

MEETING MINUTES
Olean Public Library Board of Trustees
August 31, 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.

Call to Order by Lanna Waterman at 5:30 pm. In attendance were trustees McElfresh, Shumway, 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 July 21-August 17:
#Operating Fund: \$116,676.53
#Capital Fund: \$26,734
 - Everything was in order. Elser reviewed the sheets with Fidurko before the meeting.
3. Review of Financial Statements
 - Elser noted that there were three payrolls in July due to having five Fridays in the month.
 - Everything was on track.
 - Next month, state aid will be received as the state is releasing the funds. We are expecting to receive increased aid this year.
 - The Friends of the Library annual Book Endowment donation recently came in. A thank you note will be sent to the Friends; a card was passed around at the meeting so that Board members could sign.

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

4. Voice of the Public/Correspondence:
 - Todd L. Previglian, 543 Indiana Avenue, Olean, attended the meeting.
 - Previglian asked how a taxpayer can find out about the expenses, how they break it down, and what the agenda is? It was noted that the Administration tab on the website has the agenda for the next meeting. There is also a notice in the Olean Times Herald about when the meetings are. The website address was also provided: oleanlibrary.org.
5. Director's Report

NYS Construction Aid

- The library will apply for a security camera system upgrade. The system approved our letter of intent to apply. One quote has been received, and additional quotes will be sought. Our cameras need to be upgraded, and this is a significant need. The application

is due September 9.

Central Library Aid

- Our library will receive slightly more funding this year in central library aid. The same distribution formula will be utilized, with 1/3 of the funding coming to Olean after the funds for centralized purchases of the OverDrive platform and the Ancestry database are accounted for. It will net close to \$3,000 more for our library this year.

Personnel Update

- A new part-time building monitor was hired to have security and cleaning coverage for most of our open hours. His name is Louis Palmeri. His first day was August 1, 2022. He currently works 4-9 pm, Monday-Thursday, and will work occasional Saturdays when those hours begin in September.
- **MOTION (McElfresh, Tenglund):** To accept the hiring of the new part-time building monitor. The motion carried unanimously.

Marion Coughlin Donation

- A close friend of the late artist Marion Coughlin inherited a collection of her paintings and would like to donate some to the library. It would be nice to add these paintings to those already in the library's collection. A Coughlin exhibit was held approximately five years ago and was well received. It would be good to have another exhibit after receipt of the paintings. The donor had suggested that we look into an appraisal. Scott Brook may be able to recommend someone for the appraisal, and we may want to look into additional fine arts coverage.

Staff Development Day

- The library's annual staff development day was held on Friday, August 26. It was a successful day with a lot of valuable training. The Board provided a luncheon, and the staff sent their thanks. Assistant Director Mahar provided a valuable session on First Amendment audits as well.
- An active shooter drill will be held on Monday, September 26, in the morning. The library will open at 11 am that day to allow as many staff to attend as possible.
- Next year, the staff development day will be held in September to allow more people to attend.

Annual Sexual Harassment Prevention Training

- The state requires that employers offer annual mandatory sexual harassment prevention training to all employees, board members, and volunteers. This training was held during staff development day. Board members can also provide proof of training taken elsewhere.
- Proof and attestation forms are due by October 15, 2022.

Friends of the Library

- The Friends gave the library the annual Book Endowment gift in late July. Due to losses in the endowment, they supplemented the \$7,237.76 in interest earnings from that fund with \$2,762.23 from their checking account for a total of \$10,000. We budget \$7,000 yearly for this gift, so the extra funds allow us to purchase additional circulating materials.

- The Fourth Annual “Read Between the Wines” fundraiser will take place on Friday, September 9. La Voie will check with the insurance agent whether we need additional coverage for events involving alcohol. Our insurance carrier also recommended that the event volunteers do the TIPS training, which they have done.
- The Board will provide a basket/bag donation.

News from the Library

- La Voie attended a meeting of the Olean Community Schools Advisory Board and was able to distribute some library materials geared toward school-aged children (1000 Books before Kindergarten, the Teen Advisory Board, the Radio Reading Service, which high school students can volunteer for, etc.). She spoke briefly about how the library supports education.

6. Committee Reports

CCLS (McElfresh)

- The systems board is making budget updates. Updates have been made to interlibrary loan charges.
- There are still funds for construction aid.
- They had a pre-meeting with the auditors; the audit will be presented in December.
- They have a new building search committee to search for a new facility for the system that might be more centrally located. They just renewed the lease for where they are for three years, which provides enough time to look for new space.
- The annual meeting will be in Celeron in October.

7. Old Business

Library space needs – updates (guest: Jerry Nichols)

- **MOTION (McElfresh, Tenglund):** To enter executive session to discuss space needs. The motion carried unanimously.
- **MOTION (McElfresh, Tenglund):** To exit executive session at 6:27 pm. The motion carried unanimously.

Personnel matters

- **MOTION (McElfresh, Tenglund):** To enter executive session to discuss personnel and other space matters at 6:47 pm. The motion carried unanimously.
- **MOTION (Sorokes, Shumway):** To leave executive session at 8:02 pm. The motion carried unanimously.

Strategic planning (Sorokes)

- This report was deferred to the next meeting.

Employee Handbook revisions

- **MOTION (Tenglund, McElfresh):** To accept the changes in Section I, Employee Benefits and Leaves of the Employee Handbook, with the second paragraph under Benefits while absent from work showing 90 days. The motion carried unanimously.

Community Bank investments

- In July, we had discussed an overdraft fee. The bank had responded that there was no way that we would lose principal if the investments are held to maturity. The board agreed that this would be the best option.

8. New Business

Trustee resignation

- Bartimole had to resign from his trustee position due to job responsibilities.

Adjournment: **MOTION TO ADJOURN (Tenglund, Shumway):** To adjourn at 8:34 pm. The motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund