

MEETING MINUTES
Olean Public Library Board of Trustees
June 19, 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, Sorokes, Tenglund, Waterman, McElfresh, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (McElfresh, 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 May16-June 19:
#889 Operating Fund: \$64,662.23

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- **Personnel Matters**

- Leanne Oliveira, who has taken over the position vacated by Jennifer Stickles, was introduced to the Board. She just graduated with her M.L.S. and also has a Master's in history, and just arrived in town last week. She noted that she is still lining up speakers for the fall for the Gallery, and some have already been booked. She has already met with the Rainbow Alliance, and Jennifer volunteered to help her get oriented to the group and the activities. She has been reorganizing with the goal of getting all of the programming supplies into one place.
- The search is going forward for the Librarian I position to replace Carol Kowalik-Happy. Discussion ensued about working with CCLS for technical support.
- Once the Librarian I position has been filled, La Voie plans to invite former Commissioner of the Cattaraugus County Civil Service Commission, David Moshier, who is on staff as a temporary Personnel & Labor Relations Specialist, to meet with supervisory staff and the Administrative Committee to discuss matters related to performance evaluation, following proper disciplinary procedures, etc.

- **HVAC Project**

- CW Engineering has received specifications for the new units. They are working on the contract side of the project and should have bid documents available in approximately two weeks.
- **Proposed Building Expansion/New Build Ideas**
 - The Buildings & Grounds Committee will meet with Cassandra George Ramos of Wind and Water Consulting on June 26 to discuss our proposed expansion project. In the class that La Voie took, it was noted that donors are more likely to give big donations to projects that are approved by a public vote to bond the project which demonstrates public buy-in. An architect will be visiting to do a walk-through and provide a proposal and quote.
- **Cuts to State Aid to CCLS Central Libraries**
 - Due to the 100 percent cut in local support to the Prendergast Library made by the City of Jamestown, New York State is cutting State Aid to the CCLS central libraries by 25 percent beginning this year. This is due to Maintenance of Effort requirements that were put in place by the State in 1958, which required localities to continue to provide adequate local funds for libraries even with the addition of State Aid to supplement budgets. This will affect our library as well, due to being a co-central in the system. CCLS filed a waiver request to the State but it was denied. If the State again refuses to grant the waiver for 2020, we will see a 50 percent reduction; after four years, we will be stripped of this aid entirely. CCLS is discussing all available options to prevent this. Our library is looking at reductions to spending for electronic and nonfiction resources this year due to the budget cut.
- **Naming Gift**
 - A gift is being made to the library this year in the amount of \$10,000, with a total commitment of \$25,000 over the next three years. The gift is coming from the O'Connell Family Foundation. It is to honor Frances Bean O'Connell by finding a way to name something associated with art after her, as she was an active local artist who also loved the Olean Public Library. They are aware that the art gallery is already named, but the arts and crafts program could be named for her. It will be noted in the newsletter whenever this money is used for this.
- **BIMBO Bakeries Service Project Donation**
 - BIMBO chose the library for their service project this year, which included a lot of outside beautification work. Everything looks very nice—they power-washed the building, did some painting, donated a picnic table, a second bike rack, etc.
 - A card will be sent from the Board to thank them for this work.
- **YMCA Corporate Partnership**
 - Last year, Outreach Librarian Sheryl Soborowski entered into a corporate partnership with the YMCA, offering discounted memberships for our employees. The YMCA has determined that they need to end their \$10 contribution to any partner that does not have at least five employees enrolled. OPL has only two employees enrolled, and if we cannot get more employees enrolled, we will either have to end the \$10 match or agree to pay the \$20 for the enrolled employees so they can still enjoy the benefit. If we get to at least five employees taking part, we would go back to \$10 per month.
 - Right now the Board has authorized a \$10/month payment.
 - It was noted that Eade's is cheaper. If we are going to support wellness, it might be good to offer a choice. Waterman volunteered to talk to Eade's. Droney's might also offer something.

- It was decided that more research on this issue was needed.
 - **Employee Handbook Update**
 - Section 201 “Employment Categories” in the OPL Employee Handbook currently states that “Regular Full-Time employees are those who are not in temporary or **probationary** status and who are regularly scheduled to work the Olean Public Library’s full-time schedule of 37.5 hours per week or 1950 hours per year.” La Voie recommend striking the words “or probationary,” as the section goes on to say that only regular full-time employees are eligible for benefits. The Library has never denied benefits to probationary full-time employees; to do so would create a hardship for new employees who would be denied health insurance coverage and paid time off until their probationary period is over. Some employees must wait until Civil Service runs the relevant test, which can take many months or even years, and then still must have a required probationary period after passing the test (according to Civil Service Law). This would create recruiting problems for the Library.
 - **MOTION (Waterman, McElfresh):** To strike the words “or probationary” from the Handbook. Motion carried unanimously.
 - **Phones**
 - The new phones purchased last December have been installed and are working. It is nice to have voicemail, speaker phones, etc. CCLS is continuing to assist with getting the phones fully functional, including the caller ID function.
 - **Friends of the Library**
 - At their June meeting, the Friends approved giving \$1,500 to help fund OPL’s 2019 Summer Reading Program. They also discussed the September Book Endowment gift, which they gift annually. They expect the gift to be approximately \$12,000 this year, which is \$5,000 more than what we budget, helping the library to purchase additional circulating materials.
 - **News from the Library**
 - La Voie attended the reception for the new CCLS system director, Janice Dekoff, as well as the reception for Jennifer Stickles, welcoming her as the new library manager in Salamanca.
 - Library page Cathy Walters has offered to restart the Rainbow Alliance meetings for teens, as the teens have been asking about it. Jennifer Stickles offered to come in and do some training, on a volunteer basis.
 - La Voie attended a meeting on the Charter for Compassion, which the City of Olean has signed on to.
 - La Voie will attend a meeting at the Western New York Library Resources Council to discuss concerns over the impact of the 2020 census on regional libraries and potential solutions to anticipated problems. There are concerns related to the possible inclusion of a citizenship question as well as the fact that 80 percent of the census will be conducted electronically this time.
 - La Voie’s last class for the Advanced Certificate in Public Librarianship is June 27 but she has already received her diploma.
2. Review of Financial Statements
 - There were no major concerns.
 3. Committee Reports
 - **CCLS--Edstrom:**

- The problem with the City of Jamestown was discussed in detail, which resulted in the cut in state aid (reported under the Director's Report).
- CCLS will be hiring an Outreach Coordinator. The part-time IT person will be going to full-time.
- The annual meeting will be on Wednesday, October 9. There will be board and staff workshops.

4. Old Business

Treasurer Position (La Voie)

- Joyce Witmer's first day was May 21 and will need to take her oath of office. Also, Carla passed her notary exam, so we now have a notary.

Storage Shed (Wagner)

- Roger has been researching shed options. One shed option would match the existing shed.
- **MOTION (Tenglund, Sorokes):** To approve purchase of the shed.

5. New Business: None

6. Adjournment—**MOTION TO ADJOURN (Waterman, McElfresh):** To adjourn at 7:00 p.m.
Motion carried unanimously.

Reminders: The gathering at Waterman's house has been rescheduled for July 17th following the Board meeting.

The staff in-service day is Friday, August 23; the board will be providing lunch that day.

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

Next meeting: Wednesday, July 17, 2019

Respectfully submitted,

Ann M. Tenglund