

MEETING MINUTES
Olean Public Library Board of Trustees
October 18, 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 by Board President Lanna Waterman at 5:30 P.M. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Whitford, Library Business Office manager Angell, 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: Correspondence thanking the library for what they did to support Olean School's Welcome Back event from C. Rhoades, Family Engagement.
3. Approval of Warrant Sheets September 21—October 18:
#942 Operating Fund: \$99,484.61
#317 Capital Fund: \$2,735.00

Discussion:

- Grant money that is used for equipment purchases is on capital warrants.
- Angell noted that she checks to see if something has been cashed before re-issuing a check; she also won't stop payment on a check for a low amount to save on fees.

4. Review of Financial Statements

Discussion:

- Angell split the balance sheet to show general and capital separately.
- Wetherell noted there was a \$15,000 change; almost \$13,000 was due to the Friend's generous donations. The other was from fees, etc.
- We still do not have a bill for the state retirement system; we have the projected amount.
- Benefits relate to payroll costs.
- Under Library Materials, there are a lot of backorders outstanding. The periodicals bill has not come in yet. Some database bills come in late in the year as well.
- We budget higher than we used to for utilities, and we might not need all of it this year.
- We spent a little over \$1,000 from grant funds this month.

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

5. Director's Report

NYS Construction Aid

On September 25, the state deposited \$32,836 into our Broadband bank account, which is 90% of the grant awarded for our 2022 Construction Aid application. The project is for additional outside lighting and security cameras.

HVAC Maintenance

Because of our procurement policy, it was decided to get quotes because of the cost. The quotes were comparable in coverage.

Angell checked the companies' Better Business Bureau reports too. There were mixed reviews on some of the companies. A couple of the companies had no reviews. We have not had as high bills as before the units were replaced until this year. It would be good to know if the quotes are for a fixed cost or if other costs could be incurred. La Voie will follow up with the top vendors.

NYSLRS 2024 and 2025 Estimated/Projected Bills

The most recent estimated bill from the NYS Retirement System for 2024 is \$65,565, or \$65,097 if prepayment is made by 12/15/2023. We always prepay. The estimate is calculated using 2022 reported salaries and was only off by \$97.

Friends of the Library

The Friends will participate in Giving Tuesday on November 28. They are exploring ideas for this year's theme. The Friends also purchased cider and donuts for the Children's Department's October Halloween events, which they do annually. Next year's wine tasting will be Friday, September 6, 2024.

News from the Library

The CCLS Annual Meeting took place on October 11. Assistant Director Kim Mahar presented a session on our experience and response to the First Amendment audits that took place at OPL. Her presentation was excellent, and we received positive feedback from other directors.

Head of IT Chad Taylor and Library Assistant Amy Chaffee were invited to set up a table in the "Gadget Gallery" at WNYLRC's annual Unconference on October 13, held at BECPL's main downtown library this year. OPL represented CCLS at the conference. It is nice that WNYLRC consistently recognizes OPL as an important library in our system and across this region.

On September 29, after receiving the October newsletter with the story about the O'Connell plaque, La Voie received a nice email from Kevin O'Connell. La Voie is

pleased with our strong working relationship with Kevin and his wife, Susan, and it is a pleasure working with them. They hope to visit the Library next summer.

6. Committee Reports

CCLS (McElfresh)

They heard that the construction aid had been entirely funded at the annual meeting. 2023 construction aid has been submitted; our system was the first to submit, so we would be funded first. They are talking about sustainability and funding. The dinner presentation was on marketing for libraries.

Whitford noted that she enjoyed the annual meeting and heard that it was important to have policies.

7. Old Business

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

MOTION (Waterman, Shumway): To enter executive session at 6:26 P.M. to discuss library space needs and personnel. The motion carried unanimously.

MOTION (Copella, Whitford): To leave executive session at 6:52 P.M. The motion carried unanimously.

Community Bank investments (Shumway/Weatherell/Angell)

Angell presented information on the investments. On the trust side, the CDs are locked in, meaning we cannot take advantage of higher rates. Right now, fees could potentially reduce principal. Even though the Commercial side pays less, there are no fees. Money Market is not a fixed percentage and follows Wall Street; the rates could go down six months from now. It might be best to lock it in. Sometimes, people use a Money Market to maintain flexibility, but it might be best to lock in a CD if we do not need flexibility. Angell will tell the Trust side to hold the next maturing CD in the Money Market fund until we decide.

8. New Business

2023 budget line items [Action Item]

It is best to adjust the budget for actual spending during the year rather than overspending a line. Angell had prepared a list of 2023 budget line adjustments.

MOTION (McElfresh, Tenglund): To approve the 2023 budget line adjustments as presented. The motion passed unanimously.

2024 budget – schedule Finance Committee meeting

This meeting needs to occur before the November Board meeting. It was decided to meet on Monday, October 30 at 6:30 P.M.

First-of-Month bills – add periodicals [Action Item]

It would be good to add periodical bills to the list of those authorized to be paid at the first of the month. This would allow us to pay those bills before the due dates to avoid fees and cancellations.

MOTION (Copella, Tenglund): To add periodicals to the first-of-the-month bills. The motion carried unanimously.

Personnel [Action Item]

MOTION (McElfresh, Whitford): To move a Library Assistant to a full-time position with an hourly salary of \$21.06 and an additional \$11.31 per hour retroactively for the rest of 2023 because of increased responsibilities.

Adoption of ALA Bill of Rights [Action Item] (see attached)

The system office suggested all system libraries adopt the ALA Bill of Rights. It is important in an era of book challenges. It is important to have materials representative of your community and to safeguard library use data.

MOTION (Whitford, Tenglund): To adopt the ALA Bill of Rights. The motion carried unanimously.

MOTION TO ADJOURN (Tenglund, Shumway): at 6:57 P.M. pm. The motion carried unanimously.

Respectfully submitted,
Ann M. Tenglund