

MEETING MINUTES
Olean Public Library Board of Trustees
June 15, 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 Lanna Waterman at 5:37 pm. 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 May18 – June 15:
#926 Operating Fund: \$86,070.37
#972 Capital Fund: \$3,000
 - Elser noted that everything looked okay on the warrant sheets.
3. Review of Financial Statements
 - Elser noted that the balance sheet looked okay.
 - La Voie noted that our New York state aid was low; she will reach out to the system to see why. We are under budget in the CLDA and CBA lines.
 - Gifts and donations are looking good.
 - We are still tracking under in payroll as of May 31.
 - Professional fees are up a bit because some summer presenters were paid this month, plus the BWB and legal fees.

MOTION (Edstrom, Sorokes): To approve agenda items 1-3. The motion carried unanimously.

4. Voice of the Public/Correspondence: None
5. Director's Report
 - FMLA and Other Library Leave Policies
 - Last month, it was noted that OPL staff are not eligible for FMLA provisions because we have fewer than 50 employees. The matter was referred to the Personnel Committee.
 - The Personnel Committee decided to consult with Joe Saeli. His firm will review the entire benefits section to ensure that everything is legal, consistent, and fair.
 - Olean Times Herald Column
 - The Library will have a monthly column in the *Olean Times Herald* at the invitation of Jim Eckstrom, Managing Editor.

- The column will print on a Saturday of our choice, depending on when we want something published. Every month will feature a different topic.

CRCF Gift

- The Cattaraugus Regional Community Foundation sent a check for an annual grant from the Paul and Betty Hanson Fund and the Paul and Mary Janowicz Memorial Fund.
- The grant totaled \$444.20, with \$297.76 from the Hanson Fund and \$257.44 from the Janowicz Fund.
- The funds are unrestricted, so the Library can use them where most needed.
- A thank you letter was sent to the Foundation.

WNYLRC Annual Meeting

- The Western NY Library Resource Council's 56th annual meeting will be on September 27 at Shea's Seneca in Buffalo. The keynote speaker will be Prendergast Library Executive Director Anne Greene.

Friends of the Library

- The Friends met twice in June, once for their annual dinner and once for their business meeting.
- La Voie requested \$1,500 for the Summer Reading Program presenters, which was approved at their meeting yesterday. The Friends have been funding this program for the last five years. They will also be donating their annual book endowment gift in September.
- The Library plans to ask the Friends to consider paying for a permanent Zoom setup for the meeting room. The Library is getting additional requests from groups for Zoom meetings too.

News from the Library: Book Vending Machine

- The book vending machine, anonymously donated to the Library by former Olean residents through the American Endowment Foundation, arrived this week. It looks very nice and will attract attention.
- Patrons of all ages will be able to win books from it as part of the Summer Reading Program and other programs and events throughout the year. We can also give people tokens to "purchase" books to celebrate special occasions. It should be fun, and we appreciate the generosity of the donors.

6. Committee Reports

CCLS (McElfresh)

- CCLS is running a road trip program where people visit the 38 CCLS libraries and get a stamp to show that they have been there. There is a prize if you go to at least 13 libraries.
- CCLS is still looking for another board member from Cattaraugus County.
- The rental agreement with Prendergast is coming up; there will be a 5% increase.
- They are working on redoing the book reallocation formula, that is based on spending for materials and hours open.
- Construction grants are coming up, but the Olean library does not have anything to submit at this time.

- Juneteenth will be added into the calendar for this year. They are figuring out how to work it into the calendar without adding a day off.

7. Old Business

- **MOTION (J. Mahar, Shumway):** To enter executive session at 6:09 pm to discuss library space needs and personnel matters. The motion passed unanimously.
- **MOTION (Edstrom, McElfresh):** To leave executive session at 7:06 pm. The motion passed unanimously.

Strategic planning (Sorokes)

- There will be a meeting with staff next Monday to go over strategic planning. They will also look at a gap analysis of how operationally things may need to adapt to meet the strategic plan.

8. New Business

Business Office – cash drawers [Action Item]

- The library has cash drawers at the circ desk and reference desk to make change when people are paying fines or paying for materials. We are operating out of two cash boxes now. When the person in the business office is off, we are short by one cash box. They would like to have two extra cash drawers. It would be a total of \$240.
- **MOTION (Edstrom, McElfresh):** To authorize the creation of two extra cash drawers, for a total of \$240. The motion carried unanimously.

Motion to appoint a treasurer and slate of officers for 2022-23 [Action Item]

- **MOTION (Sorokes, McElfresh):** To appoint Kathy Elser as the 2022-23 Treasurer and a slate of officers the same as last year, as follows. The motion carried unanimously.
 - President: Lanna Waterman
 - Vice-President: Larry Sorokes
 - Finance Officer: Patty Shumway
 - Secretary: Ann Tenglund

Certification of trustee elections [Action Item]

- At the July meeting, we should appoint someone to be the district clerk to certify the election.
- **MOTION (Sorokes, Waterman):** To appoint Kim Mahar as the district clerk to certify the vote. The motion passed unanimously.

IRS gas mileage reimbursement change [Action Item]

- The IRS did a mid-year change in the mileage reimbursement rate. It will go from 58.5 cents to 62.5 cents per mile.
- **MOTION (McElfresh, Edstrom):** To approve the IRS gas mileage reimbursement change to 62.5 cents per mile. The motion carried unanimously.

Juneteenth

- This is a federal and state holiday. Schools are closed.
- We cannot close this year because we have events planned.
- We can look at whether or not we close next year. We have to recognize official holidays in one way or another, but we do not have to close. We could be open, with programming to recognize the day.

Recognition of Outgoing Board Member Edstrom

- The Board presented Edstrom with two books they purchased for the library in her honor, in recognition of her work on the Board.

9. Adjournment

- **MOTION (Edstrom, Shumway):** To adjourn at 7:22 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund