

MEETING MINUTES
Olean Public Library Board of Trustees
September 18, 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 Earl McElfresh. In attendance were trustees Wolfram, Kasperski, Casey, McElfresh, and Tenglund. Also in attendance were Director Chaffee and Assistant Director Mahar.

1. Oath of Office: Harry Wolfram and Mike Kasperski. The signing of the oath of office was notarized.
2. Introduction of Eli Guinnee, CCLS Managing Director.

Guinnee was visiting all of the libraries within the system. He said that things are going well. Having someone dedicated to the system will make things go more smoothly. There are still issues to work out between the system and the Prendergast Library, but he is working with Tina Scott to resolve those issues. Guinnee was hoping to have the system serve as a platform for collaboration among member libraries. The way technology and library services are moving, collaboration is more and more important.

The system is currently in the process of hiring a new IT person, to replace an automation librarian who is retiring. Most of the libraries in the system that are going to automate have done so by now, so the position is shifting from a cataloging and automation position to a general IT position, to support member libraries in a planned way. They will be looking for input this year on the Sirsi catalog. The new IT person will explore the options for the catalog, including a discovery layer option that would incorporate electronic books.

Guinnee said that he is always available, and his contact information is on the website.

He asked to be kept updated on any large construction projects that might be planned, because there is a limited pool of construction grants, and he can help coordinate efforts in this area. The state now provides a 75 percent match for construction projects. For our library, Chaffee noted that the next construction project might involve the HVAC, which is coming up on 20 years old.

The board thanked Guinnee for visiting. He said that he planned to visit at least once per year in the future.

3. Consent Agenda Items: A motion was made by Casey, seconded by Wolfram, and was unanimously approved to:
 - A. Waive the reading of the minutes of the previous meetings and approve as circulated.

B. Approval of Warrant Sheets for July, Aug, Sept:

Operating Fund:

July #818, \$76,923.69

August #819, \$74808.23

September #820, \$70,743.10

Cafeteria 125 Fund:

July #125-99, \$283.32

August #125-100, \$1,230.22

Capital Fund:

July #CF-240, \$12,402.82

August #CF-241, \$3,123.60

September #CF-242, \$5,850.65

C. Correspondence

NYS Senator Cathy Young – Bullet Aid. Senator Young said that we are going to be receiving the aid. The money will go to the system to be distributed. This will be unrestricted money.

Karen Niemic Buchheit – Cattaraugus Region Community Foundation. The foundation is working to help nonprofit organizations become better organizations. They will have a workshop on searching for grant money in the near future. The foundation paid for the library subscription to the Foundation Center’s online database, which is a valuable resource that will help the local nonprofit organizations.

D. Director’s Report. Chaffee highlighted a couple of issues that were not in the written report.

The library will be receiving \$11,865 from the Friends of the Library this month. This money will be spent on circulating materials. The Friends gave us \$3,381 in July for programming. The Friends are thinking of sponsoring a book sale during the Friends of Libraries Week. Book sales can make quite a bit of money, and the Friends are also bringing in money from the sales they have weekly.

Chaffee also distributed a project impact report on grant money, entitled *Expanding Workforce Development and Digital Literacy Services in New York State Libraries*.

The new art exhibit is on display in the gallery now, and the other part of the exhibit is on display at JCC. The exhibit opening will be at 3 pm on Saturday.

4. Review of Financial Statements. Kasperski noted that on the second page for August, it noted that we received the property tax disbursement. Any negative lines in the financial reports were explained by the timing of revenue streams coming in. On the appropriations report, there was nothing of concern. Some expenditures, such as databases, are reimbursed expenses that are reimbursed later through the library system. There was a change in cost for the Sirsi library automation system that was not anticipated at the beginning of the year. Overall, we should be okay with the budget at the end of the year. We are eight months into the budget, and we have a healthy balance.

5. Committee Reports:

Earl – CCLS Board Report. The last meeting was one week ago and centered around restrictions on using vehicles. Everyone is pleased with the shift in responsibilities between the library system and the Prendergast Library.

6. Voice of the Public: None.
7. Old Business: None.
8. New Business:

Motion to accept, with regret, the resignation due to retirement of Linda Georgian. Effective September 4, 2013. Motion was made by Kasperski, seconded by Tenglund, and passed unanimously.

Motion to approve attendance of Lance Chaffee, Kim Mahar, Sheryl Soborowski, and Carol Kowalik to the New York Library Association Annual Conference in Niagara Falls, NY on Sept 26 & 27, 2013. Motion was made by Kasperski, seconded by Casey, and passed unanimously.

Motion to approve an expenditure of \$14.00 per attendee for the meals of Library Trustees and Library Staff at the Library System Annual Dinner Meeting at the Robert H Jackson Center in Jamestown, NY on Wednesday, October 9, 2013. Motion was made by Kasperski, seconded by Casey, and passed unanimously. Five staff members will be attending.

Discuss requiring a Social Security # to receive a Library Card.

The library card application was recently revised. The social security number field was moved from an optional area to the top part of the form. Social security numbers are helpful if someone's account is turned over to a collection agency due to non-return of library materials. It is easier to follow through it there is a social security number. It also helps to make sure that someone with the same name is not billed mistakenly. Currently, approximately \$18,000 has been turned over to the collection agency for lost books and other materials.

If a library patron does not supply a social security number on the application, a card will still be issued.

There was a question about the library's ability to secure a social security number on the forms and in the automated system. People are rightly concerned about giving out social security numbers. There was also a concern that we were asking for the mother's maiden name on the form as well. The social security number and mother's maiden name are two of the most widely used security questions with banks and credit card companies, and if someone stole the information, could a library patron's financial records be compromised? If our system was breached, we could be liable. The reason for asking for the mother's maiden name was that this was the security question used if someone forgets his/her library card and wants to check out materials without the card.

There was also discussion about the use of a collection agency. Do we want to see a library patron's credit rating affected because library materials were not returned? It was noted that the materials are considered stolen by the time that the account would be turned over to a collection agency, and accounts are not turned over until the patron has had numerous notices and ample opportunity to return the materials. Others felt that non-return of materials could be an honest mistake. Only items worth more than \$25 are turned over to a collection agency. The fee for replacement is \$3 plus the cost of the item, and notice fees. The library has a fiduciary responsibility to protect materials.

This issue will be on the agenda next month. It was suggested that it would be good to ask trustee Wagner to comment on this as well. In summary, some trustees felt that the library is here to serve the public, and asking for a social security number is a barrier to service. There was enough other information on the form that we should be able to find people if they do not return materials. Others said that if the social security number was left on the form as a voluntary item, it might be okay, as long as people can get a card without filling in that field, which is currently the practice.

Discuss Draft of Library Personnel Manual.

Chaffee noted that a lot of the content in the revised draft was boilerplate language that was borrowed from model manuals from other libraries that had recently revised theirs. Items that had worked well in the last version of our manual were also kept. Overall, more detail and explanations were added where needed.

Due to the nature of paying overtime, it is important to note the difference between exempt and non-exempt employees. The manual is careful to define who is eligible for which benefits. There was an area of additional benefit of staff vacation days that could cost more. The number of vacation days that can be earned after 12 years was changed for staff members, to be more fair for the staff since they would be able to earn as many vacation days at that point as professional librarians get at hire. Sick leave accrual was also addressed. The maximum of 165 days is listed in the draft right now. We need to make sure that staff members understand what happens with sick days at retirement too.

With health insurance, employees with families received family coverage in the past. Now, all new employees receive single coverage, and then they can upgrade the policy to include families at their own expense. Existing employees were grandfathered under the old policy.

A progressive discipline policy was also added.

Policies that the library had but that were separate from the personnel manual were pulled into this manual if the policies dealt with personnel.

One thing that still needs to be done in the review of the manual is to ensure that all similar topics are placed together, or cross-referenced.

It was noted that personnel manuals change so frequently because of changes in laws. Maybe the board needs to consider whether we should use a service to make sure that the manual is current according to law. It seemed like the library system could do this for the member libraries as well, at least as far as providing a current model. McElfresh said that he could start a conversation at the system board level about this.

Everyone on the library staff committee that has been working on this manual is pleased with the progress so far.

New employees are asked to read the manual and then sign a statement that they have received it and read it.

Nonprofit Networking Day. A motion was made by Kasperski, seconded by Casey, to fund attendance at the Nonprofit Networking Day event at St. Bonaventure University on November 1 from 8 am to 3

pm for those board members or staff members who are interested. Early bird registration is \$40. Motion carried unanimously. The travel budget could cover these costs.

9. Adjournment. A motion was made by Wolfram, seconded by Casey, to adjourn at 7:05 p.m. Carried unanimously.

Reminders:

1. CCLS Annual Meeting 10/9/2013 at 6:00 p.m. at the Robert H Jackson Center, Jamestown NY.
2. Next Regular Board meeting is scheduled for October 16, 2013 at 5:30 p.m. in the Conference Room.

Respectfully submitted,

Ann M. Tenglund