

MEETING MINUTES
Olean Public Library Board of Trustees
January 18, 2023
5:30 pm – Library Gallery

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 pm. In attendance were trustees J. Mahar, McElfresh (left at 6:30 pm), Shumway, Tenglund, Waterman, Treasurer Elser, Assistant Director K. Mahar, and Director La Voie.

At the beginning of the meeting, the new Senior Accountant, Heather Angell, met the board members.

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 December 16 – January 18:
#933 Operating Fund: \$106,329.47
Capital Fund: #2,600.00

Discussion:
 - The payment to the library system included the Overdrive eBooks system.

4. Review of Financial Statements

- Discussion:
- The balance sheets will be finalized after the annual audit.
 - Payrolls were up because there were three payrolls in December.
 - Some funds will feed into the fund balance.
 - The new Senior Accountant will review where expenditures are allocated to determine if the proper accounts are being used from now on.
 - The new HVAC units are helping to reduce utility costs.

MOTION (J. Mahar, Shumway): To approve agenda items 1, 3, and 4. The motion carried unanimously.

5. Director’s Report

Personnel Updates

- **MOTION (Tenglund, Shumway):** To approve the following personnel appointments:
 - Caleb Austin, hired as a part-time Library Assistant on January 9, 2023
 - Emma Dodge, hired as a part-time page for the Children’s Department on January 9, 2023

- Heather Angell, provisionally hired as a Senior Accountant for the Library's Business Office on January 17, 2023

The motion carried unanimously.

- NOTE: Heather Angell must take and score reachable on the Civil Service Senior Accountant test, which will be held on January 23, to be appointed to a permanent position. The test should be scored sometime in the spring or early summer.

NYS Construction Aid

- On December 28, \$228,122 was deposited in the Library's Broadband bank account, representing 90% of the Construction Aid we were awarded in 2021, to replace the two remaining 30-year-old rooftop HVAC units. The final 10% will be paid after the work is completed.
- Our clerk of the works, Curt Wallace, re-bid the project after receiving only one bid on November 7.
- Bids were due today, January 18, 2023, between 4:00 and 5:00 pm. The board opened the bids during this board meeting.

2024 Budget Planning

- We will need to approve the 2024 budget in March 2023, which the taxpayers will vote on in May.
- The Treasurer, Senior Accountant, and Director will meet soon to draft an initial budget. Then the Finance Committee will meet to discuss it further. A draft budget should be ready for the February board meeting.

2021 Annual Report to the Community

- Because we did not ask for a tax increase in 2022, the 2021 annual report initially fell through the cracks; however, it has now been completed. The board needed to approve it so it could be posted on the website to comply with the state mandate for our 2022 NYSED report, due in February 2023.
- In 2023, we will have to produce the 2022 Annual Report by March so that it can be publicized before the budget vote.
- Every year the Library publishes an annual report to the community, providing highlights, statistics, and other information about the prior year. Much of the information comes from the Annual Report to NYS that libraries must complete every February.
- **MOTION (Tenglund, Waterman):** To approve the 2021 Annual Report to the Community and post it on the website. The motion carried unanimously.

Friends of the Library

- The Friends will hold their annual beer-tasting fundraiser, FeBREWary, on February 17 from 7-9:30 pm at the Library. They requested basket donations for the basket raffle.
- All proceeds from Friends' events go to the Library to help pay for presenters, programming supplies, circulating materials, furniture, technology, and many other items not covered by the regular operating budget.

News from the Library

- The Library staff members expressed gratitude for the 2023 wage increases and the Library-sponsored Paid Family Leave benefit. They felt appreciated and relieved to be able to better make ends meet and support their families in difficult times.

6. Committee Reports

None

7. Old Business

Library space needs - updates

- **MOTION (McElfresh, Shumway):** To enter an executive session to discuss library space needs and personnel matters at 5:35 pm. The motion carried unanimously.
- **MOTION (Tenglund, Shumway):** To exit executive session at 6:26 pm. The motion carried unanimously.
- **MOTION (McElfresh, Tenglund):** The Board of Trustees of the Olean Public Library respectfully requests the introduction of legislation to add the Olean Public Library to those institutions eligible to seek municipal bonding through the Dormitory Authority of the State of New York (DASNY) for the finance of library construction as provided under Chapter 672 of the laws of 1993. The motion carried unanimously.

Strategic planning (Sorokes/La Voie)

- Sorokes was unable to attend but had sent his thoughts on the strategic plan, which were reviewed.
- It was suggested that we develop a values statement.
- Many of the goals in the existing plan have been achieved
- The state requires public libraries to have a strategic plan.
- Board members decided to schedule another meeting to discuss and approve the strategic plan. This meeting will be Monday, January 30, 2023 at 5:30 pm.

Annual audit

- The annual audit process is starting.

8. New Business

Trustee Election and Budget Vote Calendar

- **MOTION (Waterman, Tenglund):** To adopt the following schedule for the trustee election and 2024 budget vote:
 - 3/02/2023 First notice of Public Hearing, Trustee Election & Budget Vote. Petitions for Library Trustee and applications for absentee ballots available at the Information Desk.
 - 3/15/2023 Board Meeting—Adopt the proposed 2024 budget
 - 3/16/2023 Second notice for budget hearing and vote.
 - 3/30/2023 Third notice for budget hearing and vote.
 - 4/03/2023 Petitions for Library Trustee due by 5:00 pm

- 4/04/2023 Written statement of proposed 2024 budget available at the Library.
 - 4/07/2023 Absentee ballots mailed out.
 - 4/13/2023 Fourth notice for budget hearing and vote.
 - 4/18/2023 Public Hearing on proposed 2024 Budget, 6 pm
 - 4/27/2023 Fifth notice for the budget vote and trustee election.
 - 4/25/2023 Last date absentee ballot application accepted if a ballot is mailed to the voter.
 - 5/01/2023 Last day absentee ballot applications are accepted at the office of the Library Clerk if the voter personally picks up a ballot.
 - 5/02/2023 Library Trustee Election and 2024 Budget Vote
- The motion carried unanimously.

HVAC unit replacement project – public bids

- The Library received two bids. The board opened the two sealed bids for further review.

Conflict of Interest forms

- Trustees were asked to complete the required conflict of interest forms for 2023.

Trustee Training

- La Voie spoke with Jerry Nichols about doing our trustee training this year. She will coordinate scheduling the meeting.

Treasurer Authorizations

- **MOTION (Waterman, J. Mahar):** To authorize the Treasurer to pay utilities, insurance, equipment leases, accounts that could incur late fees if not paid before the next board meeting, payrolls, and payroll withholding taxes as they become due in 2023. The motion carried unanimously.
 - In the past, the Library had to pay late fees because staff had to wait to pay the bills until the board meeting. Therefore, it was sensible to authorize the Treasurer to pay bills that would incur increased costs if not paid in that month.
- **MOTION (Tenglund, Shumway):** To authorize the Treasurer to maintain the following accounts for 2023:
 - Exchange Fund Account – Community Bank
 - Operating Fund Checking – Community Bank
 - Capital Fund Checking – Community Bank
 - Cafeteria Plan Checking – Community Bank
 - Broadband Grant Checking – Community Bank
 - Temporary Investment Accounts – Community Bank

The motion carried unanimously.

MOTION TO ADJOURN (Tenglund, J. Mahar): at 7:11 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund