

MEETING MINUTES
Olean Public Library Board of Trustees
October 20, 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 said notice.

Call to Order

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Approval of Warrant Sheets September 15-October 20
#917 Operating Fund: \$85,862.84
#294 Capital Fund: \$4,900.00
3. Review of Financial Statements
 - Everything within the financial statements was in line with the budget, and no problems were identified.
 - **MOTION (Sorokes, Mahar):** To approve items 1-3 on the agenda. The motion carried unanimously.
4. Voice of the Public / Correspondence: None
5. Director's Report

NYS Construction Aid (2019)

The 2019 Construction Aid project with the Division of Library Development for the replacement in 2020 of the first two rooftop HVAC units has been closed out.

New York Public and Association Libraries New Minimum Standards

New minimum standards for all NYS public and association libraries were put in place by the state this year. We need to meet all 14 of the standards, which we will do by year's end.

Photography and Video Policy

MOTION (Tenglund, McElfresh): To approve the Photography and Video Policy. The motion carried unanimously.

Personnel Updates

MOTION (Tenglund, J. Mahar): To approve the appointment of Molly Coon as a part-time clerk. The motion carried unanimously.

Library page Abigail Meek will be promoted to a part-time library assistant position and will join the information desk team beginning October 25.

Interviews for the Technology Engagement Librarian position will begin soon.

Employee Background Checks

AccurateNow, used by both Prendergast Library and CCLS, provided a quote for background check services. There is no federal or state law mandating that current employees be checked along with new employees. That decision is left up to the employer. It is also not an issue with Civil Service because the position is considered provisional at first.

MOTION (McElfresh, Sorokes): To approve instituting background checks for all new hires, beginning October 21, 2021. The motion carried unanimously.

NYSLRS 2023 Estimated Bill

Actual 2022 salaries will be the basis for the 2023 invoice, but an estimate has been received at approximately \$48,000.

Cyber-Insurance Quotes

Preliminary quotes for cyber-insurance were reviewed to begin thinking about whether such insurance is needed. The least expensive quote provided sufficient insurance coverage. It would also be beneficial to have the training package as well. Cyber-insurance is excluded from commercial policies because the risk is so high. It was decided to purchase Option 2, Premium Education Package, with the North American Capacity Insurance Company.

Gifts and Grants

- The library received a charitable donation of \$500 from Sheila Taylor in September as an unrestricted gift
- Librarian Sheryl Soborowski was awarded a CCLS Outreach Mini-grant of \$735 for materials and advertising for ESL classes and services offered in partnership with the CORE Learning Centers/Literacy West NY.
- NYLA grants for annual conference attendance were awarded to La Voie, K. Mahar, and C. Inman.

Library Hours

The library is open until 9 pm, two evenings per week (Tuesday and Thursday). We had hoped to resume full operating hours, but staffing shortages continue to make this impossible. It is hoped that we can resume regular hours by the end of the year or in January. Having the new library assistant line will help with this.

Library News

La Voie reported on recent professional development events that she had attended, including being asked to speak as a central library director at a webinar held by the state Division of Library Development.

At the most recent CCLS annual business meeting, held virtually, they announced the successful applicants for the next round of NYS Construction Aid, which included our application for replacing the other two HVAC units.

6. Committee Reports

CCLS Board (McElfresh)

Two representatives from Cattaraugus County are now needed due to the resignation of one of the Board members. They are in good shape for year-end 2020, which was helped by the PPE funds. McElfresh is the new treasurer of that board. IT functions seem to be running well at this time.

7. Old Business

Library space needs – updates (tentative agenda item)

MOTION (McElfresh, Sorokes): To enter executive session at 7:20 pm to discuss library space needs. The motion carried unanimously.

MOTION (McElfresh, Sorokes): To leave executive session at pm. The motion carried unanimously.

PILOT payments (Elser)

- PILOT stands for the Payments in Lieu Of Taxes program.
- Elser and La Voie met with the business administrator at the school. They were okay with calculating the PILOTS for us. They will set up a notification system so that as new PILOTS come in, they will notify La Voie.

8. New Business

Review of Library investments (Elser)

- Elser said that they had conference calls to talk about the accounts.
- She had asked how investments were collateralized and if there was a chance that we could lose the principal. Everything needs to be collateralized, which it is, so there is no chance of losing the principal.
- Interest income was considerably lower this year. A plan for new investments was presented. Board members did not think that investments should be held in corporate bonds. It was decided to have a nice mix of CDs in 12-, 24-, and 36-month investments while keeping an eye on the amount of FDIC insurance.

Updating Library Investment Policy (Elser)

- This will be on the agenda next month.

Creation of Library Reserves Policy (Elser)

- Elser said that it is a recommendation that municipalities have reserves policies. Hardly any libraries have them, but it would be good to look into this because it is recommended.
- A policy will be drafted within the next couple of months and brought back to the board for review and approval.

CW Engineering proposal (tentative agenda item)

- **MOTION (Sorokes, Tenglund):** To accept C J Wallace Engineering LLC proposal as presented. The motion passed unanimously.

Bylaw Updates

- Bylaw updates were reviewed.
- Change the Section 13 word “until” to “unless.”
- The bylaws will be voted on at the next meeting.

Adjournment—MOTION (McElfresh, Sorokes): To adjourn at 7:36 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund