

MEETING MINUTES
Olean Public Library Board of Trustees
January 18, 2017
5:30 P.M. – Conference Room

The mission of the Olean Public Library is to provide equal access to materials in various formats, programs, services, and professional staff to assist all people with their educational, informational and leisure needs.

A Certificate of Compliance and Notice of Meeting Posted was signed, notarized and made a part of these minutes along with a copy of said notice.

Call to Order at 5:30 p.m. by Earl McElfresh. In attendance were trustees Wolfrom, Tenglund, Casey, McElfresh, Wagner, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: A motion was made by Casey, seconded by Wagner, to approve the consent agenda items. Motion carried unanimously.

A. Waive the reading of the minutes of the previous meeting and approve as mailed.

B. Approval of Warrant Sheets for December 20-January 18:

#860 Operating Fund: \$92,309.45

#125-135 Cafeteria 125 Fund: \$34.72

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

MOTION (Wagner, Tenglund): To go into executive session to discuss personnel matters. Motion carried unanimously.

MOTION (Wagner, Tenglund): To leave executive session. Motion carried unanimously.

2. Review of Financial Statements

Everything in the financial statements has balanced out. We are down in fines collected; it does not seem like the change would have had anything to do with the fine forgiveness program.

3. Committee Reports

Executive Director evaluation update (Tenglund and Casey)

The proposed evaluation form was discussed in executive session. A new evaluation form was approved. The evaluation will be conducted by board members online as soon as La Voie has an opportunity to prepare her self-evaluation and goals for 2017.

1. Old Business

Gallery exhibits (McElfresh)

La Voie has notified the Arts Council about the decision not to seek NSYCA funding for the gallery for next year. The Arts Council will manage four shows and the Southern Tier Biennial show this year. We can use this year to start planning for the future.

2. New Business

MOTION (Wagner, Casey): to authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2017. Motion carried unanimously.

MOTION (Tenglund, Wagner): to authorize the treasurer to maintain the following accounts for 2017:

Exchange Fund Account – Community Bank

Operating Fund Checking – Community Bank

Capital Fund Checking – Community Bank

Cafeteria Plan Checking – Community Bank

Broadband Grant Checking – Community Bank

Temporary Investment Account – Morgan Stanley Smith Barney

Motion carried unanimously.

Review and Adopt the Schedule for the Trustee Election and 2018 Budget Vote

2/16/2017 First notice of Public Hearing, Trustee Election and Budget Vote
Petitions for Library Trustee available at the Circulation Desk.
Application for absentee ballots available at Information Desk.

3/02/2017 Second notice for budget hearing and vote.

3/15/2017 Board Meeting—Adopt proposed 2018 budget

3/16/2017 Third notice for budget hearing and vote.

3/20/2017 Written statement of proposed 2018 budget available at the
Library

3/30/2017 Fourth notice for budget hearing and vote.

4/03/2017 Petitions for Library Trustee due by 5:00 PM

4/04/2017 Public Hearing on proposed 2018 budget

4/07/2017 Absentee ballots mailed out

4/20/2017 Fifth notice for budget vote and trustee election

4/25/2017 Last date absentee ballot application accepted if ballot is mailed
to voter

5/01/2017 Last day absentee ballot applications accepted at the office of the
Library Clerk if voter personally picks up ballot.

5/02/2017 2018 Library Trustee Election and Budget Vote

Discuss 2018 Library Budget

La Voie will have a draft budget by February. Everything is on schedule for preparing the budget. We will have building project funding through the system as well. There is no prediction as to where the tax cap is heading. There has been some talk in Albany to have a flat 2% rather than a number that fluctuates every year. For this area under the current system, 1% (\$9998) has been a typical tax increase. With the upcoming minimum wage increases coming up over the next several years, we need to be careful about making too small of an increase so that we will not have to have a more dramatic increase down the road. We also need to think about adding in decompression salary raises so that people who had been here longer from making minimum wage as the wage goes up. Each year the minimum wage will raise \$0.70 per hour. With the minimum wage increases right now, we are okay because of retirements.

Motion to amend Bylaws—Voice of the Public section (time limits)

Under

- Section 3: the time should be 5:30 p.m. instead of 5:15 p.m.
- Section 5: “posted” instead of “mailed” and add “an outline of the agenda” to the items to be posted
- Section 7, #3—make a new #4, “Voice of the Public,” and add a new Section 8 to read: “Voice of the Public: Members of the public must sign in on the sign-in sheet if they wish to address the board during the public comment portion of a regular board meeting. Each member of the public shall have a maximum of five (5) minutes to address the Board. A maximum of thirty (30) minutes per regular Board meeting will be allotted to Public Comment.”
- Section 17 should be deleted because the secretary of the board is not involved in the process of presenting orders or vouchers to the treasurer.
- Section 18 will be moved under the next section, “Library Director.”

MOTION (Tenglund, McElfresh): To approve the changes identified in the Bylaws.
Motion carried unanimously.

3. Adjournment: MOTION (Casey, Wagner): To adjourn at 6:40 p.m. Motion carried unanimously.

Reminders: Next Board Meeting is Wednesday, February 15, 2016 at 5:30 p.m. in the Conference Room

Copies of the library’s financial statements and director’s report are available upon request.

Respectfully submitted,

Ann M. Tenglund