

MEETING MINUTES
Olean Public Library Board of Trustees
December 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 Tenglund, Waterman, Wagner, Edstrom, McElfresh, Kasperski, Sorokes, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: **MOTION (McElfresh, Edstrom):** 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 –November 27—December 19
 - # 883 Operating Fund: \$62,111.08
 - #125-157 Cafeteria 125 Fund: \$34.72
 - # 272 Capital Fund: \$6,203.66
 - There was a discussion about encumbering and whether it was possible to encumber money from this year’s budget to pay for books next year; it was decided that it would be permissible if we were in the act of incurring the purchase, such as through placing an order or a payment.
 - There is an order currently out for technology and equipment in the amount of \$8,069. The purchase order has been issued.
 - Some of the delay in ordering was because of delays in getting information from the system.
 - It was noted that we would not be spending money just because we had the money in the budget, but that was not the case with these two items.
 - The items would not necessarily need to be on the warrant sheets as long as the Board was aware, and the intent was to use the 2018 budget.
 - We need to confirm with the auditor how this should be presented.
 - **MOTION (Kasperski, Edstrom):** To encumber the two purchases discussed, for books and technology/equipment, from the 2018 budget. Motion carried unanimously.
 - C. Correspondence--None
 - D. Voice of the Public--None
 - E. Director’s Report
 - NYS Construction Aid Project: LaVoie said that she has not yet heard back on this to have a professional oversee the HVAC project.
 - New Employee Salary Schedule for 2019: Each year, the Board adopts a salary schedule that is used for the library’s new hires. This is needed for Civil Service if we

post a position. **MOTION (Sorokes, Wagner):** To approve the 2019 Starting Salary Scale. Motion carried unanimously.

- GOACC Business After Hours at the Library: This event will be held at the library on January 23 from 5-7 pm and will include refreshments with beer and wine; a permit has been requested. The library plans to close at 3 pm to set up for the event. Discussion ensued as to whether the library should re-open after the event at 7 pm, but it was decided that it would not be worth it to re-open. **MOTION (McElfresh, Wagner):** To close the library at 3 pm on January 23. Motion carried unanimously.
- Bullet Aid: The aid promised by the state for 2018 still has not been sent out, even though it is usually received in the early fall. The system confirmed that we may receive the aid in January.
- Teen Behavior and Communication Staff Training: The Executive Director of the School Library System ran a training program to speak to the staff about managing teen behavior and establishing positive communications with them. This was a mandatory training; those who could not attend had to watch the video of the program. Topics of the training included teen brain development, effective communication, establishing positive rapport and relationship building, setting appropriate boundaries and expectations, and clearly communicating our rules to them so they understand the expectations. The feedback from the staff was positive. It was also noted that the library does not have the rules posted, so this will be done. The rules will be framed positively and stated succinctly. Having the rules posted will also help with adult patrons.
- Library Expansion/Fundraising: In 2019, we should reconvene discussions regarding the proposed expansion and capital campaign project.
- Postgraduate Library Finance Course: LaVoie completed the fourth of the five classes for the Advanced Public Library Administration certification program that she is taking through Long Island University. The course was in finance which was helpful for understanding funding mechanisms for public libraries as well as finance laws governing different kinds of libraries. LaVoie completed a final project on the kinds of audits conducted by the OSC of public libraries over the past five years; she distributed her final report that summarized this information.
- Upcoming Policy/Policy Change Recommendations: LaVoie is researching several policy recommendations and/or changes that she will present in January.
- Friends of the Library: Tickets for the “Booktoberfest” fundraiser on February 22 are now on sale. Tickets include beer tastings from local micro-breweries, food, and a talk on the micro-brewing process. There will also be an assortment of raffle baskets and a 50/50 raffle.
- News from the Library: Full-time librarians will be making visits to other public libraries to encourage an exchange of ideas in the way that we do things. Visits will be pre-approved by the director and by the library being visited. They may also participate in a system field trip. These will be paid days and will include mileage and meal reimbursements.

2. Review of Financial Statements

- We should be close to budget on the expenditure side for the year. The overall spend should be under budget.
- Book ordering was delayed this year due to the migration to a new library system.
- There were some savings in Internet expenses.

- There are savings in administrative and office supplies, including toner, due to a change in vendor.
- The spending on outreach has not been as high because of grant funding.
- The technology/equipment line will be spent as a result of a purchase order that is out now for telephone systems, etc.
- The bookkeeper has been taking online training courses for the Peachtree accounting software. An adjustment is needed on the first page of the reports.
- We are getting a new statement from M&T on our collateral because New York State requires that it must be from a New York State bank.

3. Committee Reports:

- CCLS Board meeting report: Edstrom said that they met last Wednesday. The meeting time will change to 6 pm in 2019. The sexual harassment policy was discussed at great length, including state requirements. A new director has been hired and will start January 17; Janice Dekoff from the Dunkirk Public Library was selected for the position. The City of Jamestown's Prendergast Library is having financial difficulties. There was a discussion about reading programs for young children, such as story-walks or thousand books before kindergarten; funding is available through the system for these programs for member libraries. There were discussions about electronic resources. Budgets were discussed; this is the third year that they have run a deficit at the system. They may be looking into some cost-sharing with member libraries, which other systems do.

4. Old Business:

- PILOT Payments (Larry Sorokes): This is in progress and will be discussed at the next meeting.
- Smith-Barney account/Community Bank business account (Mike Kasperski/Michelle La Voie): This is also in progress; a motion was made to this effect in the November 2018 meeting.

5. New Business:

- Annual Audit: There was a discussion as to whether we should put out a request for public bids for the annual audit of the Library's finances. According to the OSC, it is good practice to change auditing firms every few years. However, there are fewer firms in this region that do these audits. Our current auditor has done an excellent job for us and knows our systems as well. If we are to put it up for bid in the future, we should start the bid process in October of the previous year.
- Adoption of the 2019 Proposed Annual Budget. There were no proposed changes to any line items in the budget approved by the voters last May. The approved budget is to be approved by the Board in December. **MOTION (Tenglund, Sorokes)**: To adopt the 2019 annual budget. Motion carried unanimously.
- Trustee terms: Kasperski's term is up in 2019. Having someone on the Board with a financial background is important. There was also a discussion about the definition of what a trustee financial experts does versus a treasurer. These roles should be defined before the library hires someone in a treasurer role.
- Director's evaluation: **MOTION (Edstrom, Tenglund)**: To enter executive session at 7:00 pm to discuss personnel. Motion carried unanimously. **MOTION (Edstrom, Wagner)**: To leave executive session at 8:10 pm. Motion carried unanimously. While in executive session, the Board decided the following:

- To ask LaVoie to summarize/digest the board and staff survey results and discuss, in executive session, what issues she saw and how she might address them.
- To grant a 3.75% raise for the director.

6. Adjournment: **MOTION (Tenglund, Sorokes):** To adjourn at 8:35 pm. Motion carried unanimously.

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

Next meeting: Wednesday, January 16, 2019

Respectfully submitted,

Ann M. Tenglund