

MEETING MINUTES
Olean Public Library Board of Trustees
August 21, 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 at 5:38 pm by Lanna Waterman. In attendance were trustees Wagner, Waterman, Sorokes, Tenglund, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

- A. Waive the reading of the minutes of the previous meetings and approve as mailed.
- B. Approval of Warrant Sheets for – July 18 – August 21
 - #891 Operating Fund: \$100,314.14
 - #274 Capital Fund: \$5,328.58
- C. Correspondence: From Roger, thanking the board for the provision of another storage shed. Wagner noted that Giardini donated the gravel for the project; La Voie has sent them a thank you note. We only had to pay for the driver who delivered the gravel.
- D. Voice of the Public: None
- E. Director's Report
 - **Proposed Building Renovations and Expansion:** Architect Scott Bova, from the MRB Group in Rochester, presented. He spent several hours at the Library earlier to discuss needs and what the Library hopes to achieve. The idea of offsite storage for some of the book collection had been discussed, as well as other ways to reorganize space to make better use of it. An expansion would probably still be needed but need not be as large as previously thought. We could expand out from the current Gallery towards North Second Street, losing three parking spots but also eliminating the need for a second story. He has a lot of experience working with public libraries and community design services. He noted that it is important to have an efficient pre-design process to define the project and raise community support.
 - Project phases include pre-design (about 15% of the project, schematic design, design development, construction documentation, bidding/negotiation, construction administration, and project closeout).
 - Pre-design can include a study of the condition of the building, surveys, feasibility studies, building programming (including the needs for the building, square footage requirements), concept studies (stage when you might want to take the idea out to the public), estimating (preliminary), and grant assistance.

- Flexible space that can be changed for the future is important. New needs will arise.
- Ideas for potential grants were discussed. We might also be able to partner with other agencies.
- The library is unique in this community that has a downtown area and a university.
- Bova will put together an itemized proposal after Labor Day.
- **Personnel Matters:** With students leaving jobs to go back to college and another employee going on leave, they hired some additional staff. Pages Taryne Tracey and Jasmine Milliner worked their last day on 7/26/19. Librarian I Leanne Oliveira's last day was 8/22/19. Three new pages were hired—Alijah Fox on 7/15/19, Penny Foy on 7/22/19, and Meaghan Jeannerette on 8/13/19. A new Library Assistant, Brittany Campbell, was hired on 8/26/19.
 - **MOTION (Waterman, Wagner):** To enter executive session at 7:26 pm. Motion carried unanimously.
 - **MOTION (Wagner, Sorokes):** To exit executive session at 7:40 pm. Motion carried unanimously.
- **HVAC Project/NYS Construction Aid:** Bids were due on Friday, July 26 and we received three bids, the lowest of which came from Stormer Mechanical from Jamestown. They are our current maintenance contractor for the rooftop units. The bid was for \$214,800, which is well below the quote we received to submit with our grant application for NYS Construction Aid.
- **Manley Grant:** Mahar applied for this grant to purchase a new microfilm scanning station in the local history/microfilm area of the Library. We were awarded partial funding for this project and we are hopeful that the Friends of the Library will donate the balance. Our heavily used microfilm scanning station's operating system is becoming obsolete.
- **Tutor Policy:** Other libraries have implemented these types of policies so that they can better work with school and BOCES tutors using the library to tutor students after school, or who tutor students who have been suspended or expelled from school. La Voie would like to send the policy to the Olean City School District to give to their tutors and ask them to return the signed forms to the library.
 - **MOTION (Wagner, Sorokes):** To accept the proposed tutoring policy as written. Motion carried unanimously.
- **Staff Development Day:** This will be held on August 23. The Board will provide lunch to the staff at 11:45 am. There is a mandatory sexual harassment training from 1:00-2:15 pm. All trustees, staff members, and volunteers are required to receive this training annually. Trustees who have not yet received this training can attend the training.
- **Friends of the Library:** The Friends' second annual winetasting fundraiser will be September 6 from 7-9:30 pm.
- **News from the Library:**
 - Sheryl Soborowski received a CCLS Marketing Grant to create baseball trading cards with pictures of our Reading Therapy dogs on them.
 - La Voie met with Jason Eastman from the U.S. Census Bureau to discuss promoting the Library as a location to take the online census. Eastman will run two programs at the library for the public and will also assist with staff training. La Voie has also been attending meetings on the census at the Western New York Library Resources Council.
 - The library had an outreach table at the Olean Recreation Department's Summer Carnival.

- La Voie has been elected to serve as the President of the Rural Libraries Round Table of NYLA. She was also elected First Year Director of the Public Libraries Section of NYLA. She is seeking to become more involved in professional associations to help lead our library through difficult political and fiscal times, as well as help to make our library more visible, which could help us garner grants and donations.
2. Review of Financial Statements—everything was within budget range.
 3. Committee Reports:
 - CCLS (Edstrom):** Edstrom was unable to attend but provided a written report.
 - Our library will have the same money for Central Book Aid (CBA) and for Central Library Development Aid (CLDA). Jamestown will not receive this aid because of the issues with the city.
 - There is more construction grant money available.
 - Sexual harassment training must be done by October 9. CCLS will have a link to online training that will provide the minimum requirements.
 - The annual meeting will be on October 9 at 5:15 at the Harbor Hotel in Celeron.
 4. Old Business:
 - Treasurer position – check signer (Kasperski/La Voie)—item was postponed until the next meeting.
 5. New Business: None
 6. Adjournment—**MOTION (Tenglund, Wagner):** To adjourn at 7:45 pm. Motion carried unanimously.

Reminders: Staff Development Day is Friday, August 23; lunch is scheduled from 11:45-12:45. The Friends' wine tasting fundraiser is Friday, September 6, 7-9:30; tickets are on sale at the Library.

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

Next meeting: Wednesday, September 18, 2019

Respectfully submitted,

Ann M. Tenglund