

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
March 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 5:33 p.m. In attendance were trustees Edstrom, Wagner (via teleconference), McElfresh, Sorokes, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Edstrom, Sorokes):** 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 February 21-March 20:  
#886 Operating Fund: \$81,091.82  
#125-160 Cafeteria 125 Fund: \$52.08
  - C. Correspondence: None
  - D. Voice of the Public: None
  - E. Director's Report

**Trustee Election and Budget Vote Calendar:** The Trustee Election and 2020 budget increase vote is scheduled for the first Tuesday in May (May 7, 2019). Polls open at 9 am and close at 8 pm. The Board voted to ask for a 2 percent increase in the tax levy to help cover costs associated with increases to the minimum wage, as well as increasing utility costs, and the new Building Attendant position.

**HVAC Project:** Trustee Ed Wagner reviewed the contract submitted to the Library by Curt Wallace of CW Engineering for serving as Clerk of the Works on the upcoming HVAC replacement project. Wagner suggested changes to the contract.

**Library Expansion/Fundraising:** Director La Voie spoke with fundraising consultant Cassandra George Ramos, with Wind and Water Consulting from Rochester, about the proposed expansion project and the need to do a capital campaign to help finance it. La Voie will attend a free strategy session and provide the Board with more information.

Trustees Lanna Waterman and Larry Sorokes, along with Director La Voie and Assistant Director Kim Mahar met with representatives from Zamias Services, the owners of the Olean Mall. They discussed the possibility of the Library leasing space at the Mall (as an alternative

to an expansion of the existing building). La Voie will provide them with more information about our needs and get more information about the associated costs.

**Staff Use of Library Computer System Policy Update:** La Voie discussed adding language to the Employee Handbook clarifying approval to audit staff computers.

**MOTION** (Sorokes, McElfresh): To approve adding the following language to the Employee Handbook under Privacy Rights: “In cases where a supervisor determines that a staff member’s LCS should be audited, the supervisor must first get approval from the Library Director. The Director will instruct the Head of Information Technology to provide any passwords necessary to conduct the audit.” Motion passed unanimously.

**Library Card Policy:** La Voie discussed the Library’s current library card policy. Teen patrons (13-17) are allowed to sign up for library cards without a parental signature to protect their privacy and reduce barriers to getting a card. Parents are financially responsible for materials checked out and sometimes request to know what the child has taken out. A change in policy was discussed and the Board decided to leave the current policy as is.

**Flexible Work Arrangement:** A work from home policy for some Full-time, salaried staff was discussed. In cases where public service would not be affected, being able to work from home on occasion can help an employee get a lot more work done with far fewer interruptions. Director La Voie will continue to research this option.

**Fragrance-Free Work Place:** The Board continued discussion about creating a fragrance-free work place. La Voie will research other library policies and follow up with some suggested policy language.

**Library Advocacy Day:** La Voie attended Library Advocacy Day in Albany on February 28<sup>th</sup>. Governor Cuomo’s proposed budget includes cuts to state aid for libraries. There was also much discussion about the upcoming 2020 Census. Public libraries anticipate increased usage from people without computers or high speed Internet at home. This will affect availability of computers as well as staff time, as people will need assistance accessing and completing their forms. Library advocates are requesting additional state funding to help libraries hire additional staff, and purchase and upgrade technology to be able to handle the traffic from the census. Rural libraries are especially in need of these funds, as rural areas are most typically undercounted.

**Toilets/Water Bill:** The Library has 4 that are older, inefficient models which use 10 gallons per flush rather than the current standard of 1.6 gallons. We received 2 estimates for replacing the toilets from 2 local plumbers.

**Friends of the Library:** Booktoberfest, the Friends’ beer-tasting fundraiser, was a success. The annual bookmark award ceremonies were held at the library on Saturday, March 2<sup>nd</sup>. The bookmarks, created by students from area schools, were on display in the Gallery from March 2<sup>nd</sup> through March 9<sup>th</sup>.

**News from the Library:** La Voie attended the presentation at OBD by the Empire State Development Corporation on the Consolidated Funding Applications and all of the potential funders we can consider for our expansion project. She spoke with staff from the Cattaraugus County Business Development Corporation in Little Valley, letting them know she would be reaching out for assistance in the application process.

**Personnel Matters:** Jennifer Stickles, Head of Youth and Adult Programs, has accepted the position of Manager of the Salamanca Public Library. Her last day will be March 26, 2019. Lester Baker was hired for the new Building Attendant position. His first day was March 4<sup>th</sup>. David Moshier, retired Commissioner of Cattaraugus County Civil Service, will be formally appointed as a temporary Personnel and Labor Relations Specialist for the Library on March 21, 2019. Marianne McCarthy, Library Clerk, has retired.

The 2019 personnel and professional fees budget lines will be affected by payouts of vacation time, a retirement incentive, legal fees, and the unplanned resignations and hiring of certain staff members.

**MOTION** (Waterman, Edstrom): To go into executive session to discuss personnel matters at 6:43 p.m. Motion carried unanimously. **MOTION** (Edstrom, McElfresh): To leave executive session at 7:04 p.m. Motion carried unanimously.

2. Review of Financial Statements

- No problems were noted on the financial statements.

3. Committee Reports

Administrative Committee (Waterman/Wagner/Sorokes/La Voie)-No report.

4. Old Business

Smith-Barney account/Community Bank (Kasperski)-No report.

Trustee Election will take place on May 7<sup>th</sup>. There is one trustee position open; Mike Kasperski's term expires this year.

Treasurer Position- No report.

5. New Business

The public hearing on the budget will be held on Tuesday, April 9<sup>th</sup> at 6:00 p.m. Board members were encouraged to attend.

6. Adjournment: **MOTION (Edstrom, Sorokes):** To adjourn at 7:08 p.m. Motion carried unanimously.

Next meeting: Wednesday, April 17, 2019.

Respectfully submitted,

Ann Tenglund