

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
January 24, 2024  
**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 Chair Lanna Waterman. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Whitford, plus Angell, Wetherell, K. Mahar, and Director La Voie.

1. Approval of Warrant Sheets for January 18-January 22:  
#946 Operating Fund: \$9,690.26

**MOTION (Tenglund, Whitford):** To approve the January 18-22 warrant sheets. The motion carried unanimously.

2. 2025 budget planning

Discussion:

- La Voie had uploaded a slightly revised budget similar to the draft at the January Board meeting. The carryover amount was included in the real property tax line, which increased our tax levy amount. Angell also updated the PILOTS estimated amount.
- They have a better idea about why book spending seems low. There are plans to continue book spending at the budgeted levels. One of the librarians is working on getting additional popular fiction and other materials. In the children's area, they did not have enough space for many additional materials. More children's materials would be ordered if they had room for them. CD-audiobook spending is down because most new audiobooks are included in the Libby database. Audiobooks have increased dramatically in price, plus most cars do not currently come with CD players. Previously, we had moved some funds from print books to e-resources. The library carefully watches trends in format spending, and the board can transfer funds from one line to another. For example, streaming is becoming more popular, reducing the need for additional DVD purchases.
- As a central library, we have to keep certain books, such as the Caldecott and Newbery book award winners. There are some classic books in the adult section as well that need to be kept. Smaller libraries in the system would not keep these books, but it is the responsibility of the co-central libraries. It would be helpful to have a storage section to keep some of these materials to open up space.
- Administrative expenses have been reduced. Technology and equipment purchases were lower in 2023 because of grant funds that supported that area. There is still some additional remaining grant money for technology this year.
- We utilized some of the appropriated fund balance budgeted in FY 2023.
- Regarding health care, other publicly funded entities, such as the school district, do not offer health care benefits for part-time. Approximately 12 years ago, there were discussions about

how to reign in healthcare spending, and employees were asked to start making a contribution. Salaries were also increased to help with the cost. In 2014, the board decided the library would cover a good single policy but nothing beyond that.

- It is hard to retain good part-time personnel because they are looking elsewhere for full-time lines. However, it does not seem that health insurance is a make-or-break benefit. The main concern is not losing anyone else. It might be good to look at offering people a bit more for spousal or child coverage. Full-time employees are offered an incentive through the library if they do not need health insurance coverage. Discussion ensued regarding whether we will have difficulty attracting younger talent. However, people seem to be more concerned with the salary than the benefits. Also, people do not need to stay with the same employer for long periods, and there is also remote work at some institutions. Some of the positions that have been eliminated through attrition tended to be part or full-time clerical lines, where tasks were obsolete. When deciding on positions, we have to look at demand and demographics. As a co-central library, we pull in patrons from all over this county.
- Following the discussion, it seemed everyone was comfortable with the budget, and we should receive no new essential information before the budget vote deadline in March. If new information happened to come in, we could revise the budget. Therefore, it was decided to go forward with a vote at this meeting.

**MOTION (McElfresh, Tenglund):** To enter executive session at 6:33 p.m. to discuss personnel matters. The motion carried unanimously.

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

**MOTION (Shumway, Tenglund):** To approve the 2025 Projected Budget as presented. The motion carried unanimously.

**MOTION TO ADJOURN (Tenglund, Shumway):** To adjourn at 6:48 p.m. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund