

MEETING MINUTES
Olean Public Library Board of Trustees
October 19, 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 Board President Lanna Waterman at 5:30 P.M. In attendance were trustees J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Treasurer Elser, Assistant Director K. Mahar, and Director La Voie. Excused: Sorokes.

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 22-October 19:
#930 Operating Fund: \$122,585.70
#305 Capital Fund: \$16,061.60

Discussion:

- Everything on the warrant sheets looked good. Elser said that there were a couple of things that they were following up on.

4. Review of Financial Statements

Discussion:

- The statements were in line, and there were no variances of concern.
- We will track closer to where we should be in the book budget line than in the last four years, which is good.

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

5. Director's Report

NYS Construction Aid

- On October 14, the state announced the Construction Aid awards for 2021-22. Our library was awarded \$253,469 to cover 75% of the replacement cost of our two remaining 30-year-old HVAC rooftop units. The bid notice is out now and will be received at 4 PM on November 7 at the library.

Boundless Connections Donation

- The Boundless Connections Technology Center in Olean is closing and asked if the library would take over a popular teen tech club. As part of this, they donated high-end technology to support it, including two 3D printers, desktops for gaming and design, and laptops. They also donated a couple of desks and offered to sell four high-quality chairs for a total of \$500, which we would need. The equipment resides in the area

outside the teen room. We might need an additional electric drop, which would be covered partly by E-Rate, and we will put in an additional wireless extender.

- Two grant-funded advisors currently oversee the clubs. The library needs to cover approximately \$400/month for this until we can write grants to continue the funding. Boundless Connections may have some remaining grant funds to help pay some of these fees as well.

Gifts and Grants

- The library has received a \$1,000 bequest from the estate of Christopher McGonnell as an unrestricted donation. The notification came from his brother, James K. McGonnell. The board greatly appreciates this gift and will send a thank-you note.
- La Voie and librarian Alijah Fox received NYLA conference scholarships from CCLS to help with registration, mileage, hotel, and other travel expenses.

NYSLRS 2023 and 2024 Estimated/Projected Bills

- The most recent estimated bill from the NYS Retirement System for 2023 is \$50,895, or \$50,532 if we prepay. The estimate is calculated using 2021 reported salaries. We budgeted a higher amount, so we are in good shape to pay this bill.

Cyber-Insurance

- Scott Brook, our insurance broker, contacted La Voie regarding the annual cyber-insurance renewal, which will more than double in cost. To reduce the cost, a written procedure for multi-factor authentication is needed. La Voie will clarify which resources need to be protected.

Personnel Updates

- The Senior Accountant position was posted in the *Olean Times Herald* the weekend of 10/14-16. The deadline to apply is 11/4/2022.
- The full-time children's page position was posted on the library's website and social media last week.
- Part-time library assistant Stephanie Beneng has accepted a full-time job with benefits at another organization. She will cut back to one evening per week at the library. Therefore, the library has posted for another part-time library assistant to fill the rest of her hours.

Website

- The library's website is being overhauled by Chad Taylor at OPL and Emric Taylor at CCLS. Many new attractive features are already in place, and they are continuing to work on it.

News from the Library

- La Voie attended the annual meetings of the Western New York Library Resources Council (WNYLRC) and CCLS.
- The League of Women Voters donated a copy of the children's book *Amelia Bedelia's First Vote*. They have a display in the library's large display case throughout the month of October.

6. Committee Reports

CCLS (McElfresh)

- Don Watkins from Franklinville will be the new CCLS Board president. McElfresh will remain as treasurer.
- NYS public library funding is up, and money was released for summer reading programs from the Love Your Library license plate program.
- Construction grants can now be a 90/10 match, depending on poverty levels and available library funds.

- Jan Dekoff has been visiting board meetings.
- CCLS has a new delivery truck coming in soon.
- They plan to revise the book plan formula.
- CCLS health insurance is going up next year.

7. Old Business

Library space needs – updates

- **MOTION (McElfresh, Shumway):** To enter executive session to discuss library space needs at 5:31 pm. The motion carried unanimously.
- **MOTION (Tenglund, J. Mahar):** To leave executive session at 6:08 pm. The motion carried unanimously.

Strategic planning (Sorokes)

- No report.

Personnel matters

- **MOTION (McElfresh, J. Mahar):** To enter executive session to discuss personnel matters and space needs at 6:26 pm. The motion carried unanimously.
- **MOTION (McElfresh, Tenglund):** To leave executive session at 7:09 pm. The motion carried unanimously.

Trustee resignation

- There was a short discussion regarding a possible replacement for the board member who resigned a couple of months ago.

8. New Business

2023 budget planning

- La Voie and Elser have started the budget planning process. They want to call committee meetings to look at the scenario—first Finance and then Personnel.
- It was decided that the Finance Committee will meet on Wednesday, October 26, and the Personnel Committee on Wednesday, November 9. Both meetings will begin at 5:30 pm
- The budget will need to be approved at the December meeting.

Community Bank Investments (Shumway)

- One bond will expire soon. Shumway will contact Community Bank for a recommendation.

Adjournment: **MOTION TO ADJOURN (Tenglund, Shumway):** at 7:56 P.M. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund