

## MEETING MINUTES

Olean Public Library Board of Trustees

December 15, 2021

**3:30 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 3:40 pm by Lanna Waterman. In attendance were trustees Edstrom, McElfresh, J. Mahar, Shumway, Sorokes, Tenglund, Waterman, Treasurer Elser, Assistant Director K. 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 November 11—December 15:
  - #919 Operating Fund: \$91,314.47
  - #296 Capital Fund: \$2,450.00
    - Elser goes through every bill paid, ensures that there are no breaks in check numbers, checks all of the invoice packets, and then ensures accuracy on the financial reports.
    - There were two voided checks because a vendor requested that payment be split.
    - We recently purchased cyber-insurance, which was not originally in the budget but was board-approved during the year.
3. Review of Financial Statements
  - The library received the annual tax levy for 2022.
  - We received a nice donation from the Friends. Also, Hamlin Bank donated funds, which were appreciated.
  - Income and expenditures were average otherwise.
  - It was noted that our library received all of the central library aid for the region this year because Jamestown was not classified as a co-central library last year. Next year, the allocation will return to normal, as Jamestown is a co-central library again.
  - Under appropriations, the state retirement system bill was paid, which is sent in annually.
  - There was nothing out of line on the reports. All expenditures were consistent from month to month.
    - **MOTION (Tenglund, McElfresh):** To approve items 1-3 on the agenda. The motion carried unanimously.
4. Voice of the Public / Correspondence: None
5. Director's Report

### Personnel Updates

- Library cleaner Roger Hain retired as of December 8, 2021; however, he will come in to perform some maintenance tasks from time to time as needed, so he will remain on the Library's payroll. He has been a joy to work with and will be sorely missed by everyone.
- Chad Taylor has accepted the position of Technology Engagement Librarian. In this role, he will oversee library technology and social media, work with the CCLS IT Department as needed, and oversee the Technical Services Department (ordering, processing, cataloging of materials, etc.). In the latter role, he will also supervise two part-time clerks. His first day will be January 10, 2022
  - **MOTION (Tenglund, Waterman):** To acknowledge the retirement of Roger Hain and his move to a reduced-hour part-time position. The motion carried unanimously.
  - **MOTION (Waterman, J. Mahar):** To appoint Chad Taylor to the position of Technology Engagement Librarian. The motion carried unanimously.

### Community Bank Investment Accounts

- The bank has taken care of the reinvestments that the Board authorized last month.

### Library Sinks/Pipes

- There have been problems with the staff room, workroom, and some restroom faucets having grit/sand residue that causes them to clog. A plumber has worked on the situation and will return in January to determine the source of this problem.

### Library Hours

- The Library is still on reduced hours, open seven fewer hours than pre-pandemic. The Library closes at 7 pm instead of 9 pm on Monday and Wednesday evenings and closes at 2 pm on Saturdays instead of 4 pm. No one has complained, but it would be nice to offer programs and meeting room space on Monday and Wednesday evenings, as space is heavily utilized on Tuesdays and Thursdays.
- The reduced hours are necessary because it is hard to maintain adequate staffing levels. Hopefully, Monday and Wednesday hours can return to normal in January. However, Saturday may still present staffing challenges because it is a difficult day for staffing.
- OPL is open more hours than any other CCLS library, including Prendergast, even with reduced hours. We are also open more than the state minimum requirement of 55 hours for central libraries.
- Library personnel are hopeful that the reinstatement of the mask mandate does not reduce library use or attendance at programs.

### Friends of the Library

- On December 1, the Friends posted the following on their Facebook page: "THANK YOU all so much for the generous outpouring of support you gave on Giving Tuesday! The Friends of the Olean Library, Inc. received \$3,145 to support the "Born to Read" project, which supports new parents in creating a positive early literacy environment for their babies. Your generosity makes so much possible for our community!" They earned over \$2,500 more this year than last due to heavily promoting the event. Part of the total came from winning

the OAFUCU's After Work Drive-Through Hour Prize of \$500 for the most donations received during the 5–6 pm time slot.

- The Born to Read program is paid for by the Friends and is currently run by Head of Outreach Sheryl Soborowski. We provide bags with board books, a library card application, and educational materials on the importance of reading to young children to new parents in the maternity ward at OGH. This has been a popular program and partnership for many years.

#### News from the Library

- A local nonprofit agency has invited the Library to apply for grant funding. La Voie and K. Mahar submitted an application and hope it will be successful.

### 6. Committee Reports

#### CCLS (McElfresh)

- The CCLS Board met last week online. Due to the PPE loans, they ended the year in the black in the budget. State funding will not be known until April. Our population census is down, so it is uncertain how much they will get. The core collections database will be eliminated. The interlibrary loan service is going well. Next year, regular cash grants to libraries will be \$250. The broadband Internet speeds will be increased from 100 Mbps to 200-500 Mbps, but the contribution rate will also increase. The system director attended a fund development workshop and could be a resource for the Friends in fundraising.

#### Building and Grounds Committee (Edstrom/McElfresh/La Voie)

- The committee met with an attorney regarding space needs, which went well.

#### Administrative Committee

- The Administrative Committee will meet on January 12 at 5:30 pm.

#### Finance Committee

- The Finance Committee will meet on January 5 at 5:30 pm.

### 7. Old Business

#### Library space needs

**MOTION (Tenglund, Shumway):** To go into executive session to discuss space needs at 4:22 pm. Treasurer Elser was invited to stay for this portion of the meeting. The motion carried unanimously.

**MOTION (Sorokes, Tenglund):** To exit executive session at 6:35 pm. The motion carried unanimously.

### 8. New Business

#### BPD Letter of Services (Elser/La Voie)

**MOTION (McElfresh, Sorokes):** To move that it be resolved that (a) The firm of Bernard P. Donegan, Inc., is hereby designated Municipal Advisor to the Olean Public Library; (b) Said firm shall be compensated for its services to be rendered in accordance with its letter of services dated December 3, 2021; (c) The executive director is hereby authorized to execute and deliver said letter of service; and (d) This resolution shall take effect immediately.

#### Appointment of Board Finance Officer

**MOTION (Tenglund, Waterman):** To appoint Patty Shumway as the Board Finance Officer. The motion passed, with Shumway abstaining.

Adopt Final 2022 Budget (Elser/La Voie)

Adjustments had been made for insurance, FICA based on newly adjusted salaries, worker's comp is higher due to claims, and other accounts were adjusted slightly based on how they were utilized in past years. There were no significant readjustments.

**MOTION (Waterman, McElfresh):** To adopt the final 2022 budget. The motion carried unanimously.

**McElfresh, Sorokes ):** at 6:43 pm. The motion carried unanimously.

Copies of the Library's financial statements and director's report are available upon request.

Next meeting: Wednesday, January 19, 2022

Respectfully submitted,

Ann M. Tenglund