

MEETING MINUTES
Olean Public Library Board of Trustees
January 16, 2019
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 Waterman, Tenglund, Edstrom, McElfresh, Wagner (via teleconference), Sorokes, Kasperski, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: **MOTION (Tenglund, McElfresh):** 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 December 20-January 16:
#884 Operating Fund: \$61,200.77
Caf-125 #125-158 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: We received an invitation from the Rotary Club, addressed to the library, about an award dinner on 1/30.
 - D. Voice of the Public: None
 - E. Director's Report
 - **Security Cameras:** It is necessary to add additional security cameras to ensure the safety of patrons and staff, as well as library holdings. Cameras are also needed outside. Additional cameras will require a new DVR system, which would also increase the image quality. Austin Security, the firm that installed the previous system, quoted \$8,646 for this work, which can be covered from the equipment budget. **MOTION (Edstrom, McElfresh):** To authorize the purchase of the security cameras as proposed. Motion carried unanimously.
 - **GOACC Business After Hours Event at the Library:** This will be on January 23 from 5-7 p.m. LaVoie will discuss planned renovations and Sorokes will speak on behalf of the Board, including information on serving on the Board and giving opportunities. The Friends will have a table to publicize what they do and to sell tickets for the brew-fest in February. The new plaque to name the Gallery in honor of Robert Taylor will be unveiled.
 - **NYS Construction Aid Project:** LaVoie has discussed this project with an engineer whose firm may be interested in helping with the bidding process and as clerk of the works; a quote will be available by the February Board meeting if the firm is interested.

- **Anti-Harassment Policy Updates:** The Employee Handbook section on Anti-Discrimination/Anti-Harassment has been updated to include volunteers. The Complaint Form and policy receipt acknowledgement form were also updated. Once approved by the Board, copies of the policy will be distributed to all volunteers. Employees receive an updated Handbook whenever revisions are made.
MOTION (Edstrom, McElfresh): To approve the updates as distributed. Motion carried unanimously.
- **Comp Time Policy:** Full-time employees who work more than 75 hours in a two-week pay period should be able to recoup those hours in the following pay period, in the form of time-off, as long as this does not negatively affect library operations. Any time not used by the end of the following pay period is forfeited. The policy on Use of Comp Time for Exempt Employees was reviewed and revised.
MOTION (Tenglund, Edstrom): To approve the Comp Time policy as amended. Motion carried unanimously.
- **Employee Handbook Update:** Section 701 of the Handbook, “Employee Conduct and Work Rules,” spells out the disciplinary process for employees who receive warnings for misconduct or incompetence. Language was added to the policy to discourage negative gossip in the workplace and misunderstandings. People have the right to talk to others, but it has a tendency to create false information and hurt employees.
MOTION (Tenglund, McElfresh): To approve the changes as distributed. Motion carried unanimously.
- **No Smoking Policy Update:** Our current *Rules Governing the Use of the Library* states that there is no smoking or using tobacco in the library or on the library grounds. However, with vaping and the possibility of the legalization of marijuana, we should be more specific. The policy was updated to include vaping or e-cigarettes.
MOTION (Sorokes, Wagner): To approve the changes in the policy. Motion carried unanimously.
- **Teen Behavior/Building Monitor:** Due to the high number of teens using the library after school and some behavior issues, the idea of hiring a building monitor was brought up. We had discussed hiring a security guard in the past, who would also help with adult patrons, but because of cumbersome Civil Service rules around this position, it really was not practical, but the building monitor would be, because it would be labor class. We could post and hire for this job rather than Civil Service running an exam for it. A building monitor would be similar to a hall monitor in a school, checking that rules are being followed, notifying administration of problems, helping to enforce that banned patrons do not come in before the end of their ban period, and monitoring the facility. The position would be hired for 15 hours per week, during the busy after-school hours. Money can be built into the 2020 budget to have the monitor available for additional evening hours when staff tends to need additional back-up. For this year, there is sufficient funding in the budget.
MOTION (Tenglund, Sorokes): To approve hiring the building monitor as described. Motion carried unanimously.
- **2019 Trustee Election and Budget Vote Schedule:** The schedule was reviewed. The budget hearing will be on Tuesday, April 9 at 6 pm and the vote will be on Tuesday, May 7, with polls opening at 9 am and closing at 8 pm.
- **Library Expansion/Fundraising:** The proposed library expansion and capital campaign project was discussed. Ideas about hiring a professional fundraiser who works with libraries were discussed. We need to be careful to not hire someone who charges a percentage; we should look for someone who charges a fixed amount. LaVoie had a recommendation from a library system director of someone who would be

good. It was noted that someone has to do the asking and you cannot hand off the relationship. The fundraiser would be someone who would organize and advise. LaVoie will contact the recommended person for an initial discussion.

- **Bullet Aid**: We received a check for \$7,500 for our 2018 Bullet Aid in late December, which was deposited in early January. Future bullet aid is in question due to Democratic control of the state legislature.
- **Library Advocacy Event at SBU**: This event will be with representatives from the offices of Senator Young and Assemblyman Giglio will be held at the St. Bonaventure University Library on Thursday, January 18 at 1 pm.
- **Conflict of Interest Forms**: Each year, trustees and staff must fill out the Conflict of Interest form, which was handled at the meeting.

2. Review of Financial Statements

- Kasperski reviewed the statements for the Board. There was some unused money because of the problems with book ordering with the new Koha system. This will be accrued to handle the orders that were placed. There was also an adjustment for NYSCA (New York State Council on the Arts).
- The technology and equipment line will be adjusted up.
- It is good to have a surplus, and this can help us with a capital campaign as well.
- We have received the engagement letter from Scott Reed for the annual audit. The fees will be similar to last year.
- The water bill was discussed as it seemed high. It was for a month, so someone should check to see if there is a leak.

3. Committee Reports: None

4. Old Business

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

- This account has been set up and Kasperski is continuing to work with them to ensure that they are investing it in accordance with New York State rules. The money has been deposited in the account.

Director's Evaluation (discussion)

- **MOTION (Waterman, Tenglund)**: To go into executive session at 6:35 pm to discuss personnel matters. Motion carried unanimously.
- **MOTION (Kasperski, Sorokes)**: To leave executive session at 7:42 pm. Motion carried unanimously.

5. New Business

MOTION (McElfresh, Tenglund): To authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2019. Motion carried unanimously.

MOTION (McElfresh, Edstrom): To authorize the treasurer to maintain the following accounts for 2019:

Exchange Fund Account – Community Bank
Operating Fund Checking – Community Bank
Capital Fund Checking – Community Bank
Cafeteria Plan Checking – Community Bank
Broadband Grant Checking – Community Bank

Temporary Investment Account – Community Bank
Motion carried unanimously.

MOTION (Sorokes, Kasperski): To adopt the Schedule for the Trustee Election and 2020 Budget Vote. Motion carried unanimously.

Review/update Treasurer and Financial Officer positions in OPL Bylaws

- LaVoie has had some preliminary discussion with someone who may be interested in the treasurer position as described in the Handbook for Library Trustees.
- It would be good to wait to update the bylaws until we settle on a job description to hire a treasurer.

6. Adjournment: **MOTION (Tenglund, Sorokes):** To adjourn at 7:44 pm. Motion carried unanimously.

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

Next meeting: Wednesday, February 20, 2019

Respectfully submitted,

Ann M. Tenglund