

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

**Call to Order** by President Lanna Waterman at 5:40 pm. In attendance were trustees J. Mahar, McElfresh, 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 February 17-March 16:
  - #922 Operating Fund: \$50,418.20
  - #299 Capital Fund: \$3,348.50
  - Warrant sheets were reviewed. Elser reported that everything looked good.
3. Review of Financial Statements
  - Elser noted that all fund balance figures had been updated based on the latest BWB audit.
  - The fund balance will change as revenues and expenditures occur throughout the year.
  - There were no unusual or high expenses.

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

4. Voice of the Public / Correspondence: La Voie received a thank you letter from Senator Borrello for meeting with him to discuss library funding in the 2022-23 state budget and for her and the library's invaluable services to our community.
5. Director's Report
  - 2022 Trustee Election
    - The election will be on May 3, 2022, at the library.
  - 2023-2027 Long-Range Planning
    - The library's current strategic plan expires at the end of the year.
    - Sorokes said he would be willing to put together a planning process, which will be discussed at a future meeting.
    - The board will meet on Wednesday, April 6, at 5:30 pm to begin the planning process.
  - Personnel Update
    - Library clerk Molly Coon's employment was terminated on February 16, 2022. Rather than replacing her with another part-time clerk, we could move our current part-time clerk into a full-time position. The employee already works approximately

30 hours per week, so this would only represent an additional 7.5 hours/week. This would allow work in the Technical Services area to be completed as well.

- **MOTION (McElfresh, Shumway):** To acknowledge the termination of Library clerk Molly Coon's employment. The motion carried unanimously.
- **MOTION (Tenglund, J. Mahar):** To approve the creation of a full-time clerical position. The motion carried unanimously.
- **New York State Charities Bureau**
  - La Voie applied to amend our status as a charitable entity with the NYS Charities Bureau. We signed up for that status several decades ago to be eligible for NYSCA funds, but we officially stopped applying for NYSCA funding in 2017 because they were costly for the library to administer, and the exhibits were typically not well attended.
    - The delisting process involves asking for an exemption from classification as a charity. Because we are a local government agency, we are eligible for the exemption. The NYS Charities Bureau online portal only shows our CHAR 410 application status as "exemption claimed." La Voie is following up to be sure we have been delisted.
- **Susan Wiggs Visit**
  - Ticket sales for the Susan Wiggs visit, which will be at the Old Library on Saturday, April 9<sup>th</sup> at 7 pm, are doing well.
  - The reception after her talk will include hors d'oeuvres, a cash wine bar, and a book signing. A bookstore from Jamestown will set up a table at the event and sell her books before and after her talk.
- **Friends of the Library**
  - The Friends agreed to pay up to \$2,000 towards the Susan Wiggs visit, to cover her airfare and hotel room.
  - The Bookmark Contest and Awards Ceremony will be conducted as in pre-pandemic years, with two awards ceremonies taking place at the Library on Saturday, May 7<sup>th</sup>.
  - The Friends' latest flash sale did very well.
- **News from the Library**
  - La Voie was interviewed by Southern Tier Radio (WQRW) as part of the Community Focus Series.
  - She also attended a webinar on construction bonding and met virtually with district legislators during a virtual Library Advocacy Day event. The advocacy event stressed that increases to State Aid to Libraries and the NYS Public Library Construction Aid program are needed.

6. Committee Reports: None

7. Old Business

Library Space Needs

- **MOTION (McElfresh, Tenglund):** To enter executive session to discuss land acquisitions at 5:49 pm. The motion carried unanimously.
- **MOTION (Tenglund, J. Mahar):** To leave executive session at 6:29 pm. The motion carried unanimously.
- **MOTION (Sorokes, McElfresh):** Having identified substantial need, the director is authorized to enter into necessary agreements to complete a capital project. The motion carried unanimously.

- **MOTION (Tenglund, McElfresh):** To approve the contract with Bergmann Architects. The motion carried unanimously.

8. New Business

Payroll Company

- There have been issues with the current payroll company. Library personnel talked to two other companies.

9. Adjournment—**MOTION TO ADJOURN (Tenglund, McElfresh):** at 7:38 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