

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
July 21, 2021  
**5:30 P.M. – Library Conference Room**

*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, Mahar, McElfresh, Tenglund, Waterman, Treasurer Elser (via Zoom), Assistant Director Mahar, and Director La Voie.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
  - On page four, the second item under #8, “New Business,” should say “Reallocation of Budget Line Items” instead of Petty Cash.
  
2. Approval of Warrant Sheets June 24 – July 21
  - #914 Operating Fund: \$66,142.82
  - #292 Capital Fund: \$315.00
  
  - Elser noted that there were payments made to other libraries. When patrons pay for fines at OPL that are owed to other libraries, we are supposed to send the fine money to them.
  - La Voie noted that there was a System webinar that covered a Koha report that shows these fines. It would be good if the System would notify all member libraries of this report.
  - We are starting to run in-person programs and are ordering more materials now, so presenter fees and book expenses are up.
  - The electric bill is higher due to summer air conditioning.
  
3. Review of Financial Statements
  - Elser noted that there was very little change in the balance sheet.
  - The statement of revenues had very little change as well. We received \$2,900 in gifts and miscellaneous. We also received some refunds.
  - Under appropriations, workers’ comp was higher. It is adjusted every month. They initially bill for the worst-case scenario and then bill actuals against the policy. When we paid the full bill, it was without adjustments. Workers’ comp is based on the payroll as well. They should be issuing a refund at the end of the year.
  - There were some professional expenses, such as legal bills and consultants, which will even out at the end of the year.
  - The library purchased some small equipment for a coding class.

**MOTION (Edstrom, Tenglund):** To approve agenda items 1, 2, and 3, with amended minutes under item #1. The motion carried unanimously.

4. Voice of the Public / Correspondence: None
5. Director's Report

#### MRB Group Updated Proposal for Professional Services

- In late May, the MRB group sent an updated proposal for professional services to continue providing drawings for our expanded space needs.
- Another meeting will be set up to discuss possibilities.

#### Updated Employee Handbook

- At the last board meeting in June, the board decided to table the revised Employee Handbook to allow additional time for review.
- The revisions were provided by Joe Saeli's legal office. There had been a lot of changes in employment law due to the pandemic. Most of the language remained the same, but the document was reorganized. La Voie carefully compared the new document to the previous version. She accepted most of the changes. Those that she did not accept were because they did not align with our board's approved policies, which are legally compliant, or did not apply to us as a government agency.
- McElfresh reviewed the two versions and noted some additional needed or recommended changes to the new version. He also had other questions on policies. It was suggested that the Administrative/Personnel Committee meet to discuss the new Handbook to identify any policies we may need to update/amend. The other option was to accept it but amend the changes that McElfresh noted, other than the ones that would require further discussion.
- It was decided to have the Administrative/Personnel Committee meet to discuss it. They will bring the Handbook to the Board in August.

#### Updated NYS Business Reopening Safety Plan

- As part of New York State's phased reopening plan, businesses must create and maintain a plan to safely provide services to the public and protect staff.
- While the board approved an updated plan in June, additional updates were needed to reflect the lift of most restrictions for vaccinated people.
- The library building is now at 100% capacity except in the children's area. However, they are still on a slightly reduced schedule, with 11 hours per week less than usual. They hope to resume full operating hours, including reopening the Teen Room, in the fall.
- One remaining problem is the effect of the extra unemployment money on hiring. It continues to be challenging to find qualified applicants. If the library is not fully staffed, it will be difficult to resume the regular schedule.
- **MOTION (Tenglund, McElfresh):** To approve the NYS Business Reopening Safety Plan as amended. Motion carried unanimously.

#### O'Connell Family Fund

- On July 12, the library received a third installment of the grant from the O'Connell Family Fund, which is overseen by the Erie Community Foundation in Erie, PA. These funds have been used to fund arts programs under the Frances Bean O'Connell Arts Program. This fund has provided a fantastic opportunity for library patrons to enjoy high-caliber arts programs at the library.

### Staff Development Day

- An in-person staff development day will be held this year on Friday, August 20, from 8:30 am to 4:30 pm. The library will be closed for the entire day so that this can take place.
- The board will again provide lunch for this day. Board members will also attend the lunch.

### Auto Insurance Coverage

- At the June board meeting, a question was raised regarding whether our liability insurance covers employees who are driving on work-related business.
- La Voie contacted the library's insurance agent, Scott Brook, who said that staff members are covered in the sense that if someone sued the library after a car-related accident involving a staff member, the library's assets would be covered by our policy. The employees themselves, on the other hand, are covered under their own insurance policies.

### Friends of the Library

- The Friends' luncheon fundraiser celebrating the library's 150<sup>th</sup> anniversary was held at the Bartlett Country Club on Wednesday, July 14. Approximately 70 people attended. Guests included Mayor Aiello, Julie Schmidt from Senator Borrello's office, and County Legislator Higgins.
  - The Mayor delivered a proclamation honoring the library. Proclamations were also received from the offices of Senator Borello and Assemblyman Giglio.
  - Library assistant Stephanie Beneng gave an excellent presentation on the library's 150-year history. It was suggested at the board meeting that Beneng's presentation could be repeated for a program. Beneng was also planning additional research, such as an oral history given by the current and former directors.
  - Helen Ruggieri recited some Olean-themed poems at the end of the luncheon. She also provided time for audience members to share some favorite memories of the library.
  - Board president Waterman delivered the closing remarks on the importance of the library and appreciation of the staff. She also expressed gratitude for the support that the Friends of the Library provide to us.

### News

- The library was featured in back-to-back Olean Times Herald articles this month. The first was on the sesquicentennial celebration, and the second was on our partnership with the City of Olean's litter control efforts.
- The Summer Reading Program Kickoff Carnival, held on June 26, was a big success, with approximately 200 people in attendance.
- The library is planning a birthday party at the library on August 13, as part of StrOlean. There will be cake and giveaways, as well as balloon animals and face painting. A teen activity is also being planned.

## 6. Committee Reports

## CCLS

- The CCLS Board has not met since our last meeting. The next meeting is August 11—see the reminder at the end of this report.
- McElfresh noted that there are some additional funds available for building grants. La Voie and K. Mahar will brainstorm ideas.
- **MOTION (McElfresh, Tenglund):** To enter executive session to discuss personnel matters at 6:33 pm. The motion carried unanimously.
- **MOTION (Edstrom, Tenglund):** To exit the executive session at 6:45 pm. The motion carried unanimously.

## 7. Old Business

### PILOT (Payment In Lieu Of Taxes) Payments

- In the past, the only thing the school district did for the library was collect the taxes. In some districts, the district and the library are more financially linked. The business administrator did not think about the library as far as additional payments being made on the library's behalf.
- This is a legal question—should we pursue this and have a conversation with the school? If we want to have our tax included, it seems that we can ask to do that, and then we would get our portion. Jerry Nichols might also be able to consult on this.
- Every PILOT is written uniquely.
- It was suggested that it would be good to discuss this with the city as well, to see how the fire department, etc., is handled. La Voie said that she would ask.

## 8. New Business

### Board Committee Assignments

- Administrative/Personnel: Sorokes (chair), McElfresh, Mahar
- Finance: Kasperski (chair), McElfresh, Tenglund
- Buildings & Grounds: Edstrom (chair), Sorokes, Mahar

## 9. Adjournment

- **MOTION (McElfresh, Edstrom)** To adjourn at 6:46 pm. The motion carried unanimously.

**Reminder:** The August CCLS Board meeting will be held at the Olean Public Library on Wednesday, August 11 at 6:00 pm. OPL trustees should make every effort to attend.

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

Respectfully submitted,

Ann M. Tenglund