

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
September 15, 2021  
**5:30 pm – 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 at 5:32 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 August 19-September 15  
#916 Operating Fund: \$97,329.78
3. Review of Financial Statements
  - There were no questions on the warrant sheets or financial statements.
  - **MOTION (Sorokes, Tenglund):** To approve items 1-3 on the agenda. The motion carried unanimously.
4. Voice of the Public / Correspondence
  - A. A thank you note from the staff to the Board was received for approving the COVID stipends and the staff luncheon.
5. Director's Report
  - A. NYS Construction Aid: The grant application was submitted on September 6. Our proposed project is to replace the two remaining 30-year-old rooftop HVAC units.
  - B. Retirement System: The retirement system bill has been received and is due by December 15. The amount is slightly higher than budgeted because the budget was based on a previous estimate from last year.
  - C. Background Checks: The necessity of background checks for new employees was discussed. We depend heavily on part-time staff. No staff member is ever in the building alone when we are open. For children's programs, parents also attend. It was estimated that background checks would not cost a lot every year. It was decided to run a background check on every new hire. La Voie will check with the attorney to see if we can grandfather in our existing staff. She will also check with Civil Service to see if it is okay to hire employees provisionally while waiting for the background check results. The policy will be approved next month after La Voie receives answers.
  - D. 2022 Holiday Schedule: Juneteenth is now a federal holiday. The Library will plan to have some type of celebration program, book display, display case exhibit, etc., around that time since we are not closed for that holiday.

**MOTION (Tenglund, McElfresh):** To accept the 2022 Holiday Schedule. The motion carried unanimously.

- E. Library Hours: Beginning in September, the Library began staying open until 9 pm two evenings per week (Tuesday and Thursday) to restart some of our popular evening programs again. We had hoped to resume our full operating hours, but staffing shortages have made this impossible. We are hoping to hire another library assistant once Civil Service runs the test. We are above the state-mandated minimum of 55 hours for central libraries, though, and have more open hours than any other library in the system at this time.
- F. Legacy/Heritage Group Funds: A donor had suggested that we consider establishing a legacy or heritage group. It is something to consider in the future. However, the Library is constrained by what it can do with public funds. It was noted that we also have brochures around to help people consider legacy donations to the Library.
- G. WNYLRC, CCLS, and NYLA Annual Meetings: The WNYLRC annual meeting is on September 30, and the CCLS annual meeting is on October 13. Trustees are welcome to attend. The annual NYLA conference is two separate conferences this year—virtual and in-person. La Voie will attend the in-person conference because she serves on two boards and is president of the Rural Libraries Round Table.
- H. Friends of the Library: The Friends hosted the Read Between the Wines fundraiser on September 10. Over 100 people attended. It was a nice event. The Friends netted approximately \$2,700 from the event. At the Friends' September board meeting, they voted to give their annual book endowment gift to the Library. We budget \$7,000 for this gift annually, and this year, they approved giving \$9,000. The Board is appreciative of all of their fine efforts.
- I. News from the Library: Staff Development Day on August 20 was very successful. This year, Kathy O'Malley, Coordinator of Children's Services, has applied for and been awarded two CCLS mini-grants to run a weekly children's cooking class and new yoga mats for the Stories and Stretches program.

## 6. Committee Reports

### Personnel Committee (Sorokes)

- The committee supported the director's proposal to hire a new Technology Engagement and Technical Services Librarian to replace an employee who left. They will also hire a new part-time clerk, dedicated to technical services, joining another part-time staff person in that role.
- Staff members who are not scheduled to get minimum wage or FLSA increases will receive a 2% increase. There was also a salary equity issue for an existing part-time clerk.
- The committee had asked Elser to look at the budget to see how these changes would affect it. Elser said that everything would fit within the budget. With the other increases needed, the 2% raise was not a significant amount. The fund balance has been growing. It did not appear that any of these adjustments would have a substantial effect on the budget. Elser will do long-term analyses of the budget in terms of sustainability in future months.
- The Board has the authority to make these changes within the approved budget.

**MOTION (Tenglund, Waterman):** To create a new part-time library clerk Civil Service position. The motion carried unanimously.

**MOTION (Edstrom, Sorokes):** To approve changing the IT/Tech Services from

hourly to salaried and raising the salary to NYS FLSA minimum. The motion carried unanimously.

**MOTION (Tenglund, Mahar):** To increase the wages or salaries of staff by 2% for those who are not scheduled to receive an increase in 2022 otherwise. The motion carried unanimously.

**MOTION (McElfresh, Waterman):** To approve a 4.32% increase for a current part-time library clerk to address salary equity issues. The motion carried unanimously.

## 7. Old Business

Library space needs – updates

- La Voie said that the architect is working on drawings to look at the potential for gaining space.
- The architect is also looking at the façade of the building in his plans. The idea of a mural will be brought up to him.

PILOT payments

- La Voie and Elser will attend a meeting about this next week; the original meeting date was rescheduled.

## 8. New Business

Committee meetings: Minutes will be taken at committee meetings.

**Adjournment: MOTION (Tenglund, Edstrom):** To adjourn at 6:35 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund