

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
August 18, 2021  
**5:30 P.M. – 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, Sorokes, Tenglund, 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 July 21-August 18  
    #915 Operating Fund: \$65,637.99  
    #293 Capital Fund: \$31,579.00

Elser said that all of the warrants looked good. Board members noted that it was helpful to have more detail in the warrant sheet reports.

3. Review of Financial Statements

Elser noted that there were no significant increases in revenues. Our exchange balance will continue to go down throughout the year as expenses are paid. We had three payrolls in July, which made personnel costs look higher. Elser looked from month to month at each line and noted that earnings from CDs/investments went down; she will investigate this. There was nothing to note on the expenditure side.

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

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

NYS Construction Aid

La Voie submitted an "Intent to Apply" form for the 2021 NYS Construction Aid. Our proposed project is to replace the two remaining 30-year-old rooftop HVAC units. She will submit the complete application soon.

Personnel Updates

Rachael Schultz (Head of IT and Technical Services) is resigning effective Tuesday, 8/24/2021, to become a school library media specialist in the Cuba-Rushford Central School District.

A new part-time page, Sarah Cipiela, was hired on August 16, 2021.

**MOTION (Edstrom, Tenglund):** To accept, with regret, the resignation of Rachael Schultz. Motion approved unanimously.

**MOTION (Tenglund, Waterman):** To approve the hiring of Sarah Cipiela as a new part-time page. Motion carried unanimously.

The exit interview with Schultz uncovered numerous issues which should be addressed with the Board, including workload, pay considerations, and our working relationship with CCLS. The Personnel Committee will be meeting to discuss these issues. In addition, it was noted that the Library is currently operating with the fewest full-time staff members in recalled history. It is challenging to attract librarians to our library due to Civil Service rules and some hesitancy to move to a rural area.

Updated Employee Handbook

The Personnel Committee met on 8/3/2021 to review the newly revised Employee Handbook. They made several minor changes to better organize the handbook, remove outdated or irrelevant information, and clarify policies.

**MOTION (Edstrom, McElfresh):** To approve the updated Employee Handbook. The motion carried unanimously.

O'Connell Family Fund / Frances Bean O'Connell Grant

Last month, the Library received a third installment of the grant from the O'Connell Family Fund. As requested by Kevin O'Connell (son of Frances Bean O'Connell), we have used these funds to fund arts programs under the Frances Bean O'Connell Arts Program. The grant was slated to be paid out soon. La Voie had earlier expressed that she wished that the annual grant could go on longer, as it presented an amazing opportunity for library patrons to enjoy high-caliber arts programs.

On August 12, La Voie met Kevin O'Connell in person at the Library. He was pleased that our community responded so positively to the grant and the programming it allows us to provide. He also appreciated our nice thank you letters (he said other organizations don't always go out of their way to talk about how the gifts benefit their users). He then said he'd decided to create an endowment for the Library at the Erie Community Foundation! He plans to put in \$100,000, and we will receive the interest on that annually to continue offering the fantastic arts and crafts programs this grant has allowed for. He said at first there may be fluctuations in the interest amounts we receive, but he expects the fund will grow, and within 20 years, it should be worth double the original amount, and the annual amount we receive will increase with that.

**MOTION (Tenglund, Waterman):** To formally thank Kevin O'Connell, representative of the O'Connell Family Fund / Frances Bean O'Connell Grant, for their generosity over the years and the new endowment gift, which will provide fantastic arts programming for the library's patrons for years to come. The motion carried unanimously.

### Library Hours

Beginning in September, the Library will stay open until 9 PM two evenings per week (Tuesday and Thursday) to start offering in-person evening programs again, which tend to be very popular. We initially hoped to resume our full operating hours in September (M-R 9-9, F 9-6, Sa 10-5); however, staffing shortages have made this impossible. Therefore, our September hours will be M/W 9-7, T/R 9-9, F 9-6, Sa 10-2. Hours will be reviewed monthly to see if changes are needed or if expansions are possible.

### Annual Sexual Harassment Prevention Training

Every year NYS requires employers to offer mandatory sexual harassment prevention training to all employees, board members, and volunteers. Trustees could attend the Sexual Harassment Prevention training that will be held on Staff Development Day. Trustees who obtained the training elsewhere must complete an attestation form along with proof.

### Friends of the Library

The Friends will host the Read Between the Wines wine tasting fundraiser on Friday, September 10<sup>th</sup>, from 7-9:30 PM at the Library. Tickets are on sale now at the circulation desk. They are one for \$20 and two for \$35; designated driver tickets are \$10. There will be an assortment of wineries and breweries in attendance. There will also be food and a basket raffle, and they are hopeful that the Basement Blues Band will perform again at the event.

### News from the Library

The Library celebrated its 150<sup>th</sup> birthday with a party at the Library on August 13. The first library in Olean opened on August 15, 1871. The party was a success, with over 500 people attending that afternoon. Children received a small stuffed OPL squirrel, and adults received a 150<sup>th</sup> lapel pin. There were games, face painting, cookies, punch, water, and coffee. The Friends had a table where people could give the Library a present by making a donation. Cutco sent a gorgeous bouquet of flowers to the Library as well.

## 6. Committee Reports

### CCLS updates (McElfresh)

With funds restored from the state and PPE loans being forgiven, CCLS will have a balanced budget for the year and will end the year with a surplus. They are still seeking a board member from our county. The new co-central library plan, strategic plan, and a revised interlibrary loan policy were approved. In terms of the letter our library sent regarding IT, the CCLS board is taking the concerns seriously and will take steps to resolve them. A new IT assistant, Jeff Beish, has recently started. An IT assistant carpenter was also hired. An IT standards committee will be formed, with libraries free to set some of their own standards as well.

## 7. Old Business

### Personnel Matters

**MOTION (Waterman, Sorokes):** To go into executive session to discuss a personnel matter at 6:13 pm. Motion carried unanimously.

**MOTION (Edstrom, McElfresh):** To leave executive session at 6:25 pm. Motion carried unanimously.

**MOTION (Sorokes, McElfresh):** To approve a one-time stipend of \$1,220 per employee for all library staff members employed at the time that the stipend was approved (August 18, 2021) to recognize the contributions of staff during the COVID-19 pandemic. This stipend is a one-time payment, not to be included in the base salary. The funds will come from the 2021 budgeted payroll line. Motion carried unanimously.

Library space needs

**MOTION (Waterman, McElfresh):** To enter executive session at 7:00 pm to discuss property space needs. Motion carried unanimously.

**MOTION (Edstrom, Tenglund):** To leave executive session at 7:08 pm. Motion carried unanimously.

MRB Group Proposal for Professional Services

**MOTION (Mahar, Edstrom):** To authorize the director to advance discussions with MRB Group to address library space needs at the current library location. Motion carried unanimously.

PILOT (Payments In Lieu Of Taxes) payments

In September, Elser and La Voie have an appointment to meet with OCSD Superintendent Rick Moore and Business Office Manager Jenny Bilotta to discuss the possibility of the district including the Library's tax levy in future PILOT agreements. Elser is also doing some additional research on the matter.

Elser noted that the library has not lost funds; we collect a tax levy. PILOTS are additional funds on top of the levy and are only for businesses. If someone is expanding their business or starting a new one, they can negotiate a payment in lieu of taxes (PILOT). No PILOT is written the same. Some are based on an assessed tax rate. Sometimes the payment is zero; other times, it is a graduated increase. What the Library needs to determine is whether we should have been included in the school district levies. The school district has never collected on the library's behalf; there is no money at the school now that is earmarked for the library.

We need to know how much money we would be looking at, as well as the potential to affect the tax cap, to help determine if this is something that we need to pursue. We also need to ensure that the administrative burden would not be out of line with what we could receive.

8. New Business

CRCF endowment funds

The CRCF endowment is well-invested and grows in value. Otherwise, the library cannot invest in revenue-producing funds. If the library would establish an Olean Public Library endowment with CRCF, there was a potential to have the money increase in value.

In the past, library officials were told that if someone donates directly to the library, the

funds become public funds and therefore fall under investment rules. The school district uses CRCF for donations so that funds can be invested under their endowment rules. You have to accept that the funds belong to the Foundation and not the Library in this case. There are modest fees from what they generate in earnings, so you never lose the principal that you put in.

It would also help if the Library was listed as an entity for a gift when potential donors are looking through the list of places represented in the CRCF endowment.

CCLS Strategic Plan 2022-2026 [Action Item]

**MOTION (Mahar, McElfresh):** To approve the CCLS Strategic Plan for 2022-2026. Motion carried unanimously.

CCLS Free Direct Access Plan 2022-2026 [Action Item]

**MOTION (McElfresh, Edstrom):** To approve the CCLS Free Direct Access Plan for 2022-2026. Motion carried unanimously.

**Adjournment—MOTION (Mahar, Edstrom):** To adjourn at 7:10 pm. The motion carried unanimously.

**Reminder:** Staff Development Day is Friday, 8/20 (Board providing lunch; annual sexual harassment training requirement can be fulfilled that day); Friends' Read Between the Wines fundraiser is Friday, 9/10 from 7-9:30 PM, tickets are available at the Library.

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

Respectfully submitted,

Ann M. Tenglund