

MEETING MINUTES
Olean Public Library Board of Trustees
February 20, 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 5:30 p.m. In attendance were trustees Edstrom, Tenglund, Wagner (via teleconference), McElfresh, Sorokes, Kasperski, Assistant Director Mahar, and Director La Voie. Also in attendance were Scott Reed and Danna Isaman of Buffamante, Whipple, Buttafaro, PC.

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 January 17-February 20:
#885 Operating Fund: \$51,728.03
#125-159 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- **MOTION (Waterman, Edstrom):** To go into executive session to discuss personnel matters at 6:22 pm. Motion carried unanimously. **MOTION (Edstrom, McElfresh):** To leave executive session at 7:00 pm. Motion carried unanimously.
- **Water Bill:** La Voie investigated the higher water bill and found that we use 400 gallons of water each month, primarily because the toilets use approximately 10 gallons per flush. It was recommended that we check to see about getting new toilets that use less water.
- **Budget 2020:** Potential scenarios for the 2020 budget were presented, based on different tax increases. If we are going to ask for a tax increase, the Board will need to decide by next month. We will not yet know what the tax cap will be set at in the fall, but it has been approx. 1% in the past few years. Because we will not know what that percentage would be, La Voie recommended that the Board vote to override the tax cap so that we are covered; this would not necessarily mean that we would be overriding the cap for certain and the Board can vote to rescind the motion if we do not need it.

The new building attendant position was added into the scenarios (this position was not included in the 2019 budget because it was only recently approved). We also need to account for future increases in minimum wage, merit pay increases, and utility and insurance increases.

The idea of going with a 2% increase was discussed to protect our position in the future.

MOTION (Tenglund, McElfresh): To approve exceeding the tax cap for the 2019 year. Motion passed with two opposed (Edstrom, Wagner).

It was noted that the motion to exceed the tax cap was a procedural motion to protect us from unknown future possibilities. Those opposed to the motion felt that with the economy in this region, we should not exceed what the state has set as a maximum. Mathematically, you could vote in a zero percent tax increase and still exceed the tax cap if the tax base went down.

The budget proposed did not show any big increases in any line and it is easy to see that the library is spending the funds wisely. In addition, we can show that people are using the library, and use has increased. We need to invest more to keep the programs going. Public libraries benefit people who struggle the most. Libraries are investigating new services all the time, and provide things that people sometimes cannot afford, such as high-speed Internet. We need to ensure that our library can continue to look into new services as well.

MOTION (Edstrom, Kasperski): To approve the budget at a 2% increase with no use of fund balance (marked "Option 1, No Fund Balance" in the Board packet). Motion passed unanimously.

- **Trustee Election and Budget Vote Calendar:** The vote will occur on Tuesday, May 7, 2019, with polls open from 9 am to 8 pm. The budget hearing will be Tuesday, April 9, 2019 at 6 pm.
- **HVAC Project:** A firm has submitted a proposal to serve as clerk of the works for the project, which will include overseeing the public bidding process and the work itself. Wagner had noted some areas to ask about in the proposal, which will be addressed soon.
- **Library Expansion/Fundraising:** La Voie is in the process of contacting a fundraising consultant who was recommended by the director of the Pioneer Library System.
- **Building Attendant Position:** Interviews have begun. The position will be posted through February 22. The person will most likely start in the beginning of March.
- **Fragrance Free Workplace and Accommodations:** At a previous Board meeting, the possibility of establishing a fragrance-free workplace policy had been discussed.
- **Library Advocacy Day:** NYLA's annual Library Advocacy Day in Albany will be Wednesday, February 28. La Voie will be attending. Advocacy is needed again this year, because the governor's proposed budget includes cuts to state aid for libraries. The governor has proposed \$4 million in cuts to operating aid and a \$10 million cut to the construction aid program, despite over a billion dollars in construction needs for NYS libraries.
- **Friends of the Library:** The Friends approved \$1,500 to help us purchase 300 DVD cases, as there are a large number of unshelved DVDs due to not having sufficient

cases. Booktoberfest, a beer-tasting fundraiser, will be Friday, February 22 from 7:00-9:30 p.m. The annual bookmark award ceremonies will be Saturday, March 2 at 11:00 am and 1:00 pm. The bookmarks, created by students from area schools, will be on display in the gallery from March 2-9.

- **Library News:** The January 23 GOACC Business After Hours event was a success, with a good turnout. The plaque naming the gallery in honor of Robert Taylor was unveiled at that event. Sheila Taylor later approached La Voie and thanked the library for the ceremony and plaque. Also, La Voie attended a Leadership Luncheon cohosted by the Olean Charter for Compassion and the Cattaraugus Regional Community Foundation on February 5.

2. Review of Financial Statements

- Issues related to technology that was ordered at the end of 2018, to be charged to 2018, were discussed.
- No problems were noted on the financial statements.

3. Committee Reports

CCLS Board Meeting (Edstrom): The last meeting was cancelled due to weather but they voted on some items, including changing the signatures on the bank accounts, and approving a slight budget amendment. All of the votes were done via email.

4. Old Business

Smith-Barney account/Community Bank (Kasperski/La Voie): Kasperski said that he has been in contact with the portfolio manager, who has given him a listing of where he recommends that funds be invested. Kasperski and La Voie will review this listing.

5. New Business

- **Budget presentation** by Scott Reed and Danna Isaman of Buffamante, Whipple, Buttafaro, PC, regarding the Library's 2018 Audit
 - Isaman is the lead on the library's audit at BWB.
 - Reed noted that the audit was a clean opinion.
 - Board members were encouraged to use pages 2-5 as a high-level picture of how things went last year.
 - Less money was spent on materials in 2018 due to the change in computer systems at the system level. However, we are paying for orders now that would have been placed last year had the computer problems not occurred.
 - The management letter that accompanied the audit detailed important findings.
 - Bank reconciliations and reporting: Monthly bank reconciliations were not performed in an accurate manner as there were discrepancies between the reconciled bank balance in the checking account and the amount reported in the general ledger. However, this stemmed from problems in the prior year and the Peachtree upgrade. Recommendations included that a) someone from BWB could help to ensure that the opening balance is correct, b) the bank balance reported in each month and bank reconciliation should be compared to the bank balance reported on the library's month and financial statements, with differences immediately investigated and resolved; BWB is willing to assist with that process, and c) an independent, qualified person should review the Peachtree bank reconciliation and ensure that it

is proper and that the reconciled bank balance agrees with the amount reported in the library's financial statements. An independent treasurer could do this.

- Bookkeeping issues/balance sheet focus: The 2018 opening balances in Peachtree did not include many of the December 31, 2017 accounts and others that were included did not have accurate balances. Again, this was related to the Peachtree crash and other issues. Recommendations included a greater balance sheet focus when closing the books at the end of each month. All statement reviews should be more thorough. Also, the library should use the Peachtree accounts payable module and record accounts payable each month.
- None of the issues were insurmountable and can be solved this year. The problems were in the early months of the year and were caused by problems that carried over from 2017. There was a significant improvement as the year went on and the Peachtree software performed adequately.
- The library's Form 990 is in process.
- **Addendum to Rules Governing Use of the Library**: Rules will be posted in the library so that people know what appropriate behavior is in the library. **MOTION (McElfresh, Sorokes)**: To approve the Abuse of Staff, Volunteers, or Others Using the Library policy. Motion carried unanimously.
- **Consolidated Funding Application Information Session**: Sorokes noted that there will be a local presentation on this funding opportunity, and it would be beneficial for someone to attend. This will be on March 13 from 10 am to Noon.

6. Adjournment: **MOTION (Edstrom, Sorokes)**: To adjourn at 7:30 p.m. Motion carried unanimously.

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

Next meeting: Wednesday, March 20, 2019

Respectfully submitted,

Ann M. Tenglund