

MEETING MINUTES

Olean Public Library Board of Trustees

October 21, 2020

5:30 P.M. – Zoom Teleconference Call

The meeting was open to the public and a Zoom link was 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 5:35 pm. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Treasurer Elser, Assistant Director Mahar, and Director La Voie.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Approval of Warrant Sheets for September 17—October 21:
 - #905 Operating Fund: \$70,411.98
 - #283 Capital Fund: \$2,169.00
 - Elser said that one of the Shawley Office Equipment charges was for a signature plate for her, which will help a lot. She was unable to physically come to the library to review the warrants but had reviewed the reports.
 - The BWB charge was for filing the 990 form.
 - There was a final payment to the clerk of the works as well.
 - All other expenditures were in line with normal budget expenditures.
 - **MOTION (Kasperski, Wagner):** To approve the warrant sheets. Motion carried unanimously.
3. Review of Financial Statements
 - Elser said that at the last board meeting, we talked about BWB's report and omissions. We know where the corrections need to be made and BWB can be contacted. Elser will reach out to them to get this done.
 - Looking at the appropriations, many are low because of the shutdown. Revenues show that the fund balance will probably increase. The State Aid came in around \$113,000.
 - State auditors look at fund balance but there is no hard and fast rule for libraries.
 - It is good to have this fund balance when cuts to State Aid cannot be predicted. However, a careful plan to use the funds to benefit patrons the most would be helpful. Some could be used to cover capital projects.
 - The board should determine a minimum balance for the fund balance as well. We should also look at what other libraries of our size do. If the board has a plan for the fund balance, we have control. The board has designated an amount for capital projects as well.
 - We have also had several unusual years in a row, where staff left mid-year, or we had trouble hiring. One year the orders database malfunctioned and orders were lost. This year, everything was impacted by COVID. We can explain why the fund balance has increased.
 - Some of the fund balance can be counted as deferred revenue because there are restrictions on its use—it is more of a liability on a balance sheet instead of fund balance. For example, some needs to be used for salaries and other amounts are earmarked for purchase of non-fiction items.

- The fund balance will also be needed for possible State Aid cuts in the future. We need to ensure that we do not cut into fund balance too much either.
- Earnings from investments have been doing well. We are also doing well with gifts and donations.
- State Aid will show on the statements for the November board meeting.
- We are down with revenues on library charges and copy machines due to the shutdowns.

4. Correspondence

- From John Aceti, a former resident and school administrator from Olean, who donated his most recent book, *Women Warriors: They Too Have Served*. He also expressed appreciation for the Library.

5. Voice of the Public: None

6. Director's Report

- Library Personnel and Overall Operating Budgets
 - **MOTION (McElfresh, Edstrom):** To move to executive session to discuss personnel issues, at 6:24 pm. Motion carried unanimously.
 - **MOTION (Edstrom, Wagner):** To leave executive session at 7:50 pm. Motion carried unanimously.
 - **MOTION (Wagner, Sorokes):** To adopt the wages as proposed by the director, which did not include increases for salaried employees. Motion carried unanimously.
- 2020 Central Library Aid to OPL
 - The majority of the State Aid has come in for 2021.
- Manley Grant
 - IT Librarian Rachael Schultz and La Voie co-wrote a grant to the F. T. and Anna C. Manley Memorial Trust last spring requesting \$9,985 to establish an Employment & Education Lab to support patrons in search of employment and career growth, and to provide area students with technological resources to complete online courses and homework assignments. This month, they received notice that the grant was awarded in full. The library will purchase laptops, databases, and software for this project, by year's end.
 - Discussion ensued regarding how to implement the grant while helping patrons to stay socially distanced.
- Friends of the Library
 - At their September meeting, the Friends announced that this year's annual Book Endowment gift to the Library will be \$12,000. The treasurer will issue a check to the Library once the funds have cleared in the checking account. This gift can be used to purchase circulating materials in all formats. We continue to be grateful for the Friends' generous support of the library. The Board will send the Friends a thank you note for all of their support.
 - We need to find out if the Friends can attend the NYLA presentation without registering, or if registration is needed. We also need an exact date/time for when the awards will be presented during the NYLA meeting. The NYLA meeting is occurring online this year.
 - The Friends of the Library's Board Meeting is always the second Monday of the month. We should plan to make a presentation to them at that time, and invite one of the FLS members to that meeting via Zoom.
- News from the Library
 - Cherish Inman and La Voie were interviewed for a feature on broadband inequity in rural parts of the state. The role of libraries in providing broadband and technology resources

was discussed. The pandemic has also affected libraries and the people that they serve. This program will be on wgrz2.com sometime soon.

- La Voie will discuss with the architect some small modifications to the space to bring about a single service desk and some additional space for socially distanced technology.

7. Committee Reports

- None

8. Old Business

Check signer--Community Bank signature form

- The form is on Mahar's desk and still needs to be signed by board members Kasperski and Tenglund.

Medical Loan Closet partnership opportunity

- **MOTION ():** To table the discussion until an opinion comes in from the WNYLRC attorney Stephanie Cole Adams re: establishment of an LLC. Motion carried unanimously.

Reissuing of 2019 Financial Statements

- Elser will ask BWB to reissue the 2019 financial statements

9. New Business

Tax Cap Override

MOTION (Edstrom, Wagner): To rescind the tax cap override vote approved in February 2020, as the Library did not exceed the tax cap for 2021. Motion carried unanimously.

- La Voie asked about the carry-over amount. Elser said that the tax levy calculation, when it first started, could be calculated by if you do not go to the maximum allowed, it gives you an amount that could be a carry-over. The Comptroller's Office left it that way until the third year. Then they changed the formula and they now dictate based on an aggregate of how much was not used. You need to use what the State gives you for it. Albany has not released the formula that is used.

Resolution to adopt Retention and Disposition Schedule for New York Local Government Records (LGS-1)

MOTION (Tenglund, Wagner): To approve the following:

RESOLVED, by the Board of Trustees of the Olean Public Library that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, effective immediately.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion carried unanimously.

- It was noted that even though you can destroy some bank records after three years, the Library will use a seven-year retention. This avoids trouble that you would be choosing what to keep and what not to keep. Section (b) clarifies this.
- Library officials believe that the Library has been in compliance with this. Often records are kept much longer than required, such as payroll records.

Annual Audit of Library Finances

- There was a discussion regarding whether to put out a request for public bids for the 2020 annual audit. We have been working with BWB for a long time.
- Some public agencies are mandated to do a Request for Proposals (RFP) every five years. The majority of our budget comes from taxes, so we need to ensure we are spending wisely. However, changing auditors is difficult and time-consuming.
- We can ask, in the RFP, to be all-inclusive, to include the financial report, the 990 form, any telephone calls for advice, etc. It would be helpful to have a certain number of hours of advice built in.
- We could find out what firms other libraries use. Most firms in this area do government accounting. Libraries are somewhat unique, but any firm that does schools and towns would have the knowledge to handle a library. Possible firms were discussed.
- Because this would be for professional services, there is no requirement to follow lowest bid rules.
- An RFP would not be too difficult to put together for this. We could also start it for preparation of 2021 financial statements, so that we would not feel rushed. This would be the time to start the process.

10. Adjournment: **MOTION TO ADJOURN (Tenglund, Waterman):** at 7:59 pm. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund