

MEETING MINUTES
Olean Public Library Board of Trustees
November 26, 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 pm. In attendance were trustees Sorokes, McElfresh, Waterman, Tenglund, Wagner, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: **MOTION (McElfresh, Tenglund):** 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 –October 18—November 26

#882 Operating Fund: \$137,935.90

#125-156 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

Letter Writing Campaign: There is a letter writing campaign, run through WNYLRC, asking patrons to write in support of adequate library funding. Politicians like letters from the patrons themselves, and anything that has photos of patrons doing things in the library and showing a benefit of the library.

Encumbrance for 2018 Expenses: With the new Koha system, the system has to order through Koha, but they have not been able to do any ordering. There is a question about encumbering money for 2018 expenses, to be paid in 2019, as a result of this problem. This way, the money would be accounted for this year. It was decided that LaVoie would bring the amounts to the December meeting. There might also be a need to encumber for phone expenses.

NYS Construction Aid--HVAC Project: An architect had sent in a proposal to oversee the HVAC project, which would include managing the public bidding process, bringing in an engineer to confirm existing conditions and equipment, and a review of temperature control issues in several areas of the building. There are problems with differences in temperature throughout the building. The bidding process can be difficult because there are a lot of regulations. Discussion ensued regarding options and the idea will be given further consideration.

Bullet Aid: Bullet aid that we were promised in July still has not been paid by the state. Normally, bullet aid has been received by now.

Property Tax Check: The 2019 property tax check was delivered on 11/16 and has been deposited.

NYS Retirement System Bill: The bill for 2019 came in. We prepay this bill each year to save approximately 1% on what is owed. Our 2019 payment, which we will pay in December, is significantly less than the estimated total they provided to us last year, due to the retirements of several staff members in the past. We may notice a reduction in the 2020 bill as well, due to additional retirements.

Friends of the Library: Tuesday, 11/27 is Giving Tuesday. People can go online to donate to a wide variety of charities and other nonprofit organizations. The Friends are taking part in this event for the second year in a row. Last year the Friends raised \$400 from donors on this day.

News: The WWI exhibit and events have been going over well. The SBU students who have worked on our media campaign will be giving their final presentation on December 6. LaVoie went to the New York Library Association Conference in November. Jennifer Stickles presented a session at the conference about LGBTQ programming in rural libraries, with Cuba Library Director Tina Dalton.

2. Review of Financial Statements: Kasperski reviewed the financial statements. We are in good shape with revenues and expenditures. Reference was made to the earlier conversation regarding possible encumbrance for 2018 expenses. The fax machine is now working and is getting a lot of use. We still have another payment coming in under "Other, CCLS." Gifts and donations are looking good. Overall, we are in good shape.

3. Committee Reports: None

4. Old Business:

PILOT Payments (Larry Sorokes): Sorokes talked to the County IDA about this. Any special district taxes are never part of an IDA tax abatement. Whatever part of taxes are abated for city, school, and county, special allocations, like for the library, would not be reduced. Some libraries have found that when the school gets an abatement, they include the tax coming in for the library as well, even though they should not. In order to know, you would need to know which firms have an IDA abatement, and then determine if there was also a library abatement. It should be public information from the IDA to give us a listing of firms that received abatements. The school district most likely gets their tax roll information from other tax entities, such as the city and towns. It was decided that the library should request a list from the IDA, by year.

Smith-Barney account/Community Bank business account (Mike Kasperski/Michelle La Voie): They met with a representative of the bank with the intention of moving the funds to the bank. The bank has looked at our investment policy and they can invest in some funds and CDs that could yield 2-3% interest, while complying with the policy. The ongoing cost is 1% of the portfolio. We would net more this way than we have in the past. There will be further discussion to iron out details. The investment would be insured. They will also look into reimbursing the fees for our online banking, so that we would not have to keep a higher amount in our checking account, where it does not earn interest.

MOTION (Wagner, McElfresh): To move the Smith-Barney account to the

Community Bank business account. Motion carried unanimously.

Storage shed (Ed Wagner/Larry Sorokes): The custodian and Wagner looked at pre-made sheds and compared them to specifications the custodian wanted. They looked at some that were reasonably priced. The custodian found an Amish builder in Cuba and they want to check to see what the possibilities are there. This project will be on hold until they have time to deal with it, as winter is not the time to put up a shed anyway.

5. New Business: None

6. Adjournment: **MOTION (Kasperski, Tenglund):** To adjourn at 6:23 pm. Motion carried unanimously.

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

Next meeting: Wednesday, December 19.

Respectfully submitted,

Ann M. Tenglund