

MEETING MINUTES
Olean Public Library Board of Trustees
October 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 5:35 p.m. by Lanna Waterman. In attendance were trustees Edstrom, Kasperski, Tenglund, Wagner, Waterman, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: **MOTION (Kasperski, Wagner):** To accept the consent agenda items. Motion carried unanimously.
 - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
 - B. Approval of Warrant Sheets for – September 21 – October 18:
 - # 869 Operating Fund: \$80,832.68
 - #125-143 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: A notice from the Chamber of Commerce announcing their annual dinner was received.
 - D. Voice of the Public: None
 - E. Director’s Report
 - New York State Audit: **MOTION (Wagner, Edstrom):** To enter executive session to discuss the audit. Motion carried unanimously. **MOTION (Edstrom, Wagner):** To exit executive session. Motion carried unanimously.
 - Interior Renovation: The carpeting for the remaining section of the children’s area should be in by the end of the month. The new wall in the children’s area is finished and the emergency exit door is the only thing that has to be installed. LaVoie is waiting for additional word on the Downtown Revitalization grant; the library was written into the application.
 - New York State Construction Aid: Grants were given this year to libraries whose projects were either building-critical or who have made little to no use of construction aid in the past. There will be changes to the application process starting next year.
 - 2018 Budget: The 2018 budget approved by voters in May will need to be formally adopted by the Board in December. At this point, no significant changes will affect the 2018 budget.
 - Bookkeeper: LaVoie and the bookkeeper updated the Internal Controls document; it is being reviewed by the treasurer. The bookkeeper is also updating the bookkeeping office manual
 - New York State Property Tax Cap for 2018: Because we did not exceed the tax cap, and because we asked for less than the allowable amount in 2017, we had a “carry-over” amount of \$6,121. This means that we did not exceed the tax cap in our 2018 budget vote. Therefore, if the Board wanted, the decision to override the property tax cap earlier this year can be rescinded, as it is not needed. This would be a purely political

decision, as there would be no other benefit to doing so. It was decided that this vote would be scheduled for November.

- NYSCA/Cattaraugus County Arts Council (CCAC): The library received the check from CCAC for reserving the Gallery for the 2017 Southern Tier Biennial Art Show. LaVoie has not heard back from the CCAC director regarding renewal of the contract between the library and CCAC for administering the NYSCA grant. Jennifer Stickles will begin overseeing exhibit scheduling in the Gallery, as this aligns with her role as Head of Programs. She plans to reach out to local schools and colleges to gauge interest in exhibiting a variety of student and faculty work at the library. Library art collections can also be exhibited. We will need to look at policies about Gallery use to make sure that they are up-to-date. Any changed policies will be brought to the Board for approval.
- Rainbow Alliance Mission Statement and Guidelines: Jennifer Stickles created a mission statement and set of guidelines for the Rainbow Alliance that meets at the Library twice per month. Because this is a program for teens, it is important that we have a document that states the purpose of the alliance, and what does and does not occur there. This program is completely run by the Library and is not affiliated with an outside group. **MOTION (Edstrom, Tenglund):** To approve the Rainbow Alliance Mission Statement and Guidelines. Motion carried unanimously.
- Friends of the Library: The Friends donated a check to the Library in the amount of \$11,876 on September 27 for the annual book endowment gift. The fall book sale will run from October 20-30.
- Other news: LaVoie attended Nonprofit Networking Day at St. Bonaventure University on October 6. There were talks on fundraising, which were interesting given our upcoming building project.

2. Review of Financial Statements

- Kasperski went over the financial statements.
- The “miscellaneous” revenue line looks like it is behind, but that is because the e-rate check has not come in yet.
- The appropriations report showed that our expenditures were in line. It looked like our expenditures were less, but the retirement payments have to be made yet. Even with the retirement factored in, we are below budget. Utility costs were somewhat lower. Also, the periodical line looked like it was under-spent, but that is an annual bill that will be paid soon, and then that line will be up to budget.
- There was a cut to a program line from the state, which resulted in an increase in printing at the library. The new copier has toner built into the cost, but next summer, they will purchase print materials for the summer reading program.
- There have been a lot of maintenance costs for the HVAC units lately. This needs to be tracked to consider if replacement will soon be needed. Right now, they are still okay.
- Overall, everything was in line.

3. Committee Reports: None

4. Old Business: None

5. New Business:

December Board Meeting Date: It was decided to move the December Board meeting date from December 20 to December 13.

CCLS Board Report: Wolfrom was unable to attend but sent the following report:

A. Trustees approved the following slate of officers based on the recommendations of the Nominating Committee:

President- Barb Kittle
Vice President- Don Watkins
Treasurer - Paul Benson
Secretary- Karen Dennerlein

These nominations were voted on by those attending the Annual Business Meeting that followed our meeting and all were elected as nominated; in addition, Donald Butler was nominated and elected to serve a full five-year term beginning this January during the Business Meeting.

B. On a total investment of 1.2 million, \$ 959.00 was earned as interest over a period of 6months.

C. Construction grant approval:

There were some reductions in the grants that were approved
Prendergast Library was denied approval

One library still had some money to be spent from a previous grant approval (for windows), and all grant monies need to be spent within 3years.

Next year there is a change in the process of application, presentations will be made to a committee for evaluation, as opposed to a formal written application.

D. Big Read Grant for next year, The Roundhouse- will be used as an entry into examining the Seneca culture.

6. Adjournment: **MOTION TO ADJOURN (Kasperski, Edstrom):** To adjourn at 7:10 pm. Motion carried unanimously.

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

Respectfully submitted,

Ann M. Tenglund