

MEETING MINUTES
Olean Public Library Board of Trustees
July 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 5:33 p.m. In attendance were trustees Edstrom, Kasperski, McElfresh, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (McElfresh, Tenglund):** 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 – June 20 – July 17:
#890 Operating Fund: \$57,104.69
#273 Capital Fund: \$5,515.22
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director’s Report
 - **Personnel Matters:**
 - Librarian I: Rachael Fillgrove Schultz has been promoted from a part-time reference librarian to the Librarian I position to replace former Head of Information Technology & Technical Services Librarian, Carol Kowalik-Happy. Schultz has considerable experience in cataloging and will begin on July 29.
 - Schultz was present at the meeting to introduce herself to the Board.
 - The position was changed from a Librarian II rank. Schultz will handle troubleshooting and updating/maintaining the public and staff computers, printers, etc. She will also maintain the website and other social media, conduct digital literacy courses, and hold staff training for new technologies and software.
 - The library is still awaiting a proposal from the System to handle the higher-level aspects of the IT operations.
 - A meeting will be held within the next two months with David Moshier, the temporary Personnel & Labor Relations Specialist, and the supervisory staff to discuss personnel-related matters. The Administrative Committee will also be invited to attend.

- **HVAC Project:**
 - Curt Wallace of C.W. Engineering, who is serving as our Clerk of the Works for the HVAC replacement project, has created the public bidding documents for contractors to bid on the project. The documents were reviewed by Ed Wagner as well. Bids are due at the library on Friday, July 26. The public bid was published in the newspaper today.
 - To facilitate the process, the Board approved authorizing La Voie to open and approve the bids in a publicly available location at the library. Wallace or one of his engineering staff will also be in attendance. Typically, the lowest bid is chosen, unless there are aspects of the project that they are not adequately able to cover or that would require additional costs.
 - **MOTION (Wagner, Edstrom):** To authorize Director Michelle La Voie to open and approve the HVAC bids on Friday, July 26 at 5 pm in the Library Conference Room. Motion carried unanimously.
- **Proposed Building Expansion/New Build Ideas**
 - The Buildings and Grounds Committee and the Director met with a potential consultant last month to discuss our proposed expansion project and how her firm could help with a feasibility study as well as a possible capital campaign.
 - Pros and cons of the proposal were discussed, including the duties that would be performed. Concerns were expressed about how someone else could run a feasibility study and whether or not people would be honest in their answers if someone connected to the library was asking the questions. On the other hand, a consultant can bring structure to the project and can help us hit the goal numbers.
 - We might need to define the parameters of the project first so that we have something in mind to talk to potential donors about it. We need to define our goal and what we really want. We need a project to promote.
 - Having another architect in would help us see other alternatives too. There are possibilities to use space differently too.
 - We do need more room. Safety can be an issue with crowds in the gallery/meeting room. People complain about this as well. We have had programs with over 250 people in attendance.
 - We had discussed, in the past, having meeting space elsewhere as well. Could we achieve our goal if we had an off-site meeting space? It would probably work only if it was our exclusive space, or else it would not be clear that events were sponsored by the library. Or we would need to publicize it better. Libraries often have to prove their worth. Even though we are fortunate to have a lot of support in this community, we need to think about these issues. Part of the reason to have programs at the library is so that people will learn about everything else that the library offers.
 - We have shortages of adequate office space too.
 - Other options, such as off-site storage of lesser used materials, were also discussed. This type of option would mean we would need less new space, but we would still need an expansion.
 - Bonding out an expansion project is also a possibility, because we are a school district library. It might be worth finding out what the impact of this would be on each taxpayer. We could also consider doing a combination of raising funds and bonding.

- **Naming Gift**
 - A gift was received from the O’Connell Family Foundation based in Erie, PA. Kevin O’Connell arranged the donation and said there would be additional gifts over the next three years, for a total of \$25,000. He requested that the library honor his mother, 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 library. The arts and crafts programs will, therefore, be named for her, as the Frances Bean O’Connell Arts Program. The new programming librarian is already setting up special programs using this gift. The library will also look into placing a plaque to honor her as well. An article about this will be in the August library newsletter.
- **Incoming Loan Agreement Form**
 - The form was created last fall for the World War I exhibit and has now been modified so that it can be used for art exhibits in the gallery. The term “material” was added, as “object” is an awkward term for loaned paintings.
 - **MOTION (Wagner, Kasperski):** To approve the amended Incoming Loan Agreement Form. Motion carried unanimously.
- **YMCA Corporate Partnership**
 - Last year, the library joined a YMCA corporate partnership program that offered discounted memberships for employees, which included a \$10 contribution from the Y and a matching contribution from the library. However, the Y now needs to end their participation.
 - The library has two employees in the program.
 - At the June Board meeting, trustees decided to see if another local gym might be willing to offer a discount. Eades said they would offer competitive membership pricing, allowing the library to continue the \$10 match, with staff getting prices less than the Y.
 - The Board could continue to contribute the \$10 match towards the Y memberships, but expand the program to include Eades as an option. The Y memberships will cost the staff more, due to the loss of the Y’s match. However, offering an option that is cheaper gives staff more flexibility if the cost is a major problem.
 - **MOTION (Tenglund, Wagner):** To continue to contribute a \$10 match for employees wanting to participate in the Y program, while expanding it to include Eades as an option. Motion carried unanimously.
- **Friends of the Library**
 - The Friends group is planning the second annual Wine Tasting fundraiser, which is scheduled for Friday, September 6 from 7-9:30 pm. This year, the wineries will be allowed to sell bottles of wine, which will attract more wineries to the event. However, attendees will not be able to open any of their purchases in the library. There will also be a basket raffle.
 - It was decided that the Board would contribute to the purchase of something to be raffled off.
 - The Board was asked if they would be willing to provide appetizers or desserts for the wine tasting events. Board members who would be willing to do this were asked to let La Voie know.
- **News from the Library**
 - This year’s Drag Queen Kids’ Party was much different from last year’s in that there were very few complaints made to the library, although there were some

angry social media postings. There were a couple of emails, calls, and in-person complaints, but compared to last year, it was quiet. There were approximately 50 people in attendance at the event.

2. Review of Financial Statements

- Kasperski reviewed the financial statements. Some of the larger expenditures have not come due yet. There were no concerns on expenditures. We have six months to go on our budget and it appears that we will be close to our numbers by the end of the year, with no problems.
- Having two librarians leave has affected book ordering, which is lower, as well as salaries.
- We now get our Internet from the system, which has made a big difference for us. La Voie is watching this budget line to see if adjustments will be needed.
- The new treasurer has been in and has looked over this month's paperwork.

3. Committee Reports: No further reports.

4. Old Business:

Treasurer position (Kasperski/La Voie): In another month, they will discuss turning check-signing over to the new treasurer.

Storage shed (Wagner)—The janitor and Wagner picked out a new shed that met the needed specifications. A tree needs to be cut down in order to put it up. The seller will deliver the shed as part of the price and will install it. We might want to put down concrete blocks before the shed is placed, and/or possibly a load of gravel. This new shed should work fine for our needs.

5. New Business: None

6. Adjournment: **MOTION TO ADJOURN (Edstrom, Kaspereski):** at 6:50 p.m. Motion carried unanimously.

Reminder: Staff Development Day is Friday, 8/23.

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

Next meeting: Wednesday, August 21, 2019

Respectfully submitted,

Ann M. Tenglund