

MEETING MINUTES

Olean Public Library Board of Trustees

December 16, 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 5:33 pm. In attendance were trustees Waterman, Tenglund, Wagner, Sorokes, McElfresh, Edstrom, Assistant Director Mahar, Director La Voie, and Treasurer Elser (for the first portion of the meeting).

1. Waived the reading of the minutes of the previous meetings and approved as mailed.

2. Approval of Warrant Sheets for November 19—December 16:

#907 Operating Fund: \$171,807.39

#285 Capital Fund: \$2,847.00

Discussion:

- Elser said that by paying the state retirement bill in a timely manner, the library saved considerable money.
- The warrant is higher this month because there is almost \$30,000 for the annual subscriptions. In addition, there was a \$56,000, once a year, payment for retirement. Also, in December, there were three payrolls.
- On the capital warrant, two time clocks were replaced. La Voie said that the money we paid for time clocks will be used for our match for the construction aid.
- Carla does a good job making sure that we pay our bills on time and that we do not pay sales tax.

3. Review of Financial Statements

- Elser said that our Exchange fund went up because the property tax check was recently received and deposited.
- The capital reserve amount on the statements has been updated to the proper figure. Those numbers are all now reflected from the BWB audit, except for the February 2020 number, which will be picked up when BWB does this year's audit. This year's fund balance will be in line with reality.
- Everything looked good on the financial statements.
- We are underspending due to COVID because we do not have as many patrons or expenses.
- The databases that were purchased came from State Aid. Normally these show as a reimbursement, but because Olean is the central library this year, and because the System paid out State Aid directly this year, they show as direct purchases.
- La Voie noted that it was good that we moved money into e-resources, and the whole system benefitted from that.

4. Correspondence: None

5. Voice of the Public: None

6. Director's Report

- Policy on Comp Time: This policy will be considered at a later meeting. Pertinent information is being reviewed with the attorney.
- Library's Sesquicentennial Anniversary: The library will be convening a committee to work on this celebration and will be putting out a call for participation. It will be interesting to look back to the history of the library. The Olean Library Association was established on March 25, 1871.
- Renovations: La Voie has spoken with the architect, who is still working on some ideas for us to consider. We have reserves in our capital fund which will be used towards additional renovations.
- Personnel issues: One of the part-time librarians, Christine Zeitler, will be leaving for a full-time position at the Prendergast Library in Jamestown. A new page, Rebecca Russell, was hired on November 3. Some staff have been out due to COVID. One person needed to be out twice. It seemed that the paid leave aspect would be going away in 2021.
 - MOTION (Waterman, Sorokes): To go into executive session at 5:54 pm to discuss personnel matters. Motion carried unanimously.
 - MOTION (Edstrom, Wagner): To leave executive session at 6:37 pm. Motion carried unanimously.
- Friends of the Library: The Friends' Board wanted to thank everyone who donated on Giving Tuesday. The money raised will be used to support programming for children and teens. They especially wanted to thank Hedley Brook for their support of the Friends of the Library in the Cattaraugus Gives Campaign.
- News from the Library:
 - The Greater Olean Area Chamber of Commerce visited the Library on December 14 as part of its Making Spirits Bright program. They livestreamed from the Library. La Voie gave them a tour and talked about our collections, services, and programs.
 - The Library is adjusting hours to better accommodate patrons and make best use of staff time. The library is currently open Monday-Thursday from 10 am – 8 pm; these hours will change to 9 am – 7 pm beginning January 4th. They have noted that the Library is much busier in the daytime, while evenings have been extremely slow. Friday will gain an hour and will now be open from 9 am to 6 pm (as opposed to opening at 10 am before). Saturdays will remain at 10 am – 2 pm until there is demand for additional hours to be added back into the schedule.
 - One of the library's volunteers, Beverly Morris, passed away unexpectedly. She will be missed by staff and other volunteers. Her family asked that in lieu of flowers, memorials be made to the Library.

7. Committee Reports

CCLS (Edstrom): The CCLS board met last week. There was not a lot of new business. McElfresh will be our representative in 2021. There are four new members joining—two from Cattaraugus County and two from Chautauqua County. They talked about the annual meeting next October. They passed the budget. They will again try to have a meeting in Olean during good weather this year. Olean has been the sole central library this year and is normally the co-central library. There was a suggestion from our Board that they use Zoom in the winter for safety, even after the pandemic restrictions end.

8. Old Business

Community Bank signature form: We need Kasperski's signature on the form.

9. New Business

2021 Trustee Election—there will be three seats on the ballot—McElfresh (because he is filling out a term), Wagner, and Tenglund.

10. Adjournment—MOTION TO ADJOURN (Tenglund, Edstrom): at 6:44 pm Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund