

MEETING MINUTES
Olean Public Library Board of Trustees
January 15, 2020
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 p.m. by Lanna Waterman. In attendance were trustees Waterman, Tenglund, Wagner (via teleconference), Edstrom, McElfresh, Sorokes, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

MOTION (McElfresh, Edstrom): 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 December 19-January 15:

#896 Operating Fund: \$85,667.98

#278 Capital Fund: \$3,680.00

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- 2020 Trustee Election and Budget Vote dates
- Family Medical Leave and Paid Family Leave Policy Amendments
 - MOTION (Edstrom, Sorokes): To approve the change in the "Use of Paid and Unpaid Leave" section of the Family and Medical Leave policy. Motion passed unanimously.
- Assembly Bullet Aid from Joe Giglio in the amount of \$13,000 was received on 12/30/2019. This was much appreciated and we were one of only two libraries in CCLS to receive this aid.
- HVAC Replacement Project
- Upcoming Library Advocacy Events
- Trustee Training
 - Waterman reported on her visits to other libraries while traveling.
- Conflict of Interest Forms
- Friends of the Library: The Friends' "FeBREWary" beer tasting fundraiser will be held on Friday, February 21 from 7-9:30 pm. The Board will donate a basket again this year.
- News from the Library

- We received a gift from Hamlin Bank and Trust Company in the amount of \$1,000 to be allocated to programs that serve low to moderate income individuals. La Voie sent a thank you letter and let them know that the money will be used for the intended purposes.
- Use of OverDrive hit a new record for 2019 with over 100,000 checkouts.
- OPL was a beneficiary of CCLS receiving a \$3,000 grant from “Too Small to Fail,” the early brain and language development initiative of the Clinton Foundation.
- La Voie is now officially a member of the Olean Rotary Club.

2. Review of Financial Statements

- There was a surplus at the end of the year because we had generous donations and grants. We also had vacancies in librarian positions and the reference desk is being staffed by library assistants at times.
 - Losing the librarians has also made it hard to do collection development and book ordering. This will be addressed by using standing order plans this year. It is important for our library to maintain a strong collection now that we are the only central library. Our library will also need to further develop the collection in non-fiction areas as the sole central library.

3. Committee Reports

- CCLS Board Meeting Report: Edstrom reported that a vote was taken to make our library the sole central library. The June meeting will be held in Olean on June 10.
- There was a brief discussion regarding what sole central library status might mean in practice.

4. Old Business

Director’s Evaluation (discussion)

- **MOTION (Tenglund, Edstrom):** To enter executive session to discuss personnel issues at 6:19 pm. Motion carried unanimously.
- **MOTION (Edstrom, Sorokes):** To exit executive session at 7:08 pm. Motion carried unanimously.

5. New Business

- **MOTION (Tenglund, McElfresh):** To authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2020. Motion carried unanimously.
- **MOTION (Tenglund, McElfresh):** To authorize the treasurer to maintain the following accounts for 2020:
 - Exchange Fund Account – Community Bank
 - Operating Fund Checking – Community Bank
 - Capital Fund Checking – Community Bank
 - Cafeteria Plan Checking – Community Bank
 - Broadband Grant Checking – Community Bank
 - Temporary Investment Accounts – Community Bank
 Motion carried unanimously.

- **MOTION (Edstrom, Tenglund):** To adopt the Schedule for the Trustee Election and 2021 Budget Vote. Motion carried unanimously.
- Brief discussion of Treasurer Position

6. Adjournment: **MOTION TO ADJOURN (Sorokes, Edstrom):** To adjourn at 7:08 pm. Motion carried unanimously.

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

Next meeting: Wednesday, February 19, 2020

Respectfully submitted,

Ann M. Tenglund