

MEETING MINUTES

Olean Public Library Board of Trustees

January 27, 2021

5:30 pm – 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 5:30 pm. In attendance were trustees Edstrom, Kasperski, McElfresh, Sorokes, Tenglund, Wagner, Waterman, Treasurer Elser, Assistant Director Mahar, and Director La Voie.

The purpose of this meeting was to discuss how to handle the issue of an incorrectly issued payroll. In 2021, there should be 27 pay periods, including January 1. Instead, the payroll company counted the January 1 payroll as 2020 pay.

The Finance Committee met on Monday, January 25, 2021, to discuss the issue. The committee came up with options for the full board to discuss and decide upon.

Discussion:

- Carla talked with the payroll company and they confirmed that she had been correct, that the last payroll was supposed to be December 18 and that 2020 was a 26-payroll year; 2021 is the 27-payroll year. It was GFC's error, resulting in them issuing incorrect W2s to salaried employees.
- Complete Payroll is reversing the entries, taking care of the taxes, and re-issuing the W2s.
- The library had already spent some money consulting with BWB to see how things can be handled.
- The first three pays were at the 26-pay level, so the payroll schedule will be adjusted to show 2021 as the 27-pay year. This will be taken care of internally. Changing payroll amounts does happen at times.
- Library employees will pay the overage back over the next 24 pays.
- At the Finance Committee meeting, it was noted that the library had always given an increase to offset the lower check amount in previous years.
- Staff members will not be overpaid in 2020 nor underpaid in 2021. For some people, it will be \$100 less in each check. This is hard when you have created a budget. This is why in the past, there was always a small increase to offset this. This would primarily affect three employees.
- Hourly staff members receive the same pay this year, not less, because they are paid for the actual number of hours they worked.
- People are not getting as much in each check because the pay is spread over 27 pay periods. They will earn as much as expected for the year.
- There was precedent for the library to make small salary adjustments in the past to offset the lower biweekly checks. Besides, this was a challenging year.
 - The board had discussed earlier not to have a salary increase for 2021, and others felt that we could not give a bonus with tax dollars. It could be a one-time raise. However, we are a 501C3, so it might be permissible to call it a bonus as well.

- Differences between a 501C3 and governmental agencies were discussed.
 - The library's finances used to be run by the school district.
 - The library began to handle its own finances when it was decided to have a separate budget vote.
 - Jerry Nichols could also speak to this issue when the board meets with him in February.
 - 501C3 status also affects an organization's ability to hold fundraising.
- When we made the decision about raises, we were not sure about how the year would go.
- It was decided to table this issue for further consideration so that it could be brought up again later.
- At the Finance Committee meeting, the possibility of moving to 24 pay periods every year was brought up to avoid this situation again. Employees would be paid on the 1st and the 15th. But that would require different budgeting for employees. Employees should talk about this idea and let us know.
 - This might be more difficult for part-time employees.
 - If we had two separate payrolls, one for full-time and one for part-time, it would cost more for payroll processing.
- The immediate situation was solved by the payroll company, and the discussion of additional pay was tabled.

MOTION TO ADJOURN (Wagner, Sorokes): To adjourn at 6:12 pm. Motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund