

MEETING MINUTES
Olean Public Library Board of Trustees
February 15, 2023
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 5:30 pm. In attendance were trustees J. Mahar, McElfresh, Shumway, Sorokes, Tenglund, Waterman, Whitford, Treasurer Elder, 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 January 19-February 15:
 #934 Operating Fund: \$113,695.18
 #309 Capital Fund: \$14,387.50
4. Review of Financial Statements

Discussion:

- December 2022 statements were provided again because these were adjustments after the end-of-year audit.
- They have taken some fully depreciated assets off at the auditor's recommendation.
- Some of the bank accounts were renamed to reflect current use.
- At the start of the year, we are always low in the income category.
- We have reclassified some staff descriptions on the financials.
- Postage has gone up. We will need to look at mailings. Newsletter mailing is popular, but we will need to use email more, or maybe exclusively.

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

5. Director's Report

2024 Budget Planning

- Because we are asking for a tax increase for 2024, the board needs to approve the 2024 budget in March 2023 so that it is ready for a hearing in April and a taxpayer vote in May.
- Library personnel have been working to develop a reasonable budget proposal.
- There will likely be increases in the minimum wage and exempt salary level. There also may be changes to State Aid, changes in revenues from library fees, increased fuel and utility costs, postage, and other inflationary pressures affecting spending.

- The Finance Committee will meet soon to review budget scenarios. The Personnel Committee may also need to meet to look at the wage and salary lines.

NYS Construction Aid

- In December, \$228,122 was deposited into the library's Broadband bank account, representing 90% of the Construction Aid we were awarded this year to replace the two remaining rooftop HVAC units. We received two bids on the project, which were opened at the January 18 board meeting. We have 30 days to respond to the bids.
- La Voie had inquired about using Construction Aid for a different purpose. An application can be amended after the start date to change the parameters of the original project. We have until June 30, 2027 to complete the project, so there is time to consider other options. Therefore, the board can reject the HVAC bids until a final decision is made on the appropriate project.

Staff Development Day

- The annual staff development day is tentatively scheduled for Friday, September 15th this year. An August date was problematic because of the Summer Reading Program and vacations.

YMCA Partnership Opportunity

- In January 2018, the YMCA approached the library about a corporate partnership with a membership discount at the Y for OPL staff. The library would pay \$10 toward each interested employee's monthly membership, while the Y also paid \$10 and offered a "no-join fee" option for the participating staff. The board had agreed it was a nice benefit to offer, and a couple of staff members took advantage of the program.
- In 2019, the Y had to end the program for any employer who did not have at least five employees enrolled. However, they have now contacted us about reentering the program and were apologetic that it had to end previously. It would entail the same \$10/\$10 contribution and a no-join fee, with employees contributing anywhere from \$26-\$43 per month, depending on their membership type.
- **MOTION (Tenglund, Whitford):** To reactivate the YMCA corporate partnership with the library. The motion passed with J. Mahar abstaining.

Friends of the Library

- The Friends will hold their annual beer-tasting fundraiser on February 17 from 7:00-9:30 pm at the library. All of the proceeds from these events go to the library to help pay for presenters, programming supplies, circulating materials, furniture, technology, and many other needed items that are not covered by our normal operating budget.
- The Friends agreed to fund \$300 for parts for the 3D printers.

News from the Library

- Health Cattaraugus County contacted the library in January to do an interview on how the library helps support young people, especially teens, to make good choices, especially around drugs and alcohol.

6. Committee Reports

CCLS Board meeting (McElfresh)

- No report.

7. Old Business

Library space needs

- **MOTION (Whitford, Tenglund):** To enter executive session at 6:27 pm to discuss library space needs. The motion carried unanimously.
- **MOTION (Whitford, Shumway):** To leave executive session at 7:15 pm. The motion carried unanimously.

Strategic planning (Sorokes/La Voie) [Action Item]

- The last sentence in the Values Statement will be changed to: As the library is the steward of taxpayer monies, it endeavors to garner the maximum public good for Olean area residents in fulfillment of its mission.
- **MOTION (McElfresh, J. Mahar):** To approve the strategic plan 2023-2025 as revised. The motion passed unanimously.

HVAC Project Bids

- **MOTION (Tenglund, Waterman):** The library has determined that it must reject all HVAC bids as they exceeded the budget amount. At this time, the project will not be rebid, and the library will look for alternatives for future projects. The motion carried unanimously.

8. New Business

Budget presentation by Ed Bysiek of Bysiek CPA, PLLC, of the Library's 2022 Financial Statements.

- Bysiek noted that he had high cooperation from the library's accounting department.
- The independent auditor's report stated that they believe our financial statements are accurate and reliable, which is good news from an audit perspective.
- The financial statements are relatively complex because the library is a school district library and falls under governmental financial requirements.
- The library's overall liquidity improved marginally this year. \$228,000 of state construction aid is included in this, which was received in December and is earmarked. There are also other projects in progress. Assets and liabilities also change yearly due to our membership in the NYS retirement system, which is actuarially determined. Overall net position increased from last year.
- Staff expenditures were up from 2021. Library material spending was down from the previous year, but in 2021, OPL had to spend some of Prendergast's funds. Library fees seem to be down, but central book aid, which was in that line, has been more appropriately reclassified to another line.
- Five minor recommendations could help tweak internal controls, including writing off older, fully depreciated assets.

Trustee Training

- Trustee training will take place on Thursday, March 30 at 4:30 pm in the Gallery. Board members were asked to send La Voie any questions they had before the training so that the presenter could see them before the session.

Community Bank deposit accounts (Shumway/Elser)

- There were some options for better interest rates with no fees. It is something to consider.
- We need more clarification before further decisions are made, though. La Voie will ask for information in writing.

2023 Trustee Election and 2024 Budget Vote

- The trustee election and 2024 budget vote are scheduled for Tuesday, May 2, 2023. Voting will be held in the library. Polls open at 9 am and close at 8 pm.
- Seats up for election include those held by:
 - Larry Sorokes (term expiring)
 - Laura Whitford (has to run to finish the term she was appointed to in 2022)
 - One of the terms on the ballot will be for a one-year term because Whitford stepped into her role with one year remaining on that term, while the other will be for a five-year term. Whoever gets the most votes receives the longer term.
 - Petitions for nomination to the ballot will be available at the library on March 2, along with applications for absentee ballots.
- 2024 Proposed Budget
 - The budget hearing will be held on Tuesday, April 18 at 6 pm.
- Tax Levy
 - The available carryover from FYE 2022 is \$16,482. We could ask for 2% and add on the \$16,482; it would not exceed what we are allowed to seek.
- Tax Cap Override
 - **MOTION (Waterman, Sorokes):**
 - Whereas the adoption of the 2024 budget for the Olean Public Library may require a tax levy that exceeds the tax cap imposed by state law as outlined in General Municipal Law, Section 3-C, adopted in 2011; and
 - Whereas General Municipal Law, Section 3-C, expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of 60% of qualified board members; now, therefore, be it
 - Resolved that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2021 by at least 60% of the Board of Trustees, as required by state law, on February 19, 2020.
 - The motion carried unanimously.
 - This motion was necessary because the 2% may end up being higher than the approved tax cap. In the event that we do not need to exceed the tax cap, this motion will be again voted on to rescind in September.

Employee Handbook

- **MOTION (Tenglund, Shumway):** To change the employment categories A and B under #1 (that begins with REGULAR FULL-TIME employees are those...) to read:
 - A. Regular Full-Time Professional: Professional Staff who are hired to work in positions that require a Public Librarian Professional Certificate from NYS or other graduate-level degree directly related to their position at the Library.
 - B. Regular Full-Time Support: Support Staff who are hired to work in positions that do not require a Public Librarian Professional Certificate from NYS or other graduate-level degree directly related to their position at the Library.

The motion passed unanimously.

- **MOTION (Sorokes, Whitford):** To change the Quarantine Leave policy to read as follows:

To be eligible for compensation during quarantine leave, employees must be ready, willing, and able to work remotely on projects identified by Library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Due to the ever-changing rules related to the ongoing pandemic, if an employee has questions related to COVID leave pay, please see the Business Office.

PILOT Payments

- We received our first check from the school district. 2021-2022 was \$329, and 2022-2023 was \$1,056.

Keurig

- The possibility of putting a Keurig in the library was discussed. It could be handled on a free-will donation and available at select times. It would bring a sense of community, and many libraries have it.
- La Voie will bring the idea to the Friends and her staff.

MOTION TO ADJOURN (Whitford, Waterman): at 8:09 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund