective.

WWI Exhibit

The library will host the WWI Exhibit beginning on Thursday, November 1 and ending Friday, November 30. We might have to limit how many items are accepted because of a shortage of display cases. Many people are interested in loaning items. On Monday, November 12, they plan to host a donut and cider party in the gallery to commemorate the 100th anniversary of Olean's celebration of the Armistice. That celebration took place on November 12, 1918 and included donuts and cider as well. It is hoped that Linda Edstrom's band can perform WWI music that evening.

We needed a form to describe the lender agreement for those who are lending objects to the library. A form that was reviewed and discussed by the Board.

MOTION (Tenglund, Edstrom): To approve the incoming loan agreement form. Motion carried unanimously.

NYS Construction Aid Project

We most likely can use the architect to oversee the public bidding process for the HVAC replacement project next spring.

News from the Library

La Voie met with students from the SBU journalism class who have chosen to work on the library's media campaign project. The students want to present their ideas to the board at the conclusion of their project.

Head of Programs Jennifer Stickles and La Voie went to the Annual Meeting of the Western New York Library Resources Council to receive one of two awards given out every year, the 2018 Outstanding Library Program of the Year award, given to the library in recognition of the Drag Queen Kids' Party.

La Voie attended a meeting of the Western New York Regional Advisory Committee meeting, which included a visit to the Strong Children's Museum and a discussion about awarding digitization grants for historic collections, as well as measures to improve communications between libraries and archives that house unique collections in the region.

Mahar and La Voie attended the CCLS annual meeting, which included a Koha training session, a tour of the SBU library, and a dinner and business meeting.

Outreach Coordinator Sheryl Soborowski took out an ad for the library in the Greater Olean Area Chamber of Commerce's new local guide book. Jennifer Stickles has a paid spot as an editorialist at VOYA Magazine (Voice of Youth Advocates). VOYA is a bimonthly magazine that provides book reviews and information for librarians with a focus on young adult materials.

Kasperski reviewed the financial statements. Additional adjustments are still needed in the reports. Overall, spending is in reasonable shape. There are no line items that are substantially in arrears, and there is nothing unusual in the expenditures. The clerical staff line is over budget due to retirement pay-outs.

La Voie noted that the YMCA employee benefit was moved under the Salaries and Benefits line. Also, we will be receiving a refund for the telephone line. That budget line will be going down, now that we are working with Spectrum.

3. Committee Reports:

CCLS Board Report (Linda Edstrom): Their next meeting is in December. They met last week at the CCLS annual meeting.

4. Old Business:

PILOT Payments (Larry Sorokes/Michelle La Voie)

It has not been possible to schedule a meeting on this yet, but it will be done soon.

Smith-Barney account/Community Bank business account (Mike Kasperski/Michelle La Voie)

A meeting will be set up soon to discuss this. Also, Kasperski has talked to someone at Smith-Barney about the account.

Financial Officer/Treasurer positions (Mike Kasperski/Michelle La Voie)

La Voie has reached out to the school district business office manager who said that she would talk to their treasurer to see if she was interested in serving in this capacity, but she has not heard back on this yet. La Voie said that it is standard on other boards to have a separate treasurer, from the research that she has done.

Storage shed (Ed Wagner/Larry Sorokes)

Sorokes talked to a representative of one contractor, who said that he would be willing to advise us, but they were busy now. We could look into purchasing a shed as well. It was decided that we should price them out and then discuss it further. Other options for building a shed were also discussed.

5. New Business: None

6. Adjournment: **MOTION (Sorokes, Wagner):** To adjourn at 6:50 pm. Motion carried unanimously.

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

Next meeting: Monday, November 26—moved due to conflicts during Thanksgiving week

Respectfully submitted,

Ann M. Tenglund