

## MEETING MINUTES

Olean Public Library Board of Trustees

March 17, 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 said notice.

**Call to Order** by Lanna Waterman at 5:33 pm. In attendance were trustees Edstrom, 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 February 25-March 17:
  - #910 Operating Fund: \$58,668.16
  - #288 Capital Fund: \$595
    - There was a voided check because the software did not print the payee's name.
3. Review of Financial Statements
  - Elser reported that the state report was filed in March, a couple of weeks early.
  - Next month, the adjustments from the 2020 audit report will reflect on the financial statements. Carla, Kathy, and Mike Kasperski worked on this.
  - Everything was on track in the statements.
  - We are behind in copier receipts and fines, but it has been a slow year due to the pandemic.
  - Gifts seem to be coming in as they normally do this time of year.
  - Staff members have different responsibilities for ordering and budget lines. Carla has created monthly reports for each selector, which has been a big help. This was a suggestion from BWB.
  - Elser said that she goes through the warrants every month. She also looks at the bank account reconciliations. However, corrections to entries in the software seem to disappear. They can always figure out what happened, but it takes some digging. Elser said that it would help her to have access to Peachtree only to run reports, such as exception reports.
    - **MOTION (Edstrom, Wagner):** To provide Elser with access to Peachtree for reports access. The motion carried unanimously.
    - It was noted that if there was a better solution other than Peachtree, we should explore it.

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

4. Voice of the Public / Correspondence:

- From Jil St. Ledger-Roty, a member of the Race Unity Circle of Olean steering committee, transmitting a donation of \$100. They have found the library to be an invaluable resource in terms of information and as a place to present programs.

5. Director's Report

- 2021 Trustee Election: 25 signatures are required, and petitions are due back by 4/19/2021.
- Employee Handbook Updates
  - A comp time policy is unnecessary for exempt employees, as they are required to work as many hours as it takes to complete their duties. Therefore, the comp time policy can be removed from the handbook.
  - Exempt employees do not fill out timesheets either, so the timekeeping policy needed to be modified as well.
  - **MOTION (Tenglund, Sorokes):** To make the following changes to the Employee Handbook:
    - Remove Policy 402, Use of Comp Time for Exempt Employees
    - In Policy 401, Timekeeping, change the first two words, "All employees," to "All non-exempt and part-time employees."
    - The motion passed unanimously.
- Personnel: The library will begin interviewing for the full-time programming librarian position soon.
- Potential ideas for offering programming at the mall were discussed.
- State budget: At this point, the state Senate and Assembly have come out with budget proposals. Both proposals leave library aid flat or with a modest increase; both are fairly significant increases over the Governor's proposed budget. Construction aid is increased in the proposals as well.

6. Committee Reports: None

7. Old Business

RFPs for the annual audit of the Library's finances

- Elser had prepared the RFP. There were no questions from board members.
- The RFP will be issued soon. It has to be published in the newspaper. As many details as possible will be put on the website, with a link in the newspaper ad.

Safe Deposit Box

- The contents of the box have been reviewed. The deed to the building and the original renovation plans were there. Copies of these were already in the files at the library.

8. New Business

Public Employer Health Emergency Plan

- This is a requirement. Board members noted that it was well-done.
- It will be posted on the library's website.
- The plan will also be added to the Employee Handbook.
- **MOTION (Sorokes, Tenglund):** To approve the Public Employer Health Emergency Plan for the Olean Public Library. The motion carried unanimously.

Extension of FFCRA EPSL/EFMLA

- The information on the extension of FFCRA (ACRA) was received today. It was extended to September 30, 2021.
- The paid leave under this is reimbursable through tax credits.
- **MOTION (McElfresh, Wagner):** To approve the participation of the library in this plan. The motion carried unanimously.

9. Adjournment—**MOTION (Wagner, Edstrom):** To adjourn at 6:02 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund