

MEETING MINUTES
Olean Public Library Board of Trustees
May 18, 2022
5:30 pm.

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.

Call to Order at 5:35 pm 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 April 21-May 18:
#925 Operating Fund: \$71,306.63
 - There were a few items on the warrant sheet that they are following up on, such as matching up packing slips. However, everything that has been paid matches up with known orders.
3. Review of Financial Statements
 - The reports were run directly from the financial software, which cuts down on the possibility of errors.
 - There were no significant changes on the balance sheet compared to last month.
 - Some additional checks need to be deposited, which will be reflected on the May financials next month.
 - Revenue for this year will be showing lower because last year, our library received 100% of the state aid, while this year, Jamestown will receive their portion of the aid.

MOTION (Edstrom, 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 election took place on May 3 for three open seats. First, Patty Shumway, with 52 votes, was elected to a 5-year term, filling Linda Edstrom's soon-to-be-vacated seat. Second, Lanna Waterman, with 42 votes, was elected to a 5-year term, serving a new term in her own seat. Finally, John Bartimole, with 38 votes, was elected to a 2-year term, completing the remainder of Mike Kasperski's term, which he resigned from in 2021. Congratulations to all!

- **MOTION (McElfresh, Shumway):** To accept the recent election results as reported in the minutes. The motion carried unanimously.

Personnel Updates

John Fidurko has been temporarily appointed to the Business Office position to cover an unexpected medical leave of absence. He has been appointed to a Junior Accountant line per Civil Service and will be eligible to stay in the position for a minimum of three months.

- **MOTION (Edstrom, J. Mahar):** To approve the appointment of John Fidurko as a temporary Junior Accountant. The motion carried unanimously.

So far, we have been unsuccessful in filling the newly posted Children's Department page position.

FMLA Policy

According to the Department of Labor, for public agency or school employees to be eligible for FMLA, the employer needs to employ at least 50 employees. Therefore, FMLA does not apply to the Olean Public Library, and related policy language needs to be changed to reflect this so that there will be no source of confusion.

Discussion ensued about how to handle leave time. Further adjustments to the policy need to be made, so it was decided to refer it to the Personnel Committee.

- **MOTION (Tenglund, McElfresh):** To refer the Family and Medical Leave policy to the Personnel Committee for review. The motion passed unanimously.

Friends of the Library

The Friends' Peg Bothner Bookmark Contest and Awards Ceremonies were held on May 7. There were two separate ceremonies at 11 am (Olean schools) and at 2 pm (Portville, Allegany-Limestone, and Hinsdale). There were over 100 people at each ceremony. This event is treasured by community members, and it provides positive attention for the library.

News from the Library

La Voie was an invited panelist for a discussion on library management in a graduate-level course.

6. Committee Reports

- None

7. Old Business

Library space needs

- **MOTION (Tenglund, Edstrom):** To enter executive session at 5:37 pm. The motion carried unanimously.
- **MOTION (Tenglund, Edstrom):** To leave executive session at 7:22 pm. The motion carried unanimously.

Strategic planning

- It was decided to reschedule the strategic planning discussion. Sorokes and La Voie will work on scheduling this.

8. New Business

Personnel matters

- **MOTION (Waterman, Tenglund):** To enter executive session at 7:33 pm to discuss personnel matters. The motion passed unanimously.
- **MOTION (Tenglund, McElfresh):** To leave executive session at 7:45 pm. The motion passed unanimously.

June board meeting

- It was decided to decide on the format (in-person or Zoom) for the June board meeting closer to the meeting date.
- Nominations for board officers were discussed.
 - **MOTION (McElfresh, Tenglund):** To appoint Board President Lanna Waterman to present a treasurer and a slate of officers at the June 2022 reorganizational meeting of the Olean Public Library Board of Trustees. The motion carried unanimously.

9. Adjournment

- **MOTION (Tenglund, Sorokes):** To adjourn at 8:10 pm. The motion carried unanimously.

Copies of the director's and financial reports are available upon request.

Respectfully submitted,

Ann M. Tenglund