

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 19, 2023  
**5:30 pm – Conference Room**

*The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.*

**Call to Order** at 5:30 pm by President Lanna Waterman. In attendance were trustees J. Mahar, Shumway, Sorokes, Tenglund, Waterman, Whitford, 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 March 16-April 19:  
    #936 Operating Fund: \$92,438.59  
    #311 Capital Fund: \$4,122.00

Discussion:

- Elser had reviewed the sheets last week, and everything to that point was fine. Heather has been doing a great job ensuring everything is documented and explained.
4. Review of Financial Statements
    - Elser pointed out there was a decrease in the regular fund balance because the Board established the EBLAR reserve fund as the auditor recommended. This is to cover the amount owed to an employee if they leave employment. That number will change annually as the calculations are finalized and verified by the auditor.
    - The statement of revenues, expenditures, and changes was reviewed. The electronic resources line was a bit higher, but an annual license was paid for Deepfreeze software. An insurance bill was also paid. All other expenditures were in line with prior months, and everything seemed to be tracking well.

**MOTION (Tenglund, J. Mahar):** To approve Agenda items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

2023 Trustee Election/2024 Budget Vote

- The election and budget vote will be on May 2 from 9 am to 8 pm at the library.
- The budget hearing was held on April 18.
- Three candidates are running for two seats.
- One of the terms on the ballot will be for a five-year term, while the other will be for a one-year term. Whoever gets the most votes receives the longer term, while whoever gets the least votes will not be elected.

Grants [Strategic Plan Goals 2&3]

- Francis Bean O'Connell Art Program Fund at the Erie Community Foundation for \$3,846. This is an annual grant from the endowment set up by Frances Bean O'Connell's son Kevin O'Connell to support the arts and crafts program. In addition, Mr. O'Connell

notified La Voie that the library would receive a second check this year for \$4,336 from another donor-advised fund. The total received this year will be \$9,182. This funding allows us to offer high-quality arts and crafts programs that draw many participants. In addition, we can offer a second session for classes with long waiting lists.

- Burt Memorial Fund Committee at the First Presbyterian Church for \$8,000 to support youth programs at the library. The Burt Memorial Fund last contributed in 2017 when \$10,000 was received to fund the Teen Room. This year's grant will be used to update furniture and technology in the Teen Room, along with supplies. The gift will also be used to support regular teen programming, after-school STEAM programs for school-aged children, and programs for children and families.
- We are so grateful for this generous support. Thank you letters have been sent out to both benefactors.

#### Community Pantry Idea [Strategic Plan Goal 3?]

- The Creekside Food Pantry was looking to establish "community pantries" in areas of need in the community and asked about placing one in the library. It would include a refrigerator and a cupboard to distribute foods such as bread, pastries, and fresh fruits and vegetables. Pantry volunteers would stock and clean the space. There would be no restrictions on who could take food or how much.
- The community pantry concept began in Germany in 2015 and is spreading to other countries. The pantries provide food while decreasing stigma since there is no need to prove eligibility. The goal is to increase health in the community.
- Library staff would be unable to monitor it, but pantry personnel were not concerned about that.
- There was little support for the idea among library staff.
- There are space concerns, as the area where the volunteers would like to house the pantry is already earmarked for technology equipment. There were also concerns about increased food in the building due to the possibility of rodents and bugs.
- The Board discussed the idea and noted that there are current space constraints. It could be considered in the future if conditions change. The library staff would be willing to ensure that residents know of the pantry's location if it is established elsewhere.

#### Friends of the Library [Strategic Plan Goals 1, 2, & 3]

- The Friends approved several gifts for the library at their April meeting.
  - The annual \$4,000 gift to help pay for programs offered throughout the year
  - \$1,331 for cabinets in the Children's play area, which will help keep toys and other items off the floor.
  - \$352 for a revolving media tower to display Manga books, which are popular with teen patrons
  - Up to \$300 for soil and plants for the outdoor planters—and they recruited volunteers to do the planting
  - We are very grateful for their generous support.
- The annual Bookmark Awards Ceremonies will be Saturday, May 6—one at 11 am and the other at 1 pm. It's necessary to split them up due to the large crowds that attend, usually around 125 people at each ceremony. Area students and their families love the contest. The bookmarks will be on display in the Gallery during May.

#### News from the Library [Strategic Plan Goals 1 & 3]

- National Library Week is April 24-29, and the theme is "There's More to the Story." There will be a basket raffle, a daily "Coffee, Coloring, and Conversation" program each morning in the Gallery, a teen scavenger hunt, and an appreciation wall where patrons can express what they love about the library and staff.

- On May 2, Percy, the miniature horse, and two reading therapy dogs will be present from 3-8 pm. The Friends' Bookmark exhibit will open that day, and there will be an after-school teen craft program, along with one of Amy Chaffee's popular craft programs for teens and adults in the evening
- The Children's Department Easter event was a great success on April 1. However, it also illustrated the library's need for more space, as there were so many in attendance that the event overflowed into the library's central areas. During the event, it was difficult for Information Desk staff to answer phones and help patrons.

## 6. Committee Reports

### CCLS Board meeting (McElfresh)

- McElfresh was unable to attend tonight's board meeting but sent a report.
- CCLS has ordered a new delivery truck that has not yet arrived. Therefore, they might need to order trucks further in advance if there is a lot of lead time.
- The Ancestry database was renewed.
- Quarter 1 funds were distributed to member libraries.
- The annual meeting will be held in Cattaraugus County in the fall.
- The construction grants total will not be known until the NYS budget passes.
- They talked about funding sustainability and awareness for the system.
- Three more system libraries are interested in transitioning to public funding.

## 7. Old Business

### Library space needs – updates [Strategic Plan Goals 1 & 2]

- **MOTION (Tenglund, Whitford):** To enter an executive session to discuss library space needs and personnel matters at 5:43 pm. The motion carried unanimously.
- **MOTION (Whitford, Shumway):** To leave the executive session at 6:08 pm. The motion carried unanimously.

### Capitalization of Fixed Assets policy

- Jerry Nichols has reviewed the draft, which Bysiek recommended.
- It is needed if we are ever to issue bonds. We have to have a clean opinion, which requires policies such as this.
- It was suggested that asset tracking include more information. It was decided to add, under Location, another bullet point saying "serial number if applicable."
- **MOTION (Whitford, Tenglund):** To approve the Capitalization of Fixed Assets Policy. The motion carried unanimously.

### Library investments [Strategic Plan Goal #1]

- The policy was sent to Matt Wells, who had a remaining question. The policy will be forwarded to Jerry Nichols for further review.
- Community Bank will give us a discount on the fees. We should see an adjustment on the Q2 statement for fees incurred in March.
- The discussion was tabled until the next meeting.

## 8. New Business

### Employee Handbook update [Action Item]

- When the FMLA provision was removed from the Handbook, the short-term disability section was deleted. It needs to be put back in and placed above the paid family leave policy section.

- **MOTION (J. Mahar, Tenglund):** To approve the Short-term Disability Insurance statement for the Employee Handbook. The motion carried unanimously.

Personnel matters

- Caleb Austin's last day is April 21, 2023, as he is moving away from the area.

May Board meeting

- La Voie will be away on May 17, the next regularly scheduled meeting.
- The meeting was rescheduled to May 31.

**MOTION TO ADJOURN (Whitford, Tenglund):** at 6:42 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund