

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 20, 2022  
**5:30 pm – Zoom**

*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** by Board President Lanna Waterman. In attendance were trustees Edstrom, 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 March 17-April 20:
  - # 923 Operating Fund: \$97,279.91
  - # Capital Fund: \$1,312.25
  - Elser noted that the items on the warrant sheets were typical expenses.
  - There were some voided checks because a printer was malfunctioning and ruined a few checks.
  - Our earnings from investments are looking positive.
3. Review of Financial Statements
  - Elser noted that everything on the financial reports looked in order.

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

4. Voice of the Public/Correspondence: None
5. Director's Report
  - **2022 Trustee Election**
    - The trustee election will be on May 3 at the Library.
    - Those running for three open seats include John Bartimole, Patty Shumway, and Lanna Waterman
  - **NYS FY2022-2023 Budget**
    - The state has passed the 2022-23 budget. Libraries will receive \$99.6M—a \$5.5M increase from the previous year. Construction Aid will remain at \$34M, which is good news, as Hochul's proposed budget had called for a \$20M cut to the program. There will also be \$150,000 released from the Love Your Library fund to help fund summer reading programs around the state.

- There is no information on Bullet Aid yet. Last year, libraries were encouraged to submit projects directly to their legislators, which apparently worked well. This will likely be the process again this year, so we will have to keep that in mind as we embark on a project.
- **Personnel Updates**
  - **MOTION (Edstrom, Sorokes):** To approve the appointment of Judy Shaw on April 11, 2022, as a library page. The motion passed unanimously.
  - An ad for a new page position to assist Kathy O'Malley in the Children's Department has been posted. There used to be more people in this department, so this hire is a critical need.
  - With staff members being out on COVID leave, it was discovered that NYS is requiring government employers to pay when employees are out with COVID. Because we are a school district library, this ruling applies to us. It is no longer reimbursable. Those who have been out on quarantine leave will have to be paid for that time. Employees would need an official health department quarantine order for this.
- **NYS Charities Bureau**
  - La Voie is working to delist the Library from the Charities Bureau. The accounting firm prepared a final CHAR500 form. So, hopefully, we will be delisted soon.
- **Susan Wiggs Visit**
  - Approximately 120 people attended Susan Wiggs' talk on April 9 at the Old Library Restaurant. People enjoyed her talk, which included numerous appreciative comments about libraries and librarians.
  - Wiggs ended the talk with a \$1,000 donation to our Friends group, which was gratefully accepted by Friends' treasurer Betsy Matz.
  - There was a bookstore in attendance (the Bookworm from East Aurora), so people were able to purchase books for Wiggs to sign after the talk. In addition, hors d'oeuvres and cocktails were served after the talk for those who purchased tickets.
  - People raved about the event afterward and asked that we do more of these events in the future.
  - There was press coverage of the talk in the Olean Times Herald and TAPinto Greater Olean.
- **Francis Bean O'Connell Art Program Endowment**
  - Due to the downturn in the stock market, the annual grant came in lower than in previous years. However, Kevin O'Connell sent an additional \$1,606 from the O'Connell Family Fund at the Erie Community Foundation, bringing the annual gift to the \$5,000 amount.
  - These funds are used to pay for amazing arts and crafts programs at the Library, including those run by recognized artists in the community. In addition, materials are covered by grant funds, meaning people can participate who otherwise might not be able to afford to.
- **Friends of the Library**
  - The Friends approved paying for Wiggs' airfare and hotel stay for \$1,500.
  - At their April meeting, they also approved giving the annual programming gift of \$4,000.
  - The Bookmark Contest and Awards Ceremony will be held on Saturday, May 7. There will be two separate ceremonies at 11 am (Olean schools) and at 2 pm (other districts). In addition, the bookmarks will be on display in the Gallery for a week or two in May. The Friends are renaming the Bookmark Contest in honor of the late Peg Bothner, who oversaw the contest for many years; they plan to make an announcement at the Saturday ceremonies.
- **News from the Library**
  - Thanks to assistance from Kathy Elser, the Library was the recipient of a generous grant of \$5,839.00 from the American Endowment Foundation Donor Advised Fund. This gift is to be used to purchase an "Inchy Bookworm" book vending machine that will be used for Children's and Teen programming. It was a very generous gift. The machine is expected to

get a lot of use in the Summer Reading Program, as well as for celebrating birthdays, providing awards for contest winners, and any other number of reasons. The machine has been ordered, and a thank you letter has been sent to the donors.

6. Committee Reports

**CCLS Board Meeting (McElfresh)**

- There is a new Board member from Cattaraugus on the CCLS Board.
- The increase in Internet speed is on hold until 2023 because it was more expensive than anticipated. It is expected to roll out in Summer 2023 for the system as a whole. It would be too much of an increase for smaller libraries.
- They discussed using Bullet Aid for new routers.

7. Old Business

**Library space needs**

- **MOTION (McElfresh, Edstrom):** To go into executive session to discuss space acquisition at 5:42 pm. The motion carried unanimously.
- **MOTION (Edstrom, McElfresh):** To leave executive session at 5:53 pm. The motion carried unanimously.

8. New Business

**Strategic Planning (Sorokes)**

- The Board should set up one more session to look at mission statements and come to a final consensus in the next few weeks.
- It would be helpful to develop a presentation for the staff so that they can think about how to fit their work into the plan and provide input. A question would be whether there is anything that staff members think is missing. La Voie and K. Mahar will discuss additional questions we might want to ask. Input is advice to the Board, as the Board has the final approval.
- It was decided to meet at 5:00 pm on Wednesday, May 11, on Zoom, for this work.

**Community Bank – signers**

- La Voie said that the bank currently has Kasperski, Waterman, Earl McElfresh (as vice-president), and La Voie, and another also has Elser and Wagner. These need to be updated.
- It was decided to have the Board president, vice-president, the financial officer of the Board, and treasurer and director.
- **MOTION (Tenglund, McElfresh):** To authorize as signers the Board President (currently Lanna Waterman), Board Vice-President (current Larry Sorokes), the Board Financial Officer (currently Patty Shumway), the Library Treasurer (currently Kathy Elser), and the Library Director (currently Michelle La Voie). The motion passed unanimously.

9. Adjournment—**MOTION TO ADJOURN (Edstrom, Tenglund):** at 6:23 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund