

MEETING MINUTES
Olean Public Library Board of Trustees
December 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 5:35 pm by Lanna Waterman. In attendance were trustees Wagner, Tenglund, Edstrom, McElfresh, Sorokes, Kasperski, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

MOTION (Tenglund, Wagner): 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 –November 21—December 18

#895 Operating Fund: \$69,222.15

#777 Capital Fund: \$2,240.00

C. Correspondence: Letter from the Department of Social Services to thank the library for services to their clients.

D. Voice of the Public: None

E. Director's Report

- Renovations and Expansion Project meetings have been held with the architect and the full-time librarians to discuss possible plans.
- The HVAC Replacement Project work will begin in late January.
- Family Medical Leave and Paid Family Leave Policy Amendments: **MOTION (Tenglund, Edstrom):** To approve the changes in the FML section of the Employee Handbook to reflect recent changes in the law and to include clarifications. Motion carried unanimously.
- Personnel: Library page Sarah Northington submitted her letter of resignation on December 12, 2019, due to the demands of her full-time job.
- New Employee Salary Schedule for 2020: **MOTION (Tenglund, McElfresh):** To approve the New Employee Salary Schedule for 2020. Motion carried unanimously.
- Author visit: Author Susan Wiggs will visit the library on Saturday, April 25. She will speak at 7 pm with a book signing to follow from 8-9 pm.
- Employment Practices Insurance Policy Proposal: The library has received a quote from a local insurance agent for Employment Practices Liability Insurance to provide the employer protection from allegations of discrimination and harassment by employees, patrons, and vendors/companies. Board members thought it was a good idea to have this.

- Library news: Librarian Rachael Schultz received a “Code Club in Small & Rural Libraries” grant. Olean was one of 50 libraries selected from over 250 applicants to receive \$4,500 in funding.

2. Review of Financial Statements

- Kasperski reviewed the financial statements. The financial position at this point in the year is healthy.
- The new treasurer position is working out well.

3. Committee Reports:

- CCLS Board meeting report: The Board meeting was cancelled due to weather. Some trustees were already here at the time that the meeting was cancelled. The meeting has been rescheduled for December 30 in Randolph.
- Discussion ensued on the need to continue to advocate for programming and consideration of libraries in Cattaraugus County.

4. Old Business: None

5. New Business:

- Annual Audit – There was a discussion about whether there should be a public bid for the annual audit of the Library’s finances. According to the OSC, it is good practice to change auditing firms every few years. However, there are not a lot of firms in the area. The library’s auditor has done the audit for many years and they are familiar with our operations, so they would not have any start-up requirements either. It was decided that there was no compelling reason to put this out for a bid.
- Adopt 2020 Proposed Annual Budget: This budget was approved by the taxpayers in May. **MOTION (Edstrom, Sorokes):** To adopt the 2020 annual budget. Motion carried unanimously.
- Director’s evaluation:
 - **MOTION (Tenglund, Wagner):** To enter executive session to discuss personnel at 6:55 pm. **MOTION (Tenglund, Waterman):** To leave executive session at 9:14 pm. Motion carried unanimously.

6. Adjournment: **MOTION TO ADJOURN (Tenglund, Wagner):** at 9:14 pm. Motion carried unanimously.

Reminder: Staff Christmas Party is Monday, December 23rd in the Gallery. It is a drop-in affair running from 12-8.

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

Next meeting: Thursday, January 2, 2020

Respectfully submitted,

Ann M. Tenglund