

MEETING MINUTES
Olean Public Library Board of Trustees
November 10, 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 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 October 21-November 10
#918 Operating Fund: \$129,592.83
#295 Capital Fund: \$4,200.00
 - Elser noted that we should report actual revenues and expenditures on the warrant sheets. The last sheet in the warrant packet showed the next projected payroll. Because the Board approves the payroll for the year, there was no need to have that reported monthly. It was decided not to have future payroll information reported on the warrant sheets in the future. The practice was a carry-over from the past.
3. Review of Financial Statements
 - Approximately \$250,000 will be going into the fund balance this year. This is due to extra CLDA funds, we have had fewer staff members this year, and we have had hour reductions. Material spending is down as well, partially due to staff shortages.
 - We will be over in the workers' compensation area because there were two claims last year.
 - Funds are needed in the e-resources area now that are in the book account.
 - MOTION (Edstrom, McElfresh): To move \$7,000 from the book account to e-resources.
 - When Carla came in yesterday, she was getting error messages from Peachtree. All of the transactions from the previous day were lost. There was a network disruption. She will report it to BWB so that the audit would not be a problem if it showed that data was lost. She was able to put the data back in.
 - **MOTION (Tenglund, Sorokes):** 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 was closed out last month for the replacement in 2020 of the first two rooftop HVAC units. The final 10 percent payment will be electronically deposited in our account this month.

Personnel Update

- The Technology Engagement Librarian position has been offered to the final candidate, who has accepted the job but has not yet provided a start date (likely early January) due to responsibilities at the last employer.

Friends of the Library

- We received the Friends Book Endowment check for \$9,000 at their November board meeting. They have done very well with fundraising this year, which has included the September wine tasting, several book sales, a tent at the Gus Macker Tournament, the 150th-anniversary celebration, and StrOlean tables.
- The Friends will be taking part in the Giving Tuesday event again this year, scheduled for November 30. If people donate between 5-6 pm that day, it will increase the Friends' chances of winning a \$500 prize for an organization that received the most donations in that hour timeframe.

News from the Library

- La Voie attended the New York Library Association (NYLA) Conference in Syracuse from November 3-6. She provided information on some of the sessions she experienced. La Voie serves as president of the Rural Libraries Round Table and is a member of NYLA's Public Libraries Section board.
- A student in the University at Buffalo's library program will be interviewing La Voie about the Drag Queen Story Time program. Our library won the WNYLRC Outstanding Library Program award in 2018.
- A donation from the Hamlin Bank and Trust Company was received today. La Voie will send a thank you for this generous annual donation, which is much appreciated.

6. Committee Reports

Finance Committee (Elser)

- The committee went through a Community Bank proposal, which gave a 12-, 24-, and 36-month option. There was one CD that was not due to mature until February. We were not earning much on it. There was no penalty for breaking the CD and reinvesting it. The Board agreed that would be a good option. All FDIC insurance limits are met.
- We need to get the trust agreement signed once our new board member starts.
- The committee looked through the Investment Policy and noted necessary changes. This policy was sent out in the Board packet for approval tonight.
- The reserve policy is being worked on currently.

7. Old Business

Library space needs – updates

- **MOTION (Sorokes, McElfresh):** To enter executive session at 6:11 pm to discuss library space needs. The motion carried unanimously.

- **MOTION (Edstrom, Mahar):** To leave the executive session at 6:32 pm. The motion carried unanimously.

Updates to Library Investment Policy [Action Item]

- **MOTION (McElfresh, Tenglund):** To approve the changes to the Investment Policy. The motion carried unanimously.

Bylaws updates [Action Item]

- **MOTION (Sorokes, McElfresh):** To accept the changes in the Bylaws as distributed. The motion carried unanimously.

8. New Business

2022 Tax levy check

The 2022 tax levy check was received from the school district.

Finance Officer Position

Mike Kasperski had sent a letter of resignation.

MOTION (Sorokes, Waterman): To accept the resignation of Michael Kasperski with regret. The motion carried unanimously.

The Board expressed its appreciation for Kasperski and his years of service. His contributions were very valuable.

New Board Member

MOTION (Tenglund, McElfresh): To appoint Patricia Shumway as a new Board member to replace Kasperski until the next election. The motion carried unanimously.

MOTION TO ADJOURN (Sorokes, Tenglund): at 6:47 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund