

MEETING MINUTES
Olean Public Library Board of Trustees
May 15, 2013
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 5:33 p.m. by Earl McElfresh. Present were Trustees Casey, Wolfrom, Wagner, Director Chaffee, and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Wagner, seconded by Casey, and was unanimously approved (A, B,):

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

B. Approval of Warrant Sheets for May.

C. Correspondence

Director Chaffee noted that the Public Library Construction Grant form was to be signed by Lana Waterman (Lana arrived later in the meeting and signed the form)

Update by Director Chafee (who is on the committee) on the search for the new Library Systems Board Director, several candidates applied, some not qualified, some local candidates are in the running, the goal is to review applications by May 20, conduct interviews by June 10, and have the new Director in place by August 1, 2013.

D. Directors Report

Some funds left over from roof project to be used in other areas pertaining to energy efficiency (ex. windows)

Motion to approve Directors Report made by Casey seconded by Wagner unanimously approved

2. Review of Financial Statements

Increase in electronic resources expense due to increased maintenance fees charged by Library System for ILS System Sirsi.

3. Committee Reports

Library Systems Board - Earl, further discussion of search for Director

Beatles Exhibit- Earl, the exhibit will take place February 1, - 14, 2014, the 50th anniversary, looking for advanced publicity and media coverage. Help from the community is appreciated. Some display cases have been offered already. A band playing Beatles music will be present at opening. Dr. Gan will give a 1/2 hour lecture on the Beatles.

4. Voice of the Public - none

5. Old Business- none

6. New Business

Motion to accept results of Trustee Election results, elected to Library Board of Trustees to a five year term, Harry J. Wolfrom - 36 votes Moved by Wagner, seconded by Casey unanimously approved

Motion to authorize Director Chaffee to notify Olean City School District, by letter, that there was no increase for the 2014 Library budget and to request the Olean City School District raise by tax levy the annual appropriation of the sum of \$960,200.00 as authorized by the school district voters. Moved by Casey seconded by Wolfrom unanimously approved

Motion to reappoint same slate of officers for 2013-2014 year, Moved by Casey seconded by Wagner unanimously approved

Motion to approve Director Chaffee attendance at the American Library Association's Annual Conference in Chicago, IL, June 27 - July 1, Moved by Casey seconded by Wolfrom unanimously approved

Review Library's 2012 990 & 990t forms- Tax exempt federal form filled out by Pam Ziegler, sent to accountant then signed by Trustee Kasperski and then filed.

Report by Kim Mahar Assistant Director on "Reference Services" at Olean library

The reference desk is staffed at all times and among the services provided are Adult Programs, Set up of Displays, Write grants, Serve on Committees, Advertisements, Genealogy Requests (for library personnel to do search \$15 per hour charge), last year 13,000 reference questions including eBooks, audio books, phone #s addresses, medical information, banking, facebook, email etc. etc. etc. The person at the Reference Desk is in charge of the library when Director Chaffee is not present. The shift at the desk lasts for 2-3 hours. The main function is to answer questions and solve problems. There has been an increase in computer usage increasing the need for Wi-Fi upgrade. The bandwidth will be increased in July at a lower cost.

Next meeting will be a report covering the Children's Department

7. Adjournment: A motion was made by Casey, seconded by Waterman, to adjourn at 6:15 p.m. unanimously approved

Reminders: Next Board Meeting is June 19th 2013 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Harry J. Wolfrom