

MEETING MINUTES
Olean Public Library Board of Trustees
February 24, 2021
5:30 P.M. – Zoom Teleconference Call

The meeting was open to the public.

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 by Lanna Waterman at 5:30 pm. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Treasurer Elser, Assistant Director Mahar, and Director La Voie. Also in attendance were auditors from Buffamante, Whipple, Buttafaro, PC.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Approval of Warrant Sheets for January 21-February 24:
 - #909 Operating Fund: \$71,319.81
 - #287 Capital Fund: \$1,407.00
 - Elser noted that there were two payments to Utica. This is a monthly bill for library insurance. There is an \$8 monthly installment fee, so they decided to pay the entire bill to save some money. It will be helpful to not have to process the payment every month as well.
 - Everything was in good order.
3. Review of Financial Statements
 - Next month, the bookkeeper will update the fund balance. Every month it changes based on revenues and expenditures. Currently, the fund balance is based on 2019, pending receipt of the audit this evening.
 - Everything on the financial statements was in good order.

MOTION (Wagner, Waterman): To approve items #1-3. The motion carried unanimously.
4. Voice of the Public: None
5. Director's Report
 - Many of the items on the report were covered elsewhere in the meeting.
 - La Voie noted that it is important to reach out to our state representatives to support libraries in the proposed FY 2021-22 New York State budget.
 - Trustee training was held last week with Jerry Nichols, a consultant. We can pull together a sub-committee to look at our strategic plan and look at a longer-range plan to go along with our strategic plan, which expires in 2022. We should also look at the mission statement again.

- The State has given an extra year for the HVAC project to be finished. La Voie is awaiting quotes for the rest of the project.
- Personnel updates: Kari Hall was promoted to the title of part-time clerk on February 16, 2021. She was previously a page. Library page Cathy Walters, who was hired to staff the Teen Room, has been laid off until further notice due to the Teen Room's closure. Her last day was February 18, 2021. Library page Penny Foy's employment was terminated on February 19. Library page Cindy Peters has accepted full-time employment in Bradford and will no longer be able to do her part-time shift at the Library. Her last day is February 24.
 - **MOTION (Tenglund, Wagner):** The Board approves the personnel updates as presented by the director. The motion carried unanimously.

6. Committee Reports

CCLS Board Meeting (McElfresh): A new IT assistant was hired. They approved the CCLS grant plan. Olean will see a reduction based on population changes. The central library aid will be distributed 1/3 to Olean and 2/3 to Jamestown. The allocation will be studied in 2021 by an advisory council. CCLS ended the year with a deficit. They were recently approved for the second round of PPP loans, which will help.

7. Old Business

2021 Trustee Election

- The school district will run the library election at the school this year instead of at the Library as initially planned. With concerns over the number of people who might request absentee ballots and even the slight possibility that the State could mandate absentee voting again this year, the risk of absorbing those costs is too great for the Library.

2022 Proposed Budget

- There was a change in the depreciation expense and the capital improvement line. It also reflects that we receive our CBA funding directly now rather than through the system.
- There was a question about how likely it was that 2022 expenses would cut into the fund balance. It was doubtful that would happen. A decrease in state aid was anticipated, and expenses that may not occur were also included. The budget preparation was conservative.
- The school board must formally approve the amount of library taxes to collect. Our minutes will be sent to them to show that our board formally adopted the 2022 budget.
- **MOTION (Kasperski, Sorokes):** To pass the budget as presented. Motion carried unanimously.

Review and adopt the revised schedule for the 2021 Trustee election

- The election will be on May 18 at the school.
- **MOTION (Waterman, McElfresh):** To adopt the revised schedule for the 2021 trustee election. The motion passed unanimously.

8. New Business

Budget presentation by Dave DiTanna/Danna Isaman of Buffamante, Whipple, Buttafaro, PC, of the Library's 2020 Financial Statement

- The audit had to be done remotely. Library personnel were praised for their efforts in making this go well.
- Statements of Net Position and Governmental Funds Balance Sheet
 - Statements were restructured a couple of years ago to better align with governmental accounting standards.
 - Cash and cash equivalents included all aspects of funds.
 - The HVAC project added value to the property and equipment line.
 - The net pension liability for the employee's retirement system is calculated by an actuary every year. The system is underfunded.
- Income Statement
 - Expenses were up; the most significant driver was the HVAC project.
 - There was an adjustment of \$108,988 in salaries and employee benefits. The increase in liability on the balance sheet affects the income sheet as well. Actual salaries were \$682,513. But to reflect the pension balances, an additional \$108,988 needed to be allocated to that line as an adjustment.
 - Revenues were up because of the capital construction grant. Other revenues were in line.
 - General revenues were also up because state aid was increased since the Library was the sole central Library. Property taxes increased by approximately \$20,000. We did not raise taxes last year, but there was the year before.
 - There was a slightly larger surplus because revenues increase more than expenses.
- Footnotes
 - There were no new accounting standards.
 - A footnote related to the pandemic indicated that there were uncertainties associated with the financial impact of COVID-19.
- Pension reporting was a fairly significant impact. There could be a benefit on financial statements the other way next year because of the actuarial reports. It is a required reporting that it be presented as it was.
- When you look at how the Library did for the year, the schedule of revenue and expenses-budget vs. actual is most helpful. We use fund accounting that does not always reflect all of this.
- The Management Letter had only one recommendation

Restricted revenue

Throughout the year, the Library receives grants, awards, and other donations from various entities that are considered restricted revenues. These restrictions may be imposed due to the funds being designated for specific purposes by the donors or due to the timing of when funds are to be spent. We recommend that the Library consider recording such proceeds in a separate revenue account within the general ledger so funds can be identified. In addition, the Library should maintain schedules that track balances throughout the year and that documents the spending of these funds when donor restrictions are being fulfilled.
- Discussion:
 - Given the conversation with Nichols last week, the balance sheet was consulted. We had talked about designating some of the fund balance. Nichols recommended keeping approximately three months in an undesignated category. We also need to be aware of how the pension plan affects us.
 - The Library has had two solid financial years. Are there things that should be funded down the road? Should we fund for a rainy day where there are situations

that are not within our control? We should also look into having an engineering report done on unfunded maintenance. The State does require some studies as well. This would give the board a method to put a long-term plan in place.

- BWB auditors noted that the audit is an important process. They appreciated the assistance and discussion during the audit. Waterman said that the board is proud of the team that did all of that as well.
- The Finance Committee can discuss the capital project fund and the idea of having the engineering report done.
- A letter of thanks will be sent from the board to the bookkeeper, treasurer, and director for doing such a good job.

Safety deposit box

La Voie looked into how to access the safety deposit box. Currently, Chaffee and Kasperski are the signers to enter the safety deposit box. To change the signers, a motion needs to be approved and recorded in the Board minutes. It was decided that La Voie and Elser should be the signers.

MOTION (Edstrom, Tenglund): That La Voie and Elser be the signers on the safety deposit box at Community Bank. Motion carried unanimously.

Olean Mall Possibilities

The board discussed the recent news that the Olean Mall will be redeveloped and the opportunities this may create for community collaborations and other possible initiatives.

Accounting RFP

Elser and La Voie have been working on a Request for Proposal draft for accounting/auditing. The draft will be ready by the March board meeting so that the RFP can be issued by April. The appointment of the accounting firm would be sometime in July.

9. Adjournment—MOTION (McElfresh, Sorokes): to adjourn at 6:55 pm. The motion carried unanimously.

Copies of the financial and director's reports are available upon request.

Respectfully submitted,

Ann M. Tenglund

Next meeting: March 17, 2021