

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
February 19, 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 5:30 pm by Lanna Waterman. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner (via teleconference), Waterman, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items:

**MOTION (McElfresh, 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 January 16-February 19:

#897 Operating Fund: \$66,376.25

#279 Capital Fund: \$215,600.00

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- The HVAC project was finished last week.
- The library budget hearing will be on Tuesday, 4/7/2020 at 6 pm and the vote will be held on Tuesday, 5/5/2020, with polls opening at 9 am and closing at 8 pm. There will also be a trustee election.
- Central library aid was discussed.
- Good work is being done by IT librarian Rachael Schultz and Outreach librarian Sheryl Soborowski who recently met with Evelyn Sabine from Dream It-Do It and the Eaton's Manufacturing Academy Camp to look into some potential partnerships.
- The library was featured in the February 4 edition of WebJunction's Social Library Newsletter for innovative use of the cover photo space on Facebook.

2. Review of Financial Statements

- There were no issues identified.

3. Committee Reports

CCLS Board Meeting (Edstrom): There is some consideration being given to when Prendergast Library in Jamestown would get their co-central library status back if the budget in Jamestown passed. It might be re-established after one year.

4. Old Business

Trustee Election will be in May.

5. New Business

- Budget presentation by Danna Isaman of Buffamante, Whipple, Buttafaro, PC, of Library's 2019 Financial Statements
  - The audit went well. The bookkeeper and director did a great job pulling everything together and the books were in good shape.
  - They issued a clean opinion.
  - A couple of years ago, it was determined that the library should be reported on as a governmental entity. However, last year, when the state report was prepared, there was a change that the state wanted. So, they changed the format of the audit reporting to match what the state wanted. They are reporting governmental fund financials, which is short-term.
  - Pages 2-6 show what happened at the library over the last year, so it would be good for trustees to read over this information.
  - 2018 and 2019 statements were reviewed.
  - The management letter was also reviewed. All issues from last year have been rectified.
  - The governance letter was the last item reviewed. It stated that there were no difficulties encountered during the audit.
  - **MOTION (Kasperski, Sorokes):** To accept the audit report. Motion carried unanimously.
  - The board noted that the bookkeeper did a good job this year.
  - **MOTION (Kasperski, McElfresh):** To change the "committed/board designated" fund name to "committed / board designated for capital projects" fund name. Motion carried unanimously.

Discuss proposed 2021 Library Budget

- There was a one-time use of fund balance in the budget to account for changes in wages and hiring a new librarian. We would not need fund balance in 2022.
- With minimum wage increases, while voters are approving our budgets, we could still use a tax increase.
  - One trustee noted that there is a philosophical disagreement with increasing taxes every year.
  - However, there are relentless increases in minimum wage, which then bumps up against higher-paid employees. There are also state proposals for paid sick leave for part-time employees. There are federal proposals to defund federal and state library aid, along with inflationary factors to consider for library materials as well, which are estimated to be up to six percent.
  - We are also looking at a major capital project, so we need to have enough in the fund balance to match a capital campaign or whatever we decide to do. Donors would look upon this favorably.
  - **MOTION (Tenglund, McElfresh):** To approve the 2021 proposed budget with a 2% tax increase. Motion carried 6: 1: 0 (6 in favor (Edstrom, Sorokes,

Waterman, Tenglund, McElfresh, Kasperski); 1 opposed (Wagner); 0 abstaining).

▪ **MOTION (Edstrom, Tenglund):**

• Whereas the adoption of the 2021 budget for the Olean Public Library may require a tax levy that exceeds the tax cap imposed by state law as outlined in General Municipal Law, Section 3-C, adopted in 2011; and

• Whereas General Municipal Law, Section 3-C, expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of 60% of qualified board members; now therefore be it

• Resolved that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2021 by at least the 60% of the Board of Trustees, as required by state law, on February 19, 2020.

• Motion carried 6: 1: 0 (6 in favor (Edstrom, Sorokes, Waterman, Tenglund, McElfresh, Kasperski); 1 opposed (Wagner); 0 abstaining).

▪ This motion was necessary because the 2% may end up being higher than the approved tax cap. In the event that we do not need to exceed the tax cap, this motion will be again voted on to rescind in September.

○ Discussion ensued regarding how much fund balance will be needed for the renovation plans.

▪ **MOTION (Kasperski, McElfresh):** To move \$250,000 from undesignated to the committed/ board designated for capital projects line. Motion carried unanimously.

6. Adjournment: **MOTION TO ADJOURN (McElfresh, Tenglund):** To adjourn at 6:43 pm. Motion carried unanimously.

Next meeting: Wednesday, March 18, 2020

Respectfully submitted,

Ann M. Tenglund

**Reminders:** Friends of the Library FeBREWary beer tasting fundraiser, Friday, 2/21, 7-9:30 pm (tickets are on sale at the Library or on Eventbrite); Library advocacy meeting with Assemblyman Giglio and Senator Borrello at the Cattaraugus Free Library on Friday 2/28 at 4 pm.