

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
January 19, 2022  
**4:30 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** by Lanna Waterman at 4:30 P.M. In attendance were trustees Edstrom, J. Mahar, McElfresh (arrived 5:30 pm), 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 for December 16-January 19:
  - #920 Operating Fund: \$134,975.71
  - #297 Capital Fund: \$1,645.00
  - Everything was in good order.
  - Expenses may have appeared higher because there were three payrolls, and some end-of-the-year subscriptions were paid last month.
3. Review of Financial Statements
  - The bank accounts were discussed.
    - We ended up paying more in fees and making only a small amount in interest. Some funds were not invested for many months due to not being notified that reinvestment had not occurred. However, the bank adjusted to market rates, which were up in December.
    - Community Bank is now sending bank statements to the appropriate people in the library, as requested. Notifications will come out when it is time to reinvest from now on.
    - Elser can go online to view the statements as well. It will be helpful to be able to view the statements more quickly. This will prevent having money in an uninvested account.
    - All funds are FDIC insured.
    - The Board discussed contacting the bank to discuss last year's performance and the potential to reduce fees.
  - Financial information is being sent to the auditors in preparation for the annual audit, which started last Monday.

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

4. Voice of the Public: None

5. Director's Report

**Restoration of NYS Aid in the 2022 Budget**

- In early 2021, when we first created the 2022 budget, we were working with reduced State Aid of 22 percent, so we produced (and ultimately adopted) a budget that took those cuts into account. Later in 2021, however, State Aid had been restored, and we received the extra money due to us.
- **MOTION (Sorokes, McElfresh):** To amend the 2022 budget to reflect the increased State Aid amounts of:
  - \$7,096 Local Sponsor Incentive Aid (the previously budgeted amount was \$5,034), an increase of \$2,042
  - \$32,249 State Aid – Central Library Development (the previously budgeted amount was \$23,227), an increase of \$9,022
  - \$12,664 Other CCLS Grants (the previously budgeted amount was \$12.150), an increase of \$494
  - \$14,793 Central Book Aid (CBA) (the previously budgeted amount was \$8,945), an increase of \$6,028
    - These increases total \$17,094.
    - The motion carried unanimously.

**2022 Trustee Election**

- President Lanna Waterman's and Trustee Linda Edstrom's terms expire on June 30. Because Patty Shumway filled a vacated seat mid-term in 2021, she will also need to run. As a result, there will be an election for three trustees this year.
- The Board decided that the election should be held at the library, as was done pre-pandemic.

**Personnel Update**

- The new Technology Engagement Librarian Chad Taylor, who oversees IT and Technical Services, started on Monday, January 8, 2022.

**Library Hours**

- The Library is still operating at slightly reduced hours from the usual schedule—three hours less than pre-pandemic.
- As of January 2<sup>nd</sup>, we were able to expand our hours on Mondays and Wednesdays from 9 A.M.-7 P.M. to 9 A.M.-9 P.M. This was an increase of 4 hours per week, bringing us to 61 open service hours per week (our normal hours, pre-pandemic, were 64 hours per week – nine hours more than that required by central libraries in NYS).
- We are looking to expand our Saturday hours from 10-2 back to the pre-pandemic hours of 10-5 as soon as possible. Saturdays have been difficult due to staffing limitations, but our goal is to get back to our regular operating hours as quickly as possible. At this point, it looks like Saturdays in February will continue to operate on the 10-2 schedule.

### **Library Sinks/Pipes**

- A plumber had determined that the clogged pipe problem was caused by something outside the building. He recommended installing a commercial-grade filter in the boiler room. It would be installed in the water line after the water meter.

### **Grants and Donations**

- The Library received the final ten percent payment of \$18,649 for the 2018 NYS Construction Aid-funded HVAC project on 12/20/2021. This formally closes out the project.
- We also received a check dated 12/27/21 for \$456.00 from the First Presbyterian Church in Olean for youth programs. A letter was sent to the church thanking them for the donation and letting them know we would use it toward youth programs as requested.
- The Olean Association of the Blind and Visually Handicapped gave us verbal notification that they have awarded us a grant of \$8,000 for technological enhancements in the Library that will benefit the visually impaired and physically handicapped. We have not yet received the donation, but it will be promoted in our newsletter and social media when we do. We plan to update 4 computers and monitors, a scanner, and software specifically designed for the visually impaired.

### **Conflict of Interest Forms**

- Trustees were asked to sign the annual conflict of interest form.

### **2020 Annual Report to the Community**

- Every year the Library publishes an annual report to the community providing statistics, success stories, and other information about the prior year. Much of the information comes from the Annual Report to NYS that libraries must complete every February.
- **MOTION (Edstrom, Tenglund):** To approve the 2020 Annual Report to the Community. The motion passed unanimously.

### **Photography/Video Release and Waiver Forms**

- At the October Board meeting, the Board approved a photography and videoing policy for the Library.
- Two forms were reviewed, and no changes were recommended. The forms were the
- Picture/Video Release Form used for photographing or videoing adult patrons (formally adopted in 2010), and a parental waiver used for children.

### **2023-2027 Long Range Planning**

- Our current Strategic Plan expires at the end of this year. Therefore, we will need to start work soon on the new plan (now more commonly referred to as a Long-Range Plan) to have it posted by the start of next year.
- Before the February meeting, trustees were asked to review the current strategic plan, paying particular attention to the goals and mission statement.

### **2023 Budget Planning**

- A preliminary 2023 budget will be ready for the February board meeting.

### **Minimum Wages and Salaries Schedule**

- The Board reviewed a document listing starting wages and salaries for each position. This is based on the old OPL Civil Service pay scale form we have updated every year since time immemorial. It will need to be updated to reflect current circumstances. The Finance Committee should schedule a time to review this so that salaries and wages are both competitive and in line with the duties required of each position.
- At the Finance Committee meeting held on January 5<sup>th</sup>, it was decided to eliminate the Civil Service Wages & Salary Schedule. It was a relic leftover from the City of Olean Civil Service and is not required by the County Civil Service. The wages and salaries on that list were not in line with current minimum wage rates and NYS FLSA requirements.

### **Friends of the Library**

- This year, the Friends' have officially canceled "FeBREWary" due to the reimplemented NYS mask mandate. While it may be lifted by the time the event would have been held, they did not want to plan with uncertainty around that.
- The Susan Wiggs author visit is still planned for April 9<sup>th</sup>. The Friends have agreed to pay for her travel and lodging.

### **News from the Library**

- Our new Technology Engagement Librarian (Chad Taylor) will take La Voie's place on the CCLS Coordinated Collection Development Committee. He oversees Technical Services, which is more closely aligned with the goals of this committee.
- La Voie has been invited to serve on a statewide committee formed to rewrite state regulations on Central Library Aid, as requirements for spending of this aid were recently revised by the state.
- La Voie is also serving on NYLA's Civil Service Task Force, which works with the NYS Civil Service Commission and local CS agencies to create practical hiring policies. Public libraries need to make the final decision over the professional staff they hire. Otherwise, some hiring processes make it very difficult to recruit people from other libraries or new to the profession.

## 6. Committee Reports

### **Finance Committee (Shumway)**

- The committee met on January 5. The committee reviewed the Reserve Fund Policy and recommended that the Board approve it.
  - The state encourages entities to have such a policy.
  - There is no legal limit as to the size of a Reserve Fund. It is good to have ten months of fund balance, which is the time between the start of the budget year and the receipt of the tax levy.
  - The Board can set up special fund balances for specific needs, such as paying for unemployment, a retirement reserve, capital projects, etc.
- We are in a good position because reserves can be established through board motion; it does not need to go to a public vote for any of these.
- **MOTION (Tenglund, Sorokes):** To approve the Reserve Fund Policy, as recommended by the Finance Committee. The motion carried unanimously.

**Personnel Committee (Sorokes)**

- **MOTION (Sorokes, McElfresh):** To enter executive session at 7:34 P.M. to discuss personnel. The motion carried unanimously.
- **MOTION (McElfresh, Sorokes):** To leave executive session at 7:51 P.M. The motion carried unanimously.
- **MOTION (McElfresh, Sorokes):** To accept the proposed salary schedule from the Personnel Committee, to be retroactive to January 1, 2022. The motion carried unanimously.

7. Old Business

Library space needs were discussed during other portions of the meeting.

8. New Business

- **Meeting with a representative from the City of Olean**
  - **MOTION (Edstrom, Tenglund):** To enter executive session at 4:33 P.M. to discuss property matters. The motion carried unanimously.
  - **MOTION (Tenglund, J. Mahar):** To leave executive session at 4:56 P.M. The motion carried unanimously.
- **Meeting with representatives from the Donegan Group**
  - **MOTION (Edstrom, Sorokes):** To enter executive session at 5:31 P.M. to discuss property issues. The motion carried unanimously.
  - **MOTION (Tenglund, McElfresh):** To leave executive session at 7:34 P.M. The motion carried unanimously.
- **Annual Treasurer Authorization Motions**
  - **MOTION (Edstrom, Sorokes):** To authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls, and payroll withholding taxes as they become due in 2022. The motion carried unanimously.
  - **MOTION (Tenglund, Edstrom):** To authorize the treasurer to maintain the following accounts for 2022: The motion carried unanimously.
    - Exchange Fund Account – Community Bank
    - Operating Fund Checking – Community Bank
    - Capital Fund Checking – Community Bank
    - Cafeteria Plan Checking – Community Bank
    - Broadband Grant Checking – Community Bank
    - Temporary Investment Accounts – Community Bank

9. Adjournment—**MOTION (Sorokes, Tenglund ):** To adjourn at 8:07 P.M. The motion carried unanimously.

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

Next meeting: Wednesday, February 16, 2022

Respectfully submitted,

Ann M. Tenglund