

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 17, 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 Edstrom, McElfresh, Sorokes, Tenglund, Waterman, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: **MOTION (Sorokes, 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, with the following amendments:

**MOTION (McElfresh, Edstrom):** To approve re-opening the 2018 retirement incentive to eligible employees. Motion carried unanimously.

**MOTION (Sorokes, Waterman):** To accept Marianne McCarthy's resignation, with regret, effective March 15, 2019.

**MOTION (Sorokes, Waterman):** To accept Jennifer Stickles' resignation, with regret, effective March 26, 2019.

B. Approval of Warrant Sheets for March 21-April 17:

#887 Operating Fund: \$85,669.56

#125-1442 Cafeteria 125 Fund: \$34.72

C. Correspondence: In March, the Friends sent a card to the Trustees to thank the Board for its support of their fundraisers. Board members noted that it would be nice to have live music at the fund-raising events as well. The Board will be sending a thank you card to the Friends for their support and donations as well.

D. Voice of the Public: None

E. Director's Report

**Departmental Report: Circulation and Outreach**

- Sheryl Soborowski, Head of Circulation and Outreach Librarian, was present to discuss any issues related to our sponsored programs. The Library is sponsoring the Roller Derby and Little League this year as part of our marketing and

advertising. The sponsorship information is seen by a lot of people at these events.

### **NYS Fiscal Year 2019-2020 Budget:**

- Negotiations ended on April 4. While State Aid to libraries remained flat and NYS Public Library Construction Aid was cut by \$20 million, the Governor and Lieutenant Governor had a pay raise.
- State Library Aid will remain at last year's level of \$96.6 million; a \$5 million cut had been proposed by the Governor, but the Legislature overruled this. However, this is still well below the \$102.6 million mandated by NYS Education law.
- The Library Construction Aid program is heavily used but was cut by \$20 million. It will now be funded at \$14 million, the same amount it was funded at in 2005.
- The budget includes \$20 million for 2020 Census Complete Count efforts by public libraries. Library advocates had requested \$40 million for this program. A complete count is especially crucial in rural locations where many residents lack Internet services required to complete the Census.

### **Personnel Matters**

- Head of Information Technology and Technical Services, Carol Kowalik-Happy, decided to accept the early retirement incentive. Options to cover the workload are being explored.
- Interviews are in process for a replacement for Jennifer Stickles, former Head of Youth and Adult Programs. Due to Civil Service regulations, it may be mid-summer before a replacement is in place.
- The 2019 personnel and professional fees budget lines will be affected by payouts of two retirement incentives, accrued vacation time, and the unplanned resignations and hiring of other staff members.

### **HVAC Project**

- Work is continuing on the review of the contract for a firm to serve in a clerk of the works capacity on this project to better safeguard the Library's interests. Once this is done, the bidding process can begin shortly.

### **2019 IRS Standard Mileage Rates**

- Currently, the Library reimburses mileage at a rate of 47.5 cents per mile. This is well under current IRS recommendations of 58 cents per mile. CCLS uses the IRS reimbursement rate and it would be good if OPL used this rate as well.
- **MOTION (Edstrom, McElfresh):** To set the Olean Public Library mileage reimbursement rate at 58 cents per mile. Motion carried unanimously.

### **Friends of the Library**

- At their April meeting, the Friends gave their annual gift to help support Library programs (presenters and supplies). This has usually been for \$4,000, but this year, they raised it to \$5,000 because of their successful fundraisers that made money. The Board and the Library administration/staff are extremely grateful for this gift, which helps the Library provide excellent programs for people of all ages.
- The second annual wine tasting event is being planned for September 6, 2019, from 7:00-9:30 p.m.
- **MOTION (McElfresh, Tenglund):** To approve the Second Annual Wine Tasting event on September 6, 2019 from 7:00-9:30 p.m. Motion carried unanimously.

## **Other Library News**

- LaVoie has started the final course for the Advanced Public Library Certification. The course, Administration of Public Library Facilities and Technology, looks at issues such as safety and security, compliance, ADA, energy efficiency, code requirements, disaster planning, and other aspects of buildings and technology. She will also be visiting other libraries to review facilities.
- LaVoie and Jennifer Stickles had a program on running controversial programs and dealing with attempts at censorship accepted for this year's annual New York Library Association (NYLA) conference in November 2019. The program is sponsored by the Intellectual Freedom Round Table. They will also be presenting in Rochester, NY in October.

### 2. Review of Financial Statements

- No problems were noted on the financial statements. Any variances were easily explained.

### 3. Committee Reports

- CCLS (Edstrom): Their meeting was snowed out in February so that meeting's business was handled via email. They handled housekeeping types of motions, to ensure that the new director was a signer, etc. The board met last Wednesday as well. The director will be visiting every library in the system by the end of May. There is now required sexual harassment prevention training for employees and volunteers (board members also have to take this, and it can be covered on staff development day).

### 4. Old Business

- Smith-Barney account/Community Bank (Kasperski): No report as Kasperski was out of town. LaVoie thought that everything was settled.
- Trustee Election
  - The election and 2020 budget vote in schedule for Tuesday, May 7. No petitions were returned for the seat currently held by Kasperski; however, he is willing to stand as a write-in candidate.
  - A public hearing on the 2020 proposed budget was held on Tuesday, April 9. Trustees Waterman, McElfresh, and Sorokes attended. There were no members of the public or newspaper reports in attendance this year.
- Treasurer Position: Work continues to fill this position.

### 5. New Business

#### **Amendment to Motion on the Tax Cap in February**

The motion to override the tax cap needed to be amended to the following required language.

**MOTION (Tenglund, Sorokes):** To amend the February minutes as follows. Motion carried unanimously.

Whereas the adoption of the 2020 budget for the Olean Public Library may require a tax levy that exceeds the tax cap imposed by state law as outlined in General Municipal Law, Section 3-C, adopted in 2011; and

Whereas General Municipal Law, Section 3-C, expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of 60% of qualified board members; now therefore be it

Resolved that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2020 by at least the 60% of the Board of Trustees, as required by state law, on March 21, 2019.

**MOTION (Sorokes, Waterman):** To accept Carol Kowalik-Happy's resignation, with regret, effective May 23, 2019.

6. Adjournment

**MOTION TO ADJOURN (Sorokes, McElfresh):** To adjourn at 6:20 p.m. Motion carried unanimously.

**Reminder:** Budget vote and trustee election is Tuesday, May 7, 2019, from 9 a.m.-8 p.m. at the Library.

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

Next meeting: Wednesday, May 15, 2019

Respectfully submitted,

Ann M. Tenglund