

MEETING MINUTES
Olean Public Library Board of Trustees
July 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 by Board President Lanna Waterman at 5:38 pm. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, 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: None
3. Approval of Warrant Sheets June 22-July 19:
 #939 Operating Fund: \$92,911.15
 #314 Capital Fund: \$665.00

Discussion:

- The detailed itemization on the warrant sheets was very helpful.

4. Review of Financial Statements

Discussion:

- The treasurer traced everything on the balance sheet back to the audit report and reviewed all bank reconciliations. The fixed asset schedule is up to date.
- Regarding revenues, earnings from investments were up. State aid usually comes later in the year, so that line should appear low at this time of year.
- There has not been any use of the fund balance so far.
- On the expenditure side, payroll was down due to staff members being out. In addition, we had budgeted for some positions that were not hired.
- Library charges were down, but we also budgeted less for these because we see fewer revenues from charges. For example, the Board had previously eliminated the out-of-state resident library card fee.
- The repair and professional fee lines were up due to actual expenses.
- Grant funds received are being spent as required and have been very helpful to the library.

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

5. Director's Report

NYS Construction Aid

- La Voie submitted an Intent to Apply form for NYS Construction Aid to CCLS, which will be used to upgrade the public restrooms' plumbing, toilets, and sinks. One of the restrooms will be remodeled for wheelchair accessibility.

Photography and Videorecording Policy [Action Item]

- Since the First Amendment audit at the library last month, we have received a couple of complaints regarding our policies, including our policy that minors cannot be photographed or recorded without their guardian's permission (except incidentally in groups or by Library staff at programs or events). There were also several comments on the video site alluding to the same issue. First Amendment auditors and those that follow them do not appear to understand that libraries are "limited public forums," meaning we can establish rules that limit the role of free speech if it interferes with another patron's privacy, security, or enjoyable use of the library.
- The proposed changes will help to clarify that we have the right, by law, to limit the use of cameras in the library.
- **MOTION (Tenglund, Shumway):** To adopt the changes in the Photography and Videorecording Policy. The motion carried unanimously.

Staff Development Day

- Staff Development Day will take place on Friday, September 15. It will include department meetings, mandatory state training, relevant library-level training, and other activities.
- The Board will provide lunch again this year.

News from the Library

- Library Assistant Cherish Inman, who works the Info Desk and assists with teen programming, applied for a grant opportunity through Wizards of the Coast, which would provide the library with a free Educators' Kit (sourcebooks, modules, and adventures to use as part of the Library's Dungeons and Dragons programs), as well as five free years of Dungeons and Dragons Beyond Master Tier subscription, the online program used by the library. Her grant request was successful, which will save the library \$55 annually on our subscription, in addition to providing the extra resources included in the Educators' Kit. It is nice that our library assistants take the initiative to write grants that support the programs they help run.

6. Committee Reports: None this month

7. Old Business

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

Personnel matters

MOTION (J. Mahar, Tenglund): To enter executive session at 5:54 pm to discuss library space needs and personnel matters. The motion carried unanimously.

MOTION (Tenglund, Whitford): To leave executive session at 6:46 pm. The motion carried unanimously.

8. New Business

Board committee assignments

- Board committee assignments were updated, and La Voie said she would update the Board contact sheet with this information.
 - Buildings and Jennifer Mahar (Chair)
 - Grounds* Gretchen Copella
 - Laura Whitford
 - Finance* Patty Shumway (Chair)
 - Reed McElfresh

- Ann Tenglund
- Personnel* Ann Tenglund (Chair)
- Gretchen Copella
- Jennifer Mahar
- *Lanna Waterman, Board President, is an ex officio member of all board committees

Reserve Policy update [Action Item]

- **MOTION (Tenglund, Shumway):** To approve changes in the Reserve Fund Policy. The motion carried unanimously.

Community Bank investments

- There is a CD maturing on August 25. It was decided that it would be best to let it mature and then move it to the commercial side of Community Bank. The fees charged on the Trust side were problematic.
- It will take a couple of years to move all the CDs as they mature.
- The investments are collateralized.
- The issue will be discussed again in August. Any CDs that mature before the Board makes a motion will not be renewed and will be available as cash for reinvestment.

MOTION TO ADJOURN (Tenglund, Whitford): at 7:03 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund