

MEETING MINUTES
Olean Public Library Board of Trustees
July 15, 2020
5:30 P.M. – Zoom Teleconference Call

The meeting was open to the public and Zoom meeting information was made available.

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 the said notice.

Call to Order at 5:34 P.M. by Lanna Waterman. In attendance were trustees Edstrom, Sorokes, Tenglund, Wagner, Waterman, Director La Voie, and Assistant Director Mahar.

Discussion of replacement for Earl McElfresh—Reed McElfresh

- Reed McElfresh is well qualified for the position and was the only candidate that had been identified to fill the vacancy. He might also be willing to serve on the CCLS system board in the future.
 - **MOTION (Wagner, Edstrom):** To appoint Reed McElfresh to fill Earl McElfresh’s board seat until the next election in 2021. Motion carried unanimously.
1. Consent Agenda Items: **MOTION (Tenglund, Sorokes):** To accept the consent agenda items. Motion carried unanimously.
 - A. Waive the reading of the minutes of the previous meetings and approve them as mailed.
 - B. Approval of Warrant Sheets for June 18 – July 15:
 - #902 Operating Fund: \$83,295.39
 - #282 Capital Fund: \$480.00
 - There were no concerns about anything on the warrant sheets.
 - There were some presenters for the summer reading program who were hired to do virtual programs, so those expenses were reflected.
 - C. Correspondence
 - Letter from Senator Borrello regarding the messages received from patrons of the library urging support of the library and its programs
 - Note from Kathy Bess expressing thanks for the curbside service
 - Letter from Earl McElfresh resigning from his Board seat
 - D. Voice of the Public: None
 - E. Director’s Report
 - Library Reopening is going smoothly. The number of people using the building is going up. There have been no significant problems. The public computers have not seen the amount of use as they had thought, so some of the restrictions can be changed.

Regulations are constantly changing, and there is a lot of paperwork, such as health screenings and cleaning logs. More and more signage has been added. La Voie has had a lot of interaction with the attorney as well. The library also has to have a list of EPA-approved cleaning products and have those on hand.

- Safety Plan—this is a plan that is utilized whenever there is a problem involving patrons and/or staff members. The plan needed to be approved by the Board.
 - MOTION (Edstrom, Wagner): To go into executive session at 5:45 P.M. to discuss personnel issues. Motion carried unanimously.
 - MOTION (Edstrom, Wagner): To exit executive session at 5:55 P.M.
 - **MOTION (Waterman, Wagner):** To accept the updated safety plan. Motion carried unanimously.
 - La Voie is working on a reasonable accommodation form.
- HVAC Project—they are looking into enhanced filters, and they also looked at the server room, to get a quote together.
- Personnel Updates—staffing is a challenge, with some people still on reduced hours. There have been some resignations. A new page was recently hired.
- NYS Aid—State Library Aid was reduced to \$94.1 million, a cut of \$2.5 million, which was less than the \$5 million proposed by the governor. The NYS Construction Aid program was cut by \$20 million, which is not good news for our library’s renovation plans.
- Friends of the Library—Our Friends group was nominated by Ann Tenglund, working on behalf of the Board, for the NYLA Friends of the Library Section’s Daniel W. Casey Library Advocacy Award, and the nomination was successful. The Friends held an informal meeting earlier this month. They reported that the annual book endowment grant this fall will be \$11,480. Their generosity is truly appreciated.
- News from the Library—We received a second installment of the O’Connell Family Fund grant, which is part of the Erie Community Foundation based in Erie, PA. These funds are used to fund arts programs under the Frances Bean O’Connell Arts Program. Also, La Voie reported that she serves on the Western New York Library Resources Council (WNYLRC) Strategic Planning Committee and the subcommittee responsible for planning a virtual summit in August.

2. Review of Financial Statements

- Income:
 - Library charges are down due to not patrons not being charged for lost or damaged items during the shut-down.
 - We are up in earnings on investments.
 - State Aid might not come in during July, as it usually does.
 - The real property tax is on schedule.
 - It has been a rough year due to COVID and being closed.
- Expenditures:
 - Some materials have not come in, which makes expenditures lower.
 - We are also waiting for periodicals and other materials to come in.
 - People are allowed to read newspapers and periodicals, with gloves.
 - With our reopening, a lot will improve again.

3. Committee Reports: None

4. Old Business

Appointment of Board Officers for 2020-21

- **MOTION (Edstrom, Waterman):** To appoint the following Board officers for 2020-21
 - President: Lanna Waterman
 - Vice-President: Ed Wagner
 - Secretary: Ann Tenglund
 - Finance Officer: Mike Kasperski

Motion carried unanimously.

Treasurer Position—Discussion deferred to a future meeting

5. New Business

Bylaws: It was decided that the bylaws are fine now for video conferencing. It was also noted that the bylaws covered the election process for the vacant seat.

6. Adjournment—**MOTION TO ADJOURN (Tenglund, Edstrom):** To adjourn at 6:08 P.M. Motion carried unanimously.

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

Reminder: CCLS Board Meeting at OPL on Wednesday, August 16th, at 6 P.M. in the Gallery, if the meeting will be held in person.

Next meeting: Wednesday, August 19, 2020

Respectfully submitted,

Ann M. Tenglund