

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
September 21, 2022  
**5:30 P.M. – 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 5:34 P.M. In attendance were trustees 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. Voice of the Public/Correspondence: None
3. Approval of Warrant Sheets for September 1-September 21:
  - #929 Operating Fund: \$40,693.43
  - #304 Capital Fund: \$3,494.20
  - The new part-time business office assistant is working now and is keeping up with invoices, etc.
  - Utilities are starting to go up again.
4. Review of Financial Statements
  - Elser said that everything was looking good.
  - The state aid and central book aid lines look low compared to last year because the check just came in and will be reflected on next month's statements.
  - The expenses from the summer programs tend to be paid at the end of the summer. We also received a large order of library supplies.
  - Last year, we were still seeing lower numbers due to COVID, but now, numbers are returning to more normal levels.
  - The retirement bill will probably be slightly lower than projected.
  - It makes sense to have grants listed separately on the financial reports. This also helps us carry funds over if it is a multi-year grant.

**MOTION (Tenglund, Shumway):** To accept items 1-4 above. The motion carried unanimously.

5. Director's Report
  - NYS Construction Aid
    - La Voie submitted our Construction Aid application for an upgraded security camera system. Jan Dekoff at the system office reviewed it and said it was in good order.
  - Central Library Aid
    - In September, the library received its full allotment of Central Library Aid for 2022.
  - Personnel Updates
    - A second part-time temp for the Business Office was hired on September 3, 2022. She is very knowledgeable and is a retired school business office administrator.

- **MOTION (Sorokes, Shumway):** To approve the temporary appointment of Diane Weatherell as a part-time temporary position in the Business Office.
- The full-time senior account position was posted on September 14 on WNYJobs.com and the library’s website.
- We never hired for the part-time page position, and La Voie proposed offering this as a full-time position and potentially promoting from within.

Marion Coughlin Donation

- Carol Royer, the daughter of Edna Royer, a close friend of Marion Coughlin, donated several of Coughlin’s paintings to the library. The paintings are donated by Carol Royer and her brother, Dave Royer. We are thankful to them for this generous donation.
- With the addition of these newly donated paintings, we have a sufficient number to do another exhibit without asking the community to lend artwork.

Annual Meetings

- The Western New York Library Resources Council (WNYLRC) annual meeting is on September 27 in Buffalo.
- The CCLS meeting is on October 12 at the Prendergast Library in Jamestown.
- The New York State Library Association (NYLA) annual conference is November 2-5 in Saratoga Springs. La Voie will run the Rural Libraries Round Table business meeting as president and attend the Public Libraries Section meeting as a Third-Year Member-at-Large on the Board. In addition, she will present as a panelist in a session offered by the Leadership, Administration, and management Section on the New York State Minimum Standards for Libraries.

Friends of the Library

- The fourth annual “Read Between the Wines” fundraiser was held on September 9 and was hugely successful. It had the best attendance yet, with over 140 people in attendance. The Friends earned over \$4,000 to benefit the library.
- At their September meeting, the Friends approved two requests from the library: \$2,224 to purchase a second portable Zoom meeting station and \$425 for 500 library card holders, which will have the Friends’ logo on them.
- The beer-tasting fundraiser, FeBREWary, is scheduled for February 17, 2023.

News from the Library

- La Voie attended a webinar on September 21 sponsored by WNYLRC, entitled “NY State’s Budget and You: A Primer on Libraries and the State Budget Process.”

6. Committee Reports: None

7. Old Business

Library space needs and Personnel matters

- **MOTION (Sorokes, McElfresh):** To enter executive session at 5:46 P.M. to discuss library space needs and personnel issues. The motion carried unanimously.
- **MOTION (McElfresh, Sorokes):** To exit executive session at 6:39 P.M. The motion carried unanimously.

Strategic planning (Sorokes)—The strategic plan should be approved by the December meeting.

Trustee resignation; committee assignments

- Personnel Committee: Sorokes, J. Mahar, Tenglund
- Buildings & Grounds: J. Mahar, Sorokes

- Finance: Shumway, McElfresh, TengSlund
- A new board member can join Buildings & Grounds

8. New Business

2022 Holiday Schedule [action item]

- Some holidays were chosen because they were slow days at the library.
- The library is open on Veteran's Day but is closed on the Friday after Thanksgiving as a replacement.
- **MOTION (McElfresh, Tenglund):** To adopt the proposed 2023 holiday schedule without including an additional holiday. The motion passed unanimously.

Adjournment: **MOTION TO ADJOURN (Sorokes, Shumway ):** at 7:12 P.M. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund