

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
July 20, 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 5:30 pm. In attendance were trustees Bartimole, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Accountant John Fidoruko, Assistant Director K. Mahar, and Director La Voie. The new board member, Bartimole, was welcomed.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Approval of Warrant Sheets for June 16—July 20:  
#927 Operating Fund: \$88,112.11
  - Instead of paying everything through checks, we are starting to pay bills online. The "ACH" indication on the warrant sheets denotes an online payment.
  - Using online payments helps to ensure that payments are not lost in the mail, and we save on envelopes and stamps. It also helps to avoid late fees due to mail issues.
  - The voided check was due to a printing error where something else was printed on top of the check.
  - A new pest control company started, and all bills came in at once. This is why there were multiple payments for pest control.
3. Review of Financial Statements
  - The funds were all in the black.
  - Because of the timing of the state aid payment, revenues might appear to be a bit behind. Once the state aid payments come in, income will be in balance. We are receiving slightly more in state aid than initially budgeted.
  - The retirement system bill comes in at the end of the year.
  - We are still tracking low in book expenditures, but they will tick up soon as spending on books has recently increased. The librarians will also look at the funding division between print and electronic.
  - We are tracking tight with fuel and utilities.
  - It might make sense to move presenters out of the professional fee line.
  - We are well-positioned with total assets as compared to total liabilities.

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

4. Voice of the Public/Correspondence: None

## 5. Director's Report

### Trustee Education Requirements

- Beginning January 1, 2023, every trustee of a public or association library will be required to complete a minimum of two hours of trustee education annually (*Education Law 260-3* added by *Chapter 468 of the Laws of 2021*). The annual training this Board has been doing with Jerry Nichols will fulfill this requirement.

### Olean Association for the Blind and Visually Handicapped (OBA) Grant

- La Voie and K. Mahar applied for a grant from the OBA to upgrade the Library's technology resource center for the visually impaired and handicapped
- The grant request was fully funded for \$8,000. We recently received the check with an award letter dated June 28. Four computer workstations, a scanner, and magnifier/reader software for visually impaired patrons will be upgraded.
- The center will also provide technology tutoring to senior citizens, the handicapped, and people needing to improve their technology skills.
- A thank you letter was sent to the OBA. The Library is extremely grateful for this generous gift. Once the center is fully updated, OBA representatives will be invited for a photo opportunity to accompany newspaper and newsletter articles recognizing the funding.

### Staff Development Day

- The Library's annual staff development day will be Friday, August 26, from 8:30 am – 4:30 pm. The Library will be closed for the entire day so that time can be devoted to staff training and meetings.
- The Board will provide a luncheon that day.
- The active shooter response training will be on Monday, September 26, from 9-10:30 am. The Library will open at 11 am that day.

### NYLA Conference

- La Voie will attend the New York Library Association (NYLA) conference from November 2-5 in Saratoga Springs, NY.
- 2022 is her last year as President of the Rural Libraries Round Table of NYLA. She will be on their Board for one additional year as past president.
- La Voie is also in her final year on NYLA's Public Libraries Section board. This year, she was responsible for co-creating the division's conference programming for the annual NYLA conference.
- La Voie was invited to be a panelist for a November 4 program sponsored by NYLA's Leadership and Management Section. The topic is the New York State Minimum Standards for Public Libraries, which were updated in January 2021.

## 6. Committee Reports

### CCLS Lease Committee

McElfresh is on the CCLS Lease Committee, which is discussing the CCLS lease with Prendergast Library. The lease is due for renewal.

7. Old Business

Library space needs & Personnel updates

- **MOTION (Tenglund, McElfresh):** To approve \$2,500 for a landscape architect. The motion carried unanimously.
- **MOTION (Bartimole, Tenglund):** To enter executive session at 6:08 pm to discuss further library space needs and personnel matters. The motion carried unanimously.
- **MOTION (Bartimole, Shumway):** To leave executive session at 6:51 pm. The motion carried unanimously.
- **MOTION (McElfresh, J. Mahar):** To create a Civil Service Senior Accountant position. The motion carried unanimously.
- **MOTION (Tenglund, Shumway):** To approve an annual increase of \$5,000 for the Children's Department head. This amount would be pro-rated for the rest of the current budget year. The motion passed unanimously.

8. New Business

Employee Handbook revisions

- Attorney Joe Saeli reviewed the Handbook. The Family Medical Leave Act provisions were removed, but the Paid Family Leave section remained because we offer such leave. The updated wording provides benefits to employees while giving discretion to the Library.
- The proposed revisions will be on the August 2022 board agenda.

Board committee assignments

- J. Mahar will be the chair of the Buildings & Grounds Committee.
- Bartimole will be asked to join that committee, as there is a vacancy.
- The Board contact sheet, which lists committee members, will be updated as soon as all committee memberships for the year have been adjusted.

Community Bank Investments

- There was a fee on the Community Bank statement that we do not know what it is for, so an inquiry will be made.
- Fees for investments are high, and we might be better off not re-investing when they come due. Instead, keeping some funds in cash would be more beneficial.

9. Adjournment: **MOTION TO ADJOURN (McElfresh, Tenglund):** To adjourn at 7:06 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund