

MEETING MINUTES
Olean Public Library Board of Trustees
February 16, 2022
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 the said notice.

Call to Order by Board President Lanna Waterman at 5:30 pm. In attendance were trustees Edstrom (left at 6:41 pm), J. Mahar, McElfresh, Shumway, Sorokes (via telephone, left at 7:20 pm), Tenglund, Waterman, Treasurer Elser, Assistant Director K. Mahar, and Director La Voie.

1. Waive the reading of the minutes of the previous meeting and approve as sent.
2. Approval of Warrant Sheets for January 20-February 16:
 - #921 Operating Fund: \$83,818.82
 - # 968 Capital Fund: \$980.00
 - Elser noted that some bills that are paid annually come in around this time of year.
 - This month, the book line was a bit higher because some back-ordered material came in.
 - Utility bills are higher for everyone right now.
3. Review of Financial Statements
 - Elser noted that the fund balance will be adjusted based on the audit.
 - La Voie noted that they are monitoring copier receipts and library charge lines. There is a difference from the past, and we will need to find out if things will be more normal once things remain open. The miscellaneous line was used for Covid relief payments and miscellaneous charges. The copier line and library charges lines seemed to be tracking okay. However, if we see that they are tracking low, revenue expectations will have to be adjusted.

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

4. Voice of the Public/Correspondence:
 - The board received a thank you letter from Sarah Potwin, who observed our last meeting. She had noted that La Voie is well-respected within the statewide library community.
5. Director's Report
 - Proposed FY 2022-23 NYS Budget
 - In January, Gov. Hochul released her proposed Executive Budget for FY2022-23. While her budget includes a proposed increase of \$2M to State Library Aid, bringing it to \$96.1M, that is still well below the \$125M mandated by law. Like her predecessor, she proposes steep cuts to the critically important NYS Public Library Construction Aid program.

- On Friday, January 28, La Voie attended an advocacy meeting at the offices of Senator Borrello and Assemblyman Giglio with other WNY library delegates. They discussed many of the issues affecting libraries of all kinds, including the need for public libraries to pay for security to deal with problems related to the opioid crisis and the decline in the mental health of patrons. Continuing to propose inadequate funding to libraries is happening at a time when people depend on us more than ever.
- NYS Library Advocacy Day will take place on Wednesday, March 2. While in the past, library advocates converged upon the State Capitol to meet with legislators to make our case for adequate library funding, now the meetings are held virtually.
- 2023-2027 Long-Range Planning
 - As reported last month, our current Strategic Plan expires at the end of this year. As a result, 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.
 - Trustees interested in serving on the planning committee were asked to contact La Voie.
- Personnel Update
 - Thomas (Tom) Baker is a new library page. He started on January 5, 2022.
 - **MOTION (McElfresh, Tenglund):** To approve the hire of Thomas Baker as a library page. The motion carried unanimously.
- Susan Wiggs Visit
 - Local author Susan Wiggs will be speaking on Saturday, April 9, at the Old Library Restaurant at 7 pm. There will be a ticketed reception after her talk. There will be a book signing during the reception.
 - There will be two types of tickets that people must reserve ahead of the talk: tickets are free for the talk only, and \$25 tickets include the talk and the reception afterward. The Old Library will provide hors d'oeuvres at the reception, and there will be a cash bar serving wine and possibly beer. We are beginning to promote the event now, and tickets will be available starting next week
- Library Hours
 - The library will return to its full pre-pandemic operating hours of 64 hours per week beginning March 1. Due to staffing difficulties, we have had to operate at reduced hours longer than planned. However, we will finally add in 3 additional hours on Saturday, bringing us fully back to normal. Our hours are M-R 9-9, F 9-6, and Saturday 10-5.
- Library Sinks/Pipes Update
 - Last month the board approved \$2,147.90 for Nick Shembeda to install a water filtration system at the library to stop silt buildup in the pipes. However, we are still waiting for the installation, as supply chain problems are apparently holding up the equipment.
- Staff Development Day
 - The Staff Development Day will be on Friday, August 26, from 8:30-4:30.
- Friends of the Library
 - The Friends canceled their February board meeting. They are currently running a “flash” book sale at the library through February.
- News from the Library
 - The library purchased a snowblower to help clear snow in front of the building and sidewalk to the parking areas.

6. Committee Reports

CCLS Board Meeting (McElfresh)

- CCLS purchased a subscription to Niche Academy for patron training.
- Our material grant is going down due to our expenses decreasing last year.
- The co-central library setup is back to the way it was before, so the Olean library will not receive 100% of the payment this year.

7. Old Business

Library space needs

- **MOTION (McElfresh, Tenglund):** To enter executive session to discuss property acquisition at 6:15 pm The motion carried unanimously.
- **MOTION (Tenglund, J. Mahar):** To leave executive session at 7:33 pm The motion carried unanimously.

Investment accounts (Shumway/Elser/La Voie)

- Community Bank provided a refund on fees from last year.
- A CD matured and was reinvested. Community Bank provided plenty of notice and information regarding the CD.

8. New Business

Budget presentation by Dave DiTanna/Kaitlin Giordano of Buffamante, Whipple, Buttafaro, PC, of the library's 2021 Financial Statements.

- There was no significant change from 2021. Long-term liabilities decreased because of an actuarial study in the NYS retirement system. Overall, it was a positive year.
- According to the Independent Auditor's Report, there were no issues. They congratulated the Library on a clean report.
- The governance letter indicated that there were no issues with management or practices.
- The management letter recommended that the library write a procedure manual for what is done in the financial area so that others could follow the procedures if an employee were out for an extended time. The Library's bookkeeper is presently working on this manual.
- They noted that the bookkeeper and the treasurer work well together and do a good job. Essential tasks are being done promptly, such as bank reconciliations, etc.
- Board members brought up a few questions: i) the description of the library as a nonprofit; ii) the fact that the board had transferred money from the regular book budget to the eBook budget, so, therefore, eBooks were not overspent, and iii) a note on page 15 related to pension expenses. It was noted that item iii was a timing issue.

Amended 2022 Budget

- At last month's meeting, the board voted to amend the 2022 budget to reflect restored NYS Library Aid. At the same meeting, the board approved increasing wages and salaries so that the Library remains a competitive employer regionally and addresses compression issues among the staff.
- The attached amended budget shows the new wages and salary line, the associated increases to FICA, and a reduction in the capital improvement line (this line was only added in 2022 when depreciation costs were removed from the annual operating budget, so it is not a yearly expense we usually have had in our budget).

- We also created a separate appropriations line for Central Book Aid (CBA) under the Library Materials and Binding section. CBA used to be a reimbursable expense through CCLS, and so it never appeared in our budget; however, now we get the Aid directly, so it must be reflected under both revenues and expenditures
- **MOTION (Tenglund, McElfresh):** To approve the amended 2022 budget. The motion carried unanimously.

2022 Trustee Election

- Due to the ending of pandemic-related restrictions, we will go back to holding our election at the Library this year.
- The election will take place on May 3.
- President Lanna Waterman’s and Trustee Linda Edstrom’s terms expire on June 30. Edstrom has indicated that she does not intend to run again. Waterman plans to run for another term. Finance Officer Patty Shumway will run for the vacated seat she filled in December.
- **MOTION (Tenglund, Shumway):** To approve the Trustee Election schedule. The motion carried unanimously.

2023 Proposed Budget

- The library’s bookkeeper and La Voie went over the budget for the year that just ended to determine where we may need to adjust appropriations. They also reviewed revenue lines to see if adjustments should be made. Treasurer Elser was also involved in the process.
- Significant changes we may have to factor in are the ongoing possibility of increases to the NYS minimum wage and minimum FLSA exempt salary, which will likely go up by 5.3 percent. This will impact those staff directly affected by these increases and those who will see wage and salary compression due to the increases. In addition, per the board’s request, all minimum wage employees will be moved up to \$15/hour in 2023, which the draft budget reflected. There will also be upward adjustments in the budget due to increases in circulating materials, postage, printing costs, and insurance premiums.
- We always start the budget planning process extremely early because when we ask for a tax increase, the board must approve a budget to present to the taxpayers at the budget hearing in April. If the board asks for a tax increase in May, they will need to adopt the 2023 budget at the March meeting.

9. Adjournment—**MOTION TO ADJOURN (McElfresh, Tenglund):** at 7:52 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund