

MEETING MINUTES
Olean Public Library Board of Trustees
August 16, 2023
5:30 p.m. – 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 p.m. by Board President Lanna Waterman. In attendance were trustees J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Whitford, Treasurer Wetherell, 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
3. Approval of Warrant Sheets July 20-August 16:
 #940 Operating Fund: \$90,307.93
 #315 Capital Fund: \$332.50

Discussion:

- Everything was straightforward, with no errors or changes.
- There were more program expenses due to summer programming.

4. Review of Financial Statements

Discussion:

- Negatives on the revenue sheet will be resolved in August due to the receipt of aid funds.
- Expenditures for books were down, but by the end of the year, it should be closer to where it needs to be. The library will also look at the balance spent between print and eBooks so funds can be moved to the proper accounts.
- The business office manager will check to ensure everything is charged to the correct accounts as they work to have our account descriptions match the state definitions.
- Overall, everything was in good order.

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

5. Director's Report

NYS Construction Aid

- CCLS approved our initial request for \$68,625 in NYS Construction Aid for projects beginning in January 2024. This amount represents 75 percent of the total estimated cost of the project, our share being \$22,875. The plan is to use the Aid to upgrade the plumbing, toilets and sinks in the two public restrooms near the main entrance to be code and ADA-compliant. La Voie will begin working on the Construction Aid

application. Our application from last year for security upgrades was also approved for \$35,485. The library will be starting on this project right away.

Central Library Aid

- CCLS issued a check on July 31, representing almost all of our Central Library Aid for 2023. The check was received in August, so it will show on next month's financial statements.
- Central Library Aid is no longer restricted to specific forms of spending (i.e., towards a reference librarian's salary, training for member libraries, and nonfiction materials). Therefore, we can use the funds wherever they are needed most, with the understanding that as a central library, we are expected to maintain a richer collection than the smaller member libraries who depend on our more extensive collections, as well as contribute more towards shared e-resources and provide reference services and training to member libraries as requested.

Personnel Update

- Robert Dandrea submitted his resignation on July 23, 2023. La Voie thanked him for his years of service to the library.
- **MOTION (McElfresh, Tenglund):** To accept the resignation of Robert Dandrea, effective July 23, 2023. The motion carried unanimously.

Staff Development Day

- The annual Staff Development Day will be held on Friday, September 15, from 8:30 a.m. to 4:30 p.m. The library will be closed for the day so staff can devote time to training. Additional time will be allocated for fire safety training.
- The Board will provide lunch for the staff from 12:30–1:30 p.m.

Annual NYS Sexual Harassment Prevention Training

- Every year, NYS requires employers to offer mandatory sexual harassment prevention training to all employees, board members, and volunteers. Board members can obtain training offered through their workplaces, online, or the library.

News from the Library

- La Voie attended a webinar entitled ADA Reasonable Accommodations and the Interactive Process to confidently navigate the increasingly complex HR environment for employers.
- On August 3, the library was visited by another First Amendment auditor. There were no issues while he was filming. He requested a copy of our Photography and Videorecording Policy.

6. Committee Reports

CCLS Board meeting (McElfresh)

- Construction Aid—all projects were funded except for two libraries that will receive less of a percentage due to the cost of the projects. More itemization on cost will be required starting next year. Olean will have the full project funded.
- The broadband project is moving forward. Olean is already on the higher speed.
- The annual meeting will be at Holiday Valley in October.

7. Old Business

Library space needs – updates [Strategic Plan Goals 1&3]

Personnel matters

- **MOTION (McElfresh, Whitford):** To enter executive session at 6:02 p.m. to discuss library space needs and personnel matters. The motion carried unanimously.
- **MOTION (Tenglund, Shumway):** To leave the executive session at 6:41 p.m. The motion carried unanimously.
- **MOTION (McElfresh, J. Mahar):** To accept a contract for professional services with Lawrence Sorokes. The motion carried unanimously.

Community Bank investments [Shumway/Weatherell]

- A CD matures on August 25 and will be left as cash for now. Two other CDs mature in November.
- The idea of moving it from the trust to the bank side was discussed. Everything is collateralized on the bank side, making it a safe investment. There would be no fees on the bank side, while fees were higher than the interest on the trust side. When the CDs were initially invested, the interest rates were higher than the fees, which is no longer true.
- If we do not set up an account on the bank side before the CDs mature, we will still be paying fees for them.
- We would want to go with a bank CD rather than a money market investment due to higher interest rates. We will be moving ahead to pull out of the trust.
- It was decided to obtain current rates around the date the first CD matures.
- It might make sense to put some of the funds into a money market account to have liquid funds if needed.
- A segregated account on the commercial side would be best. We will establish a commercial side money market account and then instruct the bank to purchase a CD at the appropriate time.
- There was a discussion about the Cafeteria Benefits account on the financial reports. This account has not been used for a long while as benefits have changed. There are no fees or interest on that account.
- **MOTION (Tenglund, Shumway):** The Board authorizes Michelle La Voie, as director, to establish an account on the commercial bank side of Community Bank to transfer maturing CD funds from the Community Bank Trust to the commercial bank side. The motion carried unanimously.

8. New Business

Read Between the Wines

- The Board usually donates a basket for a raffle. Whitford volunteered to put the basket together. Board members will contribute to cover the cost of the basket.
- Board members were encouraged to attend the event.

MOTION TO ADJOURN (Whitford, Tenglund): at 7:15 p.m. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund