

MEETING MINUTES
Olean Public Library Board of Trustees
June 23, 2021
5:30 P.M. – Library Gallery

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 at 5:30 pm by Lanna Waterman. In attendance were trustees Edstrom, Kasperski, Sorokes, Tenglund, McElfresh, 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 May 20-June 23
#913 Operating Fund: \$107,232.22
Capital Fund: \$3,796.50
 - From a reporting standpoint, we should see a breakout of the major items on the credit card payment. La Voie noted that a lot of technology was purchased this past month. There was a license for PeachTree, a backup device, a Zoom account renewal, materials for the coding class, and outreach supplies. In addition, the library has had to purchase more books outside of the regular vendor, which necessitated credit card charges.
 - Workers' Comp and risk management bills are now being paid annually to save on fees.
 - The CCLS bill included two printers, the quarterly Internet bill, and NYLA memberships.
 - A bill for \$490 for work done last year by the system was just received. Unfortunately, this meant that it needed to be paid from this year's budget.
 - The library does not receive documentation from the system for purchased licenses.
 - The library is waiting to receive desktops that have been at the system offices since last December.
3. Review of Financial Statements
 - There was not much change from April to May.
 - A transfer was made to cover expenses.
 - The fund balance is going down as expected as bills are paid throughout the year.
 - Nothing stood out as a concern on any of the statements. The salary and benefits line is lower due to reduced hours and vacant positions. With hiring the full-time librarian, this line will start to be closer to the budgeted amount.

MOTION (Tenglund, Kasperski): To approve agenda items 1, 2, and 3. The motion carried unanimously.

4. Voice of the Public / Correspondence: None

5. Director's Report

MRB Group Updated Proposal for Professional Services

- MRB group sent in an updated proposal for professional services to continue providing drawings for our expanded space needs.
- Paragraph A in the standard terms and conditions was discussed. It talks about a termination agreement that usually covers situations where both parties meet contract specifications, but one wants to cancel and get out.
 - However, this termination agreement addresses getting out when there is a substantial failure to perform. Legally though, this is a breach of contract, which you can always exercise if there is a failure to perform. If one of the parties breaches, they get paid for what they should have done, minus any damages.
 - It says that there must be a failure to cancel—but how do we get out of it if we just want to get out of it? The way it is written, we are stuck in the contract.
 - While we did not think that the MRB Group would do that, it is what the language allows.
 - Our only duty is to pay them. If there is a failure by either party, they get a terminal expense, which was not defined.
 - The contract is a flat fee, not hour-by-hour.
 - Wagner will call them to discuss these issues.

Updated Employee Handbook

- It was decided to wait to approve the updated Handbook until July to allow more time for review.
- One particular section should have a close review. This section discusses how an employee on leave might not be brought back because they make too much money.

Updated NYS Business Reopening Safety Plan

- The guidelines have recently changed again to eliminate social distancing.
- Additional changes are frequently coming in. As a result, the plan will need to be approved again in July.
- At the meeting, one change was made to strike the passage that stated that only one employee could occupy a tightly confined space.
- **MOTION (McElfresh, Wagner):** To approve the plan as amended. Motion carried unanimously.

Personnel Matters

- Amy Chaffee0Good accepted the part-time library assistant position. Her first day will be June 24.

2021 Starting Salary Scale for New Employees

- The starting salary scale needed to be approved given the recent changes to library assistant and part-time librarian wages.
- **MOTION (Tenglund, Wagner):** To approve the 2021 starting salary scale for new employees. The motion carried unanimously.

CRCF Gift

- The Cattaraugus Region Community Foundation sent a check for an annual grant/gift from the Paul and Betty Hanson Fund and the Paul and Mary Janowicz Memorial Fund. The grant totaled \$468.83, with \$260.37 from the Hanson Fund and \$208.46 from the Janowicz Fund. The grant is unrestricted, so the library can use the money wherever it is most needed. A thank you letter was sent to the Foundation thanking all involved.

Susan Wiggs Visit

- La Voie has contacted Nic Gunning, Director of the Wellsville library. They are hoping to host author Susan Wiggs the weekend of April 8 and 9 in 2022. Olean would have her visit on Saturday, April 9, during National Library Week.
- Once the dates are confirmed, La Voie recommended paying half of our library's part of the fee this year and half from next year's budget so that it would take less of a bite out of the annual programming budget in both years.

Friends of the Library

- At their June meeting, the Friends Board approved a gift of \$1,500 towards the Summer Reading Program. This money is typically used to pay for guest presenters. The Friends are listed as sponsors on all promotional materials. This brings the total to \$5,500 that the Friends have given towards library programming this year.

News

- Sheryl Soborowski and La Voie presented during the Chamber's live-streamed "opening of the ornament" event on May 20.
- La Voie attended a legal webinar on CDC guidance and New York's changing mandates.
- La Voie is serving on the Western New York Library Resources Council's newly formed Library Advocacy Committee. They will focus not only on legislative advocacy but also on local advocacy, raising awareness of the library's vital role in the community, and the credentials required of the professionals who staff libraries.

6. Committee Reports

CCLS Board Meeting (McElfresh)

- The board heard about a program that involved sensory music backpacks and launchpads for kids. An adult version is also available. It might be worthwhile for laid-off employees in the area as it has resume building.
- CCLS received the increased aid.
- They are trying to find a new service so that they can text patrons who have Verizon phones.
- They are joining a new interlibrary loan program for member libraries because the program through the University at Buffalo is still shut down.
- CCLS will review the book plan formula.
- Construction aid applications will be reviewed soon. Our library did not apply this year.

- Focus groups went well for the new library plan. The co-central library plan is moving forward. A steering committee will determine how the co-central library funds are spent.
- IT lost another employee. Some of the other libraries mentioned that they are not getting the service they need from CCLS IT. One library had a grant that was at stake if their servers were not installed on time. There were questions on how IT is prioritizing tasks. The CCLS director is taking the lead on prioritizing and communication.
- The letter that our Board intends to send about IT was discussed. Board members liked the new version. It was decided that it should be sent soon. The letter will come from our Board and be co-signed by Waterman and La Voie. The executive committee is in contact frequently.
- The next CCLS board meeting will be held at the Olean library on August 11. The IT issues would be discussed at that time.

7. Old Business

Library space needs – No updates were available at this meeting.

8. New Business

Business Office Bank of America credit card limit increase [Action Item]

- **MOTION (Kasperski, Tenglund):** To increase the credit limit on Carla’s card to \$4,000. The motion passed unanimously.

Reallocation of Budget Line Items [Action Item]

- **MOTION (Edstrom, Wagner):** To (a) Move \$10,000 from the Books budget into the Electronic Resources budget, (b) Remove the Friends of the Library Book Endowment line from the budget, (c) From the Friends Book Endowment line, move \$6,000 into Book and \$1,000 into Electronic Resources, and (d) Increase petty case from \$50 to \$100. The motion passed unanimously.
 - There is an increasing demand for eBooks, and print books are slow to arrive at this time.
 - From a management standpoint, it was good to move these funds into the proper lines where they are usually used.

PILOT (Payments In Lieu Of Taxes) payments

- The library should look into whether we are owed any PILOT payments by the school district. We should determine if the school district has received PILOT payments from local companies that received tax breaks brokered/arranged through local IDAs. If so, the library may be entitled to a portion of these payments if the school district included our tax amount in their total taxes.
- PILOT money goes directly to the school districts.
- The Olean district has seven PILOTs, and four or five are newer ones.
- Payments from local companies under PILOT are split between the taxing authorities. The library is also part of this taxing authority, and it is possible that the library’s taxable portion had not been included in the payments.
- While many of the PILOTs are small payments, they can add up over time. The library would get its own check.

- La Voie and Elser will discuss this and send the inquiry.

Petty cash

- **MOTION (Kasperski, McElfresh):** To increase the petty case fund to \$100 as long as the director maintains oversight of it. The motion carried unanimously.

Slate of Officers for 2021-2022

- **MOTION (Tenglund, Edstrom):** To approve the slate of officers for 2021-2022 as follows:
 - President: Lanna Waterman
 - Vice-President: Larry Sorokes
 - Finance Officer: Mike Kasperski
 - Secretary: Ann TenglundThe motion carried unanimously.

Appreciation for Outgoing Trustee Wagner

- It was Wagner's last meeting as a trustee, as he had elected to not run for another term. Appreciation was expressed for his work over the years. He was a valuable member of the board from 2006-2021. He has agreed to continue to offer advice as needed.

9. Adjournment

- **MOTION (Wagner, Tenglund)** To adjourn at 6:42 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund