

MEETING MINUTES
Olean Public Library Board of Trustees
June 17, 2020
5:30 P.M. – Zoom Teleconference Call

The meeting was open to the public and a Zoom number and link were provided.

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 by Lanna Waterman at 5:30 pm. 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. The motion carried unanimously.
 - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
 - B. Approval of Warrant Sheets for Mar. 19 – June 17:
 - #899 Operating Fund: \$56,580.41 (Mar. 19-Apr. 16)
 - #CF-280 Capital Fund: \$1,120.00 (Mar. 19-Apr. 16)
 - #900 Operating Fund: \$76,555.67 (Apr. 17-May 20)
 - #901 Operating Fund: \$61,144.23 (May 21-June 17)
 - There were no questions or concerns on the warrant sheets.
 - La Voie said that they had to spend a lot of money on cleaning supplies, but other than that, we have been mostly under budget.
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director's Report
 - Library reopening: the library needs protective shields before it can reopen, which should be delivered soon. At present, they plan to reopen on Monday, June 22. They cannot open for full hours yet because they can have only 49% of staff at any given time. The rest of the building needs to be at 50% capacity. We also cannot have in-building programs. Everything has to be in place before they can open, even though some other libraries are already open.

The biggest concern is the computers because people depend on them. People will need to be limited to one hour, and only every other computer can be used. Computer users will be encouraged to make appointments to use computers to avoid having a lot of people waiting for computers, due to social distancing rules. At some libraries, patrons are being asked to wipe down the equipment before and after use, so that they can guarantee that their workspace is clean.

Furniture has been moved and there is only one chair per table to ensure that social distancing is enforced. The teen room will not be open because it is too small. The library also will not have meeting rooms available at this point. The gallery will be open without chairs.

Regarding use of books in the stacks, patrons will be able to browse, but they should not put the books back on the shelves. The larger problem will be magazines and newspapers. Magazines will need to be left on a cart after use. If newspapers have to be quarantined for 48 hours after one use, we might as well not even have them out. Possibly they will require patrons to use gloves.

There was some concern on the part of the staff regarding chemical sensitivity with cleaning materials. La Voie is investigating this with a lawyer. We are required to state on our safety plan that we are using known chemicals that kill viruses.

- Safety Plan: This was required for reopening. It is possible that tracers might come in to check to see if people are abiding by the rules. It required board approval.
 - **MOTION (Tenglund, Edstrom)**: To approve the NY Forward Business Re-Opening Safety Plan for the library. The motion carried unanimously.
- Bylaws: Discussion was held regarding how many meetings the board should be required to have annually. It was decided to
 - **MOTION (Waterman, McElfresh)**: To change the bylaws, Section 3, to read: “The regular meeting of the Board, unless otherwise designated, shall be held on the third Wednesday afternoon in the library. The hour of the meeting shall be 5:30 pm. The Board shall meet a minimum of six times annually.”
 - Wagner noted that we have in the bylaws regarding attending via teleconferencing. He volunteered to propose some wording to broaden that. He said he would send it out and we could talk about it at the next meeting
- Personnel Update: Every place is struggling a bit right now with different needs related to the pandemic. La Voie said that everyone on the staff now is required to come in, but some are on a reduced schedule. Curbside service has been very busy, so people have to pull requests, take the calls, etc. They have had cleaning staff in to clean and change furniture around. Virtual programming is continuing. Library assistants have been helping with cataloging and processing new books, under one of the librarians. Chat reference has been busy. There is a website redesign underway as well. Someone on the staff is just coming back from a leave as well, which should help with materials processing backlogs.
- HVAC Replacement Project/NYS Construction Aid: The cost of the replacement project came in at \$212,000, well below the quoted cost. A contractor is looking into the cost of a building management system, which would allow the library to install temperature controls for the new units on some of their computers, or some other HVAC improvements that are needed in the building.
- Zoom Meeting Room Policy: With the closure of the meeting rooms, the library wants to offer area nonprofits who may not have Zoom accounts the option of reserving the Library’s Zoom account for meetings. Other libraries are doing this, and the library did

receive legal advice on it. If we were to continue services like this, including curbside pickup and virtual programming, post-pandemic, it could be a staffing issue.

It was noted that it would be good to have a protocol in place in the event of a Zoombombing. This would not need to be part of the policy though.

- **MOTION (Tenglund, Wagner):** To approve the Zoom Virtual Meetings Contract. The motion carried unanimously.

2. Review of Financial Statements:

- La Voie noted that expenses were down, as were gifts and donations. All of this was due to the shutdown.
- She has not heard anything about a multi-year grant, but last year, they contacted the library in June, so that may still be forthcoming.
- State aid funds should be coming this summer, but they are waiting to find out what will happen with state aid.
- The construction aid program took a big hit in the state budget.
- The governor also has the authority to make cuts at any time right now, so libraries are worried. Cuts would affect our electronic resources, non-fiction purchases, and a partial salary line.
- When BWB did the last audit, they changed us to a government agency, and there was an extra charge for that.

3. Committee Reports--CCLS

- Edstrom said that the August CCLS meeting is August 13 at 6 pm at the Olean Library, if the library was able to be open. Chautauqua County's contribution to CCLS has been cut by 17% and they have not heard from Cattaraugus County yet. There will probably be a 20% cut from state funding. At this point, they are not anticipating any cuts to local libraries.
- Their committee discussed the balance of funds available between the two counties.
- Deliveries are starting again.
- Construction grant funds are still there, and libraries need to apply by October.
- The annual meeting will not be held in person this year.
- The Prendergast Library budget vote in Jamestown passed.

4. Old Business

Treasurer Position: Kasperski was going to get in touch with someone about this position. La Voie will follow up with him since he was unable to attend the meeting.

5. New Business

MOTION (Edstrom, Tenglund): to approve the results of the June 16, 2020 election of a Library Trustee as follows:

Elected to the Library Board of Trustees to a five-year term, Earl McElfresh – 1704 votes. The motion carried unanimously.

MOTION (Tenglund, Waterman): to authorize the Library Director to notify the Olean City School District, by letter, that the Olean Public Library requests a zero percent increase for its 2021 budget and to request the school district raise by tax levy the annual appropriation of the sum of \$1,061,092 as authorized by the Olean Public Library Board of Trustees at its March 18, 2020 meeting. The motion carried unanimously.

MOTION (Wagner, Edstrom): to nominate the current officers to continue in their roles. The motion carried unanimously.

Edstrom was willing to continue for another year on the CCLS board.

6. Adjournment: **MOTION (Sorokes, Tenglund):** To adjourn at 6:30 pm. The motion carried unanimously.

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

Next meeting: Wednesday, July 15, 2020

Respectfully submitted,

Ann M. Tenglund