

MEETING MINUTES
Olean Public Library Board of Trustees
November 16, 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 Board President Lanna Waterman at 5:35 pm. In attendance were trustees J. Mahar, McElfresh, Shumway, Sorokes, Tenglund, Waterman, Whitford, Treasurer Elser, Assistant Director K. Mahar, and Director La Voie.

New Trustee appointment

- **MOTION (Tenglund, Shumway):** To appoint Laura Whitford to fill the unfinished term of John Bartimole. The motion carried unanimously.
- Whitford also agreed to fill Bartimole's seat on the Buildings and Grounds Committee.

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 October 20 – November 16:
#931 Operating Fund: \$94,151.93
#306 Capital Fund: \$5,653.32
 - The cyber-insurance invoice was received and has been paid.
 - The filtration system was installed a few months ago to solve the water's sediment problem.
 - Nothing on the sheet was out of the ordinary.
 - Books are starting to come in again.

4. Review of Financial Statements
 - It was decided that the line "Capital Repair Fund Balance" should be named "Fund Balance."
 - All of the cash was properly stated. We continue to have fees exceeding revenues with our Community Bank trust accounts. A CD is maturing this month.
 - The revenues and expenditure report was reviewed. The tax check will be sent out on Friday. In addition, we received the final amount of the CCLS material plan funds.
 - Expenditures are tracking where expected. Fuel and utilities are up quite a bit from last year, but we are still within budget. In some cases, new people in the business office were

not classifying things the same as in the past, which will be adjusted. For example, things charged to "Other Admin" need to be reclassified as Supplies.

- We are still under budget for the year, and things look good.

MOTION (Sorokes, McElfresh): To approve agenda items #1-4. The motion carried unanimously.

5. Director's Report

Emergency Exit Issue

- The night custodian noted that there is an emergency exit that is also a staff entrance. There is a cement barrier, which makes it dangerous outside an emergency exit. However, if the barrier was removed, someone might hit the building, or the exit area might be blocked by a car parked too close. The issue was tabled for further study.

NYS Construction Aid

- Bids for replacing the two remaining 30-year-old rooftop HVAC units were due on November 7.
- At a recent evening event, it was noted that our outdoor lighting is poor, both in front of the building and in the parking lot area. La Voie checked with the system to see if our construction aid application to upgrade our security system could also be amended to include security lighting. This amendment has been submitted, and hopefully, we will hear about approval soon.

Frances Bean O'Connell Endowment Update

- La Voie received an email from Kevin O'Connell that he and his wife Susan increased the endowment for the Art Fund by \$50,000 (bringing the endowment to \$150,000). They did this out of concern that the Library will receive at least \$5,000 annually for all of the endowment-sponsored programs. If the stock market improves, the annual amount should increase substantially. We are so fortunate for the O'Connell's support, which has allowed us to offer programs for the community far beyond what we could normally provide!

Friends of the Library

- Giving Tuesday is November 29, and they will highlight teen programs at the Library. Board members noted that the teen programs have been impressive. Promoting the new equipment donated by Boundless Connections would also be good.
- The Friends have given the Library \$19,526 since May 1st, the start of the Friends' fiscal year, for which the Library Staff and the Board are grateful.

News from the Library

- La Voie and Alijah Fox attended the annual New York Library Association (NYLA) meeting. They both received \$500 scholarships from CCLS to help offset costs. This is the last year of La Voie's term as the Rural Libraries Round Table President. She also curated an author luncheon for the Public Libraries Section and was a panelist at a session on the NYS minimum standards for public libraries.

6. Committee Reports

Finance Committee (Shumway)

- The CD from Community Bank is maturing on 11/29. The bank recommended U.S. Treasury Notes because they are more liquid and have a higher interest rate. The committee recommended a 12-month note. The Investment Policy states that we should not have any CDs invested for longer than 24 months.
- Shumway asked if the Board felt that the Investment Policy language needed to be adjusted. Board members thought that it would be good to have the option to invest beyond 24 months. A motion will be on the agenda in December for this.
- The Finance Committee also discussed the BWB contract and the fee increase. People felt that the change basically broke the contract.
- The committee also discussed the budget. It seemed that both the Finance and Personnel Committees agreed. Personnel is a significant portion of the budget. We will need to bump up Professional Fees because of the BWB contract.
- Paid Family Leave (PFL) is something that OPL has opted in for, but the employee portion has increased. Half of the staff at OPL cannot use it—it is if you are caring for an ill child, parent, or spouse. Previously some staff opted out, but the current accountant learned that this was improper—everyone is either in or out. The people who use it are primarily part-time people. If it became an employer-paid benefit, it would cost approximately \$2,900 annually, and employees would not have to pay for it. The Personnel Committee said this would be a good idea to help retain part-time staff. When we first had PFL, we thought it was employer-paid, and the Board approved that. If the cost became prohibitive, we could opt out in the future.
 - **MOTION (Sorokes, J. Mahar):** To make Paid Family Leave an employer-paid benefit, effective January 1, 2023. The motion carried unanimously.

Personnel Committee (Sorokes)

- Sorokes said there was agreement on restoring positions, such as a page. In addition, the committee supported moving to a \$15 hourly wage ahead of when required.
- The committee talked about advertising positions in a different way. For example, some people might not know what a page does.

MOTION (Sorokes, Tenglund): To enter an executive session at 6:16 pm to discuss a personnel matter and space needs. The motion carried unanimously.

MOTION (McElfresh, Shumway): To leave the executive session at 7:14 pm. The motion carried unanimously.

7. Old Business

Library space needs – updates

- Space needs were discussed in the executive session.

Strategic planning (Sorokes)

- Many institutions are continuing their existing strategic plans due to Covid. However, we have an obligation to publish a plan, and we put a lot of thinking into our forward projections, which are not very different from the current plan. The new planning can meld into the existing plan, and we are under a time crunch to finish by 12/31.
- Regarding getting feedback from the community, having something in the Library for comment, plus something on the website with a comment form, should be helpful. We can give them the mission statement and our three statements in the planning process.

These were the critical points that rose to the top. With staff members, we could ask them to indicate how their role will support each of the statements.

- La Voie will ensure that the plan feedback opportunities are mentioned in the next *Olean Times Herald* library article.

Personnel matters

- Some applications for the posted positions have been received. The successful candidate will need to pass the Civil Service test as well.

2023 budget planning

- The Board will need to approve the budget in December.
- Health insurance increases were discussed. A percentage increase was built into the budget.

8. New Business

2023 tax levy check

- The tax check will be received soon.

HVAC bid

- The Library had only one bid, so it rejected the bid without opening it. Therefore, we will re-run the ad for the bid process. The company that submitted the bid can resubmit the same bid.
- Therefore, the bid period has been extended, and the company that entered a bid will be notified.

2024 budget planning and tax increase

- The Board has to approve the following year's budget in March. So if we need a tax increase, it will have to be approved in the spring.
- The voters would vote on the 2024 tax increase in May 2023.

Next meeting: It was decided to move the December meeting to Thursday, December 15, at 5:30 pm because the regularly scheduled meeting was too close to the Christmas holidays.

MOTION TO ADJOURN (Tenglund, Shumway): at 8:14 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund