

MEETING MINUTES
Olean Public Library Board of Trustees
May 15, 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, Sorokes, Kasperski, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Sorokes, Kasperski):** 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 April 18-May15:

#888 Operating Fund: \$71,860.41

#125-162 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- **Service Project:** The library has been chosen as a service project by Stroehmann-Bimbo. They will be doing some outdoor work for the library.
- **Trustee Election and Budget Vote:** The vote on the budget increase was successful with 53 in favor and 13 opposed (an 80% approval rating, which is very good). Mike Kasperski, who ran as a write-in candidate, was re-elected to another 5-year term, which will begin on 07/01/2019. Mike received 28 votes, which was the highest number for any of the numerous write-in candidates.
- **Personnel Matters:** Carol Kowalik-Happy is retiring this month. The search for the Health of Youth and Adult Programs (Librarian I) position continues. La Voie has filed a complaint with the Civil Service Task Force arm of NYLA regarding the control Civil Service has over the hiring of professional librarians in school district and municipal public libraries. Public schools and public universities have control over the hiring of professionally certified teachers, instructors, librarians, and other positions, so it seems that public libraries should have a similar level of control over the hiring of professional librarians. This is a widespread complaint. NYLA is seeking a meeting with the Civil Service Commission in Albany to discuss the matter. Options are being explored for IT

support with the retirement of Kowalik-Happy. We have former Commissioner of the Cattaraugus County Civil Service Commission, David Moshier, on staff as a temporary Personnel & Labor Relations Specialist, who will be meeting with the Administrative Committee, supervisory staff members, and the director to discuss matters of importance to supervisors.

- **MOTION (Tenglund, Sorokes):** To recognize increased responsibilities/promotion for Library Assistant Kathy O'Malley. Motion carried unanimously.
- **HVAC Project:** Curt Wallace of CW Engineering signed the agreement with the Library to serve as Clerk of the Works for the HVAC project. La Voie will be meeting with him soon.
- **Proposed Building Expansion/New Build Ideas:** La Voie has visited some other public libraries that have done major building projects in the past couple of years (Henrietta and Livonia Public Libraries). Ideas regarding bonding and fund raising were also discussed. Other libraries had not used a capital campaign to fund their building projects. Bonding did not result in much of an increase per household in other areas, so it would be good to learn more about the process. Both libraries used the same architectural firm, so La Voie will look into that.
- **YMCA Corporate Partnership:** Last year, Outreach Librarian Sheryl Soborowski entered into a corporate partnership with the YMCA, which offered discounted memberships for our employees. This included a \$10 contribution from the Y and a matching contribution from the Library. The Y is no longer able to offer the \$10 co-contribution if we do not have at least five employees enrolled (we currently have two). If the Board agreed to having the library pay the extra \$10, our employees could continue to maintain their memberships at the same discounted rate they have been receiving. If we get to at least five employees taking part, we would go back to the \$10 match from the Y and would not be responsible for that amount. It was noted that the Library does a lot of programming and joint advertising with the YMCA. La Voie will talk to the people at the Y about this new requirement to see if there are any waivers for small organizations. If this cannot be changed, the Board will consider it again. It was clarified that members still have to pay a membership fee, over and above the \$10 co-contributions.
- **Toilets:** We have several quotes for replacing the toilets. Replacement toilets would mostly likely cut water consumption in half. Bids were reviewed. All of the bids were for ADA toilets.
 - **MOTION (Kasperski, Wagner):** To authorize toilet replacement from the lowest bidder. Motion carried unanimously.
- **New Guidance on Library Smoking Ban:** On May 1, NYLA sent an email to library systems regarding new guidance pertaining to no-smoking laws on public property. Smoking is not permitted within 100 feet of entrances to public libraries (this does not pertain to private residences nearby). This is a law overseen by the Department of Health. Legislation says that violators may be fined up to \$2,000. We have not received information from the county health department on how they plan to enforce the ban, but we are purchasing additional signage for the outside of the building that will include language on the new penalty for violating the smoking ban. It appears that the State expects us to strictly enforce the ban.
- **News from the Library:** CCLS Executive Director Jan Dekoff paid a visit to OPL on May 9 to discuss any concerns we had as both a member and a co-central library. The HVAC project and expansion ideas were discussed at the visit. In addition, staff

members Kim Mahar, Sheryl Soborowski, and Kathy O'Malley have stepped up to ensure that we have a quality Summer Reading Program this year. Without a programming librarian, there would have otherwise been no one to oversee the program.

Sheryl Soborowski reported to the Board on plans for the program. Kathy will run children's programming and will concentrate on space themes. The theme is A Universe of Stories. Many of our adult programming will be about either space or stories. Cattaraugus County Summer Youth Program workers will again help the Library with this program. Sheryl will also be running a series of middle school programs for the program. They will also do a movie series for both kids and adults. The middle school programs, movie series, and children's special events will be held at times where children in the Olean Rec program in housing courts can attend. Transportation is provided through the Olean Rec program for them. The Olean Rec program is also giving us free advertising, and their brochure goes out to every student in the city school district. There will be prizes and incentives with a space theme. Libby is doing the film series; Taryne is doing the coffee house for teens; Kim is coordinating the adult programs. Sign up is June 24; check-ins start July 8; last check-in is August 8, with an honor party after that.

2. Review of Financial Statements

- Kasperski reviewed the financial statements. Everything looked like we were doing okay.
- La Voie noted that the certified librarian salary line will look high for a while because of a retirement buyout, and the same for clerical staff. FICA is also up because of the buy-outs.
- The building monitor was hired because of an identified need this year but this position was not in the original budget.
- We purchased new security cameras.
- Carol recommended that we purchase some new computers that could come out of earmarked funds.

3. Committee Reports:

- Next Wednesday, from Noon to 2 pm, there is a reception for the new CCLS director at the CCLS offices in Jamestown.

4. Old Business

Smith-Barney account/Community Bank (Kasperski)—Kasperski noted that we moved the money to Community Bank. The first quarter statement just came in and it looked okay. It was all allocated to the portfolio we identified, and it is going along as they said it would.

Treasurer Position; Revise Bylaws—La Voie met with someone who has served as the tax collector at a school district who is interested in serving as treasurer. The treasurer is supposed to be on the payroll and cannot be paid with vouchers; this had to go through Civil Service. The Civil Service representative suggested some changes to our bylaws. The treasurer position will not be under Civil Service.

The treasurer will sign checks and will be re-appointed annually. The treasurer reports to the Board and not the director. The treasurer will ensure that the reports for the Board are produced as well.

It is in municipal law that this position has to exist.

The bylaw changes were reviewed. The section on committees was not required for the treasurer/financial officer changes, but other bylaws list their committees. This change added a Buildings and Grounds Committee as well.

MOTION (Kasperski, Edstrom): To approve the changes in the bylaws as written. Motion carried unanimously.

5. New Business

MOTION (Edstrom, Tenglund): To approve the results of the May 7, 2019 vote on the Library Budget Increase for 2020 and to elect a Library Trustee as follows:

Budget Vote increase for 2020 of \$20,806 passed with 53 Yes votes and 13 No votes. Elected to the Library Board of Trustees to a five-year term, Michael Kasperski – 28 votes. Motion carried unanimously.

MOTION (Sorokes, Kasperski): To authorize the Library Director to notify the Olean City School District, by letter, that the Olean Public Library requests an increase for its 2020 budget of \$20,806 and to request the school district raise by tax levy the annual appropriation of the sum of \$1,061,092 as authorized at the May 7, 2019 vote by school district voters. Motion carried unanimously.

MOTION (Wagner, Tenglund): To continue with the existing slate of officers for the coming year, while changing Kasperski's title to Finance Officer. Motion carried unanimously.

Review drafts of Library's 990 Forms & CHAR 500 Form—all Board members present indicated that they had reviewed the 990 and CHAR 500 forms that were sent to them prior to the meeting. Everyone agreed that the forms were acceptable.

6. Adjournment--**MOTION TO ADJOURN (Edstrom, Kasperski):** To adjourn at 6:50 p.m. Motion carried unanimously.

Reminder: Annual OPL Volunteer Dinner, 5/28 at 5:30 PM (Bartlett Country Club)

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

Next meeting: Wednesday, June 19, 2019

Respectfully submitted,

Ann M. Tenglund