

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
January 16, 2013  
**5:30 P.M. – Conference Room**

*The mission of the Olean Public Library is to improve the community's quality of life by providing equal access to materials in various formats, programming and services for patrons of all ages, and a capable and professional staff available to assist members of the greater Olean community in support of 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 Lanna Waterman. Present were Trustees Casey, Kasperski, McElfresh, Tenglund, Wagner, Wolfrom, Director Chaffee, and Assistant Director Mahar.

1. Consent Agenda Items. A motion was made by Kasperski, seconded by Tenglund, and was unanimously approved to:
  - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
  - B. Approval of Warrant Sheets for January:
    - Operating Fund: January #812 - \$76,078.92
    - Cafeteria 125 Fund: January #125-93 - \$128.73
  - C. Correspondence - None
  - D. Director's Report
    - Chaffee noted that the painting had been finished on the back walls. The posters will stand out nicely.
    - The new computers will be ready for the public to use by next week.
    - A Robert Lax speaker will be coming in during March, sponsored by St. Bonaventure University. There will be a talk at the library on March 6.
    - Chaffee and Robert Taylor met with the Cattaraugus County Arts Council to talk about the upcoming art show. They want to make sure that the prospectus that goes out to prospective artists includes language on liability for artwork. The Arts Council is working on that, and their attorney will look at it and then confer with Wagner. They also discussed what the Arts Council expects of the library, and this will be put in writing. In order for artists to exhibit their work, there is a residence requirement that they live within a nine-county area in the Southern Tier, and the artwork to be exhibited cannot have been done as part of a class assignment. The jurors who select the artwork for exhibit will need to understand that there are limitations to the types of pieces that we can handle.
    - The next trustee election in May will have one five-year term and one one-year term open. If two people ran, the person receiving the most votes would fill the five-year term.
2. Review of Financial Statements
  - Kasperski noted that there is a favorable variance of approximately \$25,000. However, there is a continued tightening of revenues and expenses. Even though this is positive, we needed to note that caution.

- The Appropriations Report makes it look like we overspent our budget, but that is not accurate. Some of the expenditures were outside of the budget and were handled by grant monies, such as the Broadband Grant.
- The audit started today, and we will receive the report at the 2/20/13 meeting. There are new middle-management auditors working on the project.

### 3. Committee Reports:

- Library System Board – McElfresh reported that the board is meeting once per month now. Things are under control. The main subject of the meeting was looking into having a separate director for the system and for the Prendergast Library.
- There was a question as to whether having two directors would increase cost. It is too early to tell, but if there was any increased cost, it would be split among all of the libraries. Costs might not go up if the assistant director is no longer needed, but that has not been decided.
- The board is also adjusting some of the central expenses, and this review will also look at whether the Olean library is paying a fair share of expenses as a co-central library.

### 4. Voice of the Public: None

### 5. Old Business:

#### Damaged Art Work

Motion made by Kasperski, seconded by Wolfrom, to move to executive session to discuss the matter. Motion carried.

Motion made by McElfresh, seconded by Kasperski, to come out of executive session. Motion carried.

### 6. New Business:

- Motion made by Casey, seconded by McElfresh, to authorize the Treasurer to pay utilities, insurances, equipment leases, payrolls and payroll withholding taxes as they become due in 2013. Motion carried.
- Motion made by Tenglund, second by Wolfrom, to authorize the treasurer to maintain the following accounts for 2013. Motion carried:
  - 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, made by Kasperski, seconded by Wagner, to adopt the Schedule for the Trustee Election and 2014 Budget Vote
  - We have to put legal notices in the newspaper that these things are coming up. Notifying the public that the budget vote is coming up does not mean that we would be asking for an increase in the budget.
- Motion by Waterman, seconded by Wagner, to adopt the Mission Statement. Motion carried.

- Motion by Wagner, seconded by McElfresh, to adopt the Strategic Plan for the Olean Public Library. Motion carried.
    - Chaffee noted that the strategic plan, as well as the mission statement and roles statements, were complete.
    - There was a question as to whether that committee would continue to meet so that the strategic plan would become a rolling plan, with a continuous five-year look to the future. Chaffee said that is typically the way the state has been operating. We are not required by the state to have this type of five-year plan, but it is good for us to have this. It is up to the board whether or not we have a rolling plan. It would be easier to do this if the supervisory committee of the library continued to work on this. Updates could be brought to the board annually. The plan needs to be reviewed once per year anyway. It was decided that Chaffee would talk to the supervisory committee about this.
  - Motion by Wagner, seconded by McElfresh, to adopt the updated Public Access Computer Use Policy. Motion carried.
  - Discussion of 2014 proposed library budget:
    - If we are thinking about asking for a 2014 tax increase, we would have to decide that by the March meeting.
    - There are not a lot of changes in the budget.
    - The proposed budget includes a 2% tax increase and a wage increase.
    - There are no grants in the 2014 budget at this point.
    - There is not a lot of other income that we know of for 2014. We do not even know about the NYS Council on the Arts grants because both are up in 2013 and we have to reapply.
    - There may be some capital expenses, but they will be small. We also have the capital reserve to deal with any capital project.
    - In 2014 there should be another round of construction grants available.
    - Kasperski noted that we have taken a hit to fund balance with transfers, and revenue and expenses are tightening. He suggested looking at the issue in February, after we hear the auditors' report.
7. Adjournment. A motion was made by Casey, seconded by Kasperski, to adjourn at 7:00 p.m. Motion carried.

**Reminders:** Next Board Meeting is February 20, 2013 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Ann M. Tenglund