

MEETING MINUTES
Olean Public Library Board of Trustees
September 18, 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 5:37 pm by Lanna Waterman. In attendance were trustees Sorokes, Wagner, Tenglund, Waterman, McElfresh, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

MOTION (Sorokes, Tenglund): To accept 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 – August 22 – September 18
#892 Operating Fund: \$64,790.65

C. Correspondence: (1) from the Friends thanking the Board for the basket for the wine event, and (2) from the staff thanking the Board for the luncheon

D. Voice of the Public: None

E. Director's Report –the following items were discussed:

- Proposed Building Renovations and Expansion
 - **MOTION (Sorokes, Tenglund):** To accept to the proposal submitted by Scott Bova, MRB Group. Motion carried unanimously.
- Personnel Matters
 - **MOTION (Tenglund, Wagner):** To approve the creation of a full-time library assistant position. Motion carried unanimously.
- HVAC Project and NYS Construction Aid
- State Aid to Central Libraries.
- Staff Development Day
- 2020 Holiday Schedule
 - The Schedule will be discussed further at next month's meeting.
- WNYLRC, CCLS, and NYLA Annual Meetings
- Friends of the Library
 - The Board will send a thank you to the Friends' Board for running the Wine Tasting fundraiser and for the generous Book Endowment gift.

2. Review of Financial Statements

3. Committee Reports: None
4. Old Business:
 - Treasurer position – check signer (Kasperski/La Voie)
 - Discussion tabled until next month.
5. New Business:
 - CDS Monarch Housing had reached out to the library about a possible partnership.
6. Adjournment: **MOTION TO ADJOURN (Tenglund, Sorokes):** at 6:40 pm . Motion carried unanimously.

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

Next meeting: Wednesday, October 16, 2019

Respectfully submitted,

Ann M. Tenglund