

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
May 19, 2021  
**5:30 P.M. – Zoom Teleconference Call**

The meeting was open to the public. 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** at 5:30 pm by Lanna Waterman. 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 April 22-May 19:
  - #912 Operating Fund: \$76,242.44
  - #290 Capital Fund: \$2,094.50
  - Everything on the warrant sheets was in order. Elser noted that quite a few laptops were purchased and many books, both electronic and print.
3. Review of Financial Statements
  - Elser said that the balance sheet did not change much in the past month. All of BWB's numbers are in the statement of revenues. The fund balance will go down as expenditures are paid throughout the year.
  - We received the CCLS state aid and central book aid for approximately \$32,000. The book aid has to be used for books and databases. We will not get that much next year because we also had Prendergast's portion this year.
  - Elser noted that everything has been recorded and looks good.
  - Elser will follow up on the line regarding the non-spendable fund balance.
  - Within appropriations, everything was appropriate relative to the warrants.
  - The Manley Grant funds were spent on computers last month. The Library did not apply for a Manley Grant for this coming year.

**MOTION (Tenglund, Wagner):** To approve items 1 through 3 above. Motion carried unanimously.

4. Voice of the Public / Correspondence: There was a letter of complaint from someone who said that library staff members were rude. However, the person has been caught defacing library materials, so there may be some underlying issues. Assistant Director Mahar sent a memo to the front desk staff people reminding them to engage with the patrons.

## 5. Director's Report

- **MOTION (Tenglund, McElfresh):** To enter executive session to discuss personnel and property acquisition matters at 5:57 pm. Motion carried unanimously.
- **MOTION (Edstrom, Tenglund):** To leave executive session at 6:47 pm. Motion carried unanimously.
- HVAC Project
  - We received three quotes for the final portion of work needed to complete the HVAC project, for which we received a 2018 NYS Construction Aid grant. This final phase involves installing a new control system that will work with both the new and older rooftop units. The system will provide advanced control over building temperatures for greater comfort. Because the amount is under \$35,000, we are not required to put this out for public bidding.
  - **MOTION (McElfresh, Tenglund):** To accept the HVAC quote from Stormer Mechanical. Motion carried unanimously.
- Personnel Matters
  - **MOTION (Tenglund, McElfresh):** To approve the appointment of Alijah Fox for the full-time programming librarian position. Motion carried unanimously.
  - The library is having difficulties hiring for the library assistant position. It is a Civil Service position for which the library sets the wage.
    - Civil Service sets the position requirements, which for this position requires a bachelor's degree.
    - La Voie requested that the board look at the base minimum wage to consider setting it at \$16 per hour. Civil Service requires us to offer a range.
    - We are competing with places that do not require a degree but offer a higher wage than we currently do. We are also competing against unemployment supplements.
    - The only other position affected would be the part-time librarian position, for which we are not currently hiring, and there are presently no part-time librarians on staff. It would be good to set that position's base salary at \$18 per hour because librarians must have a master's degree.
    - Any increase that the board approved would fit within the approved personnel line in the approved annual budget.
    - **MOTION (Tenglund, Edstrom):** To set the salary range for part-time library assistants at \$16.00-\$16.50 and the range for part-time librarians at \$18.00-\$18.55. Motion carried unanimously.
    - La Voie will provide an updated salary list to the board.
- Employee Handbook
  - The Employee Handbook is under revision, and the board may want to consider a revision to the mission statement.
  - The strategic plan expires in 2022, so we will need to develop a new strategic plan soon. So that would be a good time to work on the mission statement.

## 6. Committee Reports: None

## 7. Old Business

RFPs for the annual audit of the Library's finances

- We received two proposals.

- BWB representatives met with La Voie to explain their figures. Since we were switched to a government entity audit, they have been spending many more hours on our audit. They were losing money performing our audit in the past. Elser noted that once she saw that they had been losing money on our audit, it was understandable that the cost went up.
- The board could also decide not to accept either proposal and go year by year, but that might cost more. In addition, if the board accepted one of the proposals, then we would be able to budget appropriately.
- Elser said that all of the references for the auditors checked out. Trustees noted that both firms also have a tremendous reputation.
- In the case of one school district library, Fairport, the school district does the library audit.
- BWB has had a good working relationship with the library and knows our systems. There would be no start-up time. There is also a partner who will answer questions outside of the audit time—telephone consultations are mentioned in the RFP. It is easy to rack up large bills with a phone call otherwise.
- **MOTION (Tenglund, Edstrom):** To accept the BWB five-year bid for library auditing services. Motion carried unanimously.

## 8. New Business

- **MOTION (Wagner, Sorokes):** To approve the results of the May 18, 2021 vote to elect three Library Trustees as follows:  
Elected to the Library Board of Trustees to a five-year term, Jennifer Mahar—448 votes; elected to a five-year term, Reed McElfresh—373 votes; elected to a four-year term, Ann Tenglund—337 votes.  
Motion passed unanimously.
- **MOTION (Sorokes, Tenglund):** To appoint Board President Lanna Waterman to present a treasurer and a slate of officers at the June 2021 reorganizational meeting of the Olean Public Library Board of Trustees. Motion carried unanimously.
- **MOTION (Edstrom, Wagner):** To approve updated masking and social distancing guidelines. Motion carried unanimously.
  - As a local government agency, we must follow the New York State rules on this matter.
  - Signs are posted regarding the fact that vaccinated individuals are no longer required to wear a mask.
  - Those who still want to wear a mask are welcome to do so.
  - The library was advised not to ask people about their vaccination status.
  - Library furniture is still socially distanced so that people can stay apart.
  - La Voie will attend a webinar on Friday that goes over the latest advice for public libraries.
- **MOTION (Waterman, Tenglund):** To approve CCLS Co-Central Library Plan, 2022-2026. Motion carried unanimously.
  - A directors' committee will be created to make democratic decisions related to state library aid.
- **MOTION (McElfresh, Tenglund):** To approve the purchase of two printers. Motion carried unanimously.
  - The total price is \$1,680. One is for the children's department, and one is for the backroom work area.

- June board meeting date: The meeting was changed to June 23 because the board president would be out of town on June 16. It was decided that this meeting would be in person in the gallery.

**MOTION TO ADJOURN (McElfresh, Edstrom):** To adjourn at 7:15 p.m. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund

***Certificate of Library Clerk as to Voting at  
Library Trustee Election***

I, Michelle La Voie, Library Clerk of the Olean Public Library, a public library in the State of New York, do hereby certify as follows:

After the polls had been closed at the Olean City School District Library Trustee Election held on May 18, 2021, the persons who acted as Inspectors of Election at said vote filed with the Library Clerk of said Library a certificate showing the vote with respect to the Trustee Election. The Certificate is now on file in the office of the Clerk of said Library.

I have compared the attached copy with said certificate and said copy is a true copy of said certificate and of the whole thereof.

Michelle La Voie

Library Clerk