

MEETING MINUTES
Olean Public Library Board of Trustees
April 21, 2021
5:30 P.M. – Zoom Teleconference Call

The meeting was open to the public. A Zoom 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 the said notice.

Call to Order by Lanna Waterman at 5:34 p.m. In attendance were trustees Edstrom, 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 March 18-April 21:
 #911 Operating Fund: \$79,361.78
 #289 Capital Fund: \$1,106.00
3. Review of Financial Statements
 - Elser said that things have been consistent, month to month. Everything looked good, and there were no concerns.
 - The numbers of the Statement of Revenues, Expenditures & Changes in Fund Balance now reflect the correct amounts for 2021, as reported in the BWB audit.
 - La Voie said that she was surprised that we were down as far with book expenditures. Books are coming in, but there is still some backlog from last year. They might also transfer some funds from books to electronic.

MOTION (Tenglund, Wagner): To approve items #1-3. The motion carried unanimously.

4. Voice of the Public / Correspondence: None
 - Sorokes noted that some teachers came in last week to get set up with the Libby application. They were raving about how helpful, kind, and patient the library staff members were. They were very appreciative of the help that they received.
5. Director's Report
 - Committees: Library consultant Nichols had suggested changing the name of the Administrative Committee to the Personnel Committee. This is something we can consider. This committee is comprised of Sorokes (chair), McElfresh, and Wagner. The

Buildings & Grands Committee is Edstrom (chair), Sorokes, Wagner. The Finance Committee members are Kasperski (chair), Tenglund, McElfresh. Board President Waterman is ex officio on all committees. The committee chair's responsibility is to call the meetings.

- 2021 Trustee Election: Three petitions were turned in: Jen Mahar, Reed McElfresh, and Ann Tenglund. One of the seats is a four-year seat. Discussion ensued regarding who would have the four-year term. It was decided that we would use a random method to determine the order of the names on the ballot. It would also be good to have a witness to the procedure—this is a transparent way to decide this.
- Restoration of 2020 Central Library Aid: The 20 percent of Central Library Aid cut by NYS in 2020 was restored, and OPL, as the sole central library in 2020, received a check for the full 20 percent of withheld aid. The aid check included funds for (1) Central Book Aid to purchase nonfiction materials including books, electronic databases, magazines, etc.; (2) Central Library Development Aid to help fund a full-time librarian's salary; and (3) Local Library Sponsor Aid, which is annual, unrestricted aid. OPL has created a separate appropriation line in the 2021 monthly financial report to track spending on restored aid.
- New York State FY 2021-2022 Budget: Library advocates from across the state pushed back against the governor's proposed cuts, resulting in flat funding for libraries of \$94.1 million, the same amount received in FY 2020-2021. The Construction Aid program was brought back to the 20-19 level of \$34 million. This was good news, as the governor's proposed cuts would have been highly detrimental to libraries at a time when people depended on their resources and services more than ever.
- Personnel: One library assistant is on maternity leave until June. One library assistant is leaving—Brittany Campbell is resigning to take a full-time job; her last day is April 29, 2021. Her graphic design skills have been well utilized in the library's social media and promotional materials. She also put a lot of work into the soon-to-be-unveiled new OPL website. The library is currently interviewing for someone to replace her. They are also interviewing for the programming position.
- Space Planning: MOTION (Waterman, Wagner): To enter executive session at 5:52 pm to discuss space ideas. The motion passed unanimously. And MOTION (Tenglund, Edstrom): To leave executive session at 6:01pm. The motion passed unanimously.
- Friends of the Library: In April, the Friends approved a gift of \$4,000 for library programming for 2021. This is an annual gift that is built into the budget and is very much appreciated. This very generous gift will go far toward helping to offer quality programming throughout the year, including supplies for in-house and takeout crafts and live programs such as the recent make-a-teddy-bear workshop.
- Library News—Grant: The Library, in collaboration with the Race Unity Circle of Olean, was awarded \$5,000 in grant funding by the WNY Foundation. The grant supports Race Unity Circle and OPL's collaboration to provide value-added programming to the upcoming United Way 21-Day Equity Challenge.
- CCLS Strategic Planning: La Voie serves on the CCLS Strategic Planning Committee. The committee has reviewed the results of the recent surveys they conducted, and they are now planning focus groups to dig deeper into some issues. There will be three upcoming focus group sessions for directors, staff, and trustees.

6. Committee Reports

CCLS (McElfresh)—McElfresh was unable to attend but sent in a report. Their tech team is extremely backlogged as they have not been able to hire a part-time team

member to get back on track. The strategic planning focus groups will also ask member libraries for input on other issues that might be of concern.

7. Old Business

Extension of FFCRA EPSL/EFMLA: The FFCRA has been extended through 9/1/2021; this is used if anyone needs to go out on a COVID-related leave. MOTION (Edstrom, Sorokes): To extend the FFCRA EPSL/EFMLA provisions through 9/1/2021. The motion carried unanimously.

8. New Business

Future board meetings/Open Meetings Law (location/attendance): There was a discussion about how board members felt about having in-person meetings at the library. Perhaps meetings could be held in the gallery instead of the meeting room. Board members who work noted that Zoom was easier because there was no need to get to the library. Sometimes people are out of town as well. If the majority wants to Zoom, we could continue to use Zoom as long as it is permitted. However, in some meetings, such as when someone is presenting in person, it is difficult to hear. The only problem with Zoom meetings is that the automatic transcript should be posted when the software does not do a good job. It was noted that the Zoom link is publicly posted, so the public can attend as usual. It was decided to stick with Zoom unless there was a meeting that needed to be in person.

Board members were reminded to return their conflict of interest forms to La Voie.

There is no need for a budget hearing because we are not asking for a budget increase.

There will be a summer program for youth aged 14-17. There is no summer STAR program, so they will be looking for other places for these students to intern. They might be able to work with the summer reading program or elsewhere in the library. They would be available four days per week, as there are career-related programs for them on the fifth day.

9. Adjournment—**MOTION TO ADJOURN (Tenglund, Edstrom):** To adjourn at 6:30 pm. The motion carried unanimously.

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

Reminder: The trustee election will be held on Tuesday, May 18, from 7 AM to 9 PM in the gym at the middle school.

Respectfully submitted,

Ann M. Tenglund