

MEETING MINUTES
Olean Public Library Board of Trustees
November 20, 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 5:32 pm by Lanna Waterman. In attendance were trustees Edstrom, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

MOTION (Wagner, Sorokes): 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 –October 17—November 20
#894 Operating Fund: \$136,984.40
#276 Capital Fund: \$4,907.47

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- Property Tax Check was received on November 15.
- NYS Retirement System Bill has been paid.
- Special Legislative Project Funds
 - The Board is grateful to Assemblyman Joe Giglio for apportioning \$13,000 in Special Legislative Project funds to the Olean Public Library. OPL was one of only two libraries in CCLS to be given this grant-in-aid.
- HVAC system repairs will be done soon, when equipment arrives. It will be necessary to close the library while this work is done because a crane will be involved.
- Friends of the Library
 - Tuesday, December 3 is Giving Tuesday and the Friends will be taking part in the event. To donate, visit Cattaraugusgives.org.
- News from the Library
 - The Outreach Librarian and the Director attended a workshop about the Census and libraries.
 - La Voie is now the President of the Rural Libraries Round Table of the New York Library Association (NYLA). She is also a Director in NYLA's Public Libraries Section. In these roles, she will help to curate a summer meeting and assist in planning programs. La Voie is also the CCLS representative on the WNYLRC Strategic Planning Committee. She also has been attending Rotary meetings in an effort to be more involved in the community.

2. Review of Financial Statements

- La Voie said that everything was tracking well.

3. Committee Reports:

- The Administrative Committee met to discuss the base salary for entry-level librarians, based on research of what neighboring systems pay. OPL's salary was not competitive and Civil Service rules also need to be followed, which include filling librarian positions with NYS certified public librarians

holding the Master's Degree in Library Science. The committee approved moving the base salary to \$43,500, which is a \$4,870 increase, and to adjust the salaries of the other librarians by smaller percentages to help avoid salary compression.

- **MOTION (Waterman, Edstrom):** To adjust the librarian salaries, as described above, effective January 1, 2020. Motion carried unanimously.
- The job advertisement for the new position will be posted after January 1.

4. Old Business: None

5. New Business:

Annual Audit – in 2020 do we want to put out a request for public bids for the annual audit of the Library's finances? According to the OSC, it is good practice to change auditing firms every few years. The issue was deferred to the next meeting.

Patron situation – There was a discussion regarding what to do when patrons become ill while at the library or attending our programs. A library patron had a medical incident at a library event which resulted in the patron falling against a librarian, who was injured and has filed a worker's compensation claim to pay for treatment. This same patron had a medical incident at another event. Discussion ensued regarding when medical assistance should be summoned and how situations should be handled. A reasonableness measure can be employed. If a patron says that they might have a medical incident, then they should be asked to take steps to mitigate the situation, such as sitting in a chair. Patrons would need to take steps, upon request of the library staff, to mitigate harm to others. If the patron refuses to do so, they can be asked to leave. If someone appears to be in imminent distress, an ambulance should be called right away.

Evaluation form – A new director evaluation form was discussed. It was based on a form used at other libraries and is meant to be more of an assessment of how the library is running, to get a sense of how the director is doing. The board members will be completing this evaluation before the December board meeting.

6. Adjournment: **MOTION TO ADJOURN (Sorokes, Wagner):** at 6:20 pm. Motion carried unanimously.

Reminder: CCLS Board Meeting will be held on Wednesday, December 11th at the Olean Public Library at 6 p.m.; OPL trustees are encouraged to attend. Refreshments will be needed.

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

Next meeting: Wednesday, December 18, 2019

Respectfully submitted,

Ann M. Tenglund