

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
October 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 5:35 p.m. by Lanna Waterman. In attendance were trustees Wolfram, Kasperski, McElfresh, Wagner, Waterman, and Tenglund. Also in attendance were Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by McElfresh, seconded by Tenglund, 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 October:
    - Operating Fund: October #821 - \$76,068.73
    - Cafeteria 125 Fund: October #101 - \$601.64
    - Capital Fund: October #CF-242 - \$8,032.23
  - C. Correspondence: A letter from the library staff thanking the board for allowing their attendance at the CCLS annual meeting and dinner
  - D. Director's Report: In addition to his written report, Chaffee noted that he recently noticed that the New York State Council for the Arts literature grant funding was increased from \$8,240 to \$10,000 for the next three years. He is waiting to see what the visual art series grant will be this year. Chaffee also highlighted a couple of upcoming activities. November 7 is a poetry reading by Tom Krampf, who just had a new book published. Literacy Volunteers has run into funding issues because the state was requiring certain milestones from the clients, which did not always happen, so there were issues with being refunded. They laid off a full-time staff member. They have decided to pursue a different way of helping individuals. Every Saturday, there will be volunteers at the library who can help with reading, writing, and math skills. No appointment is necessary.
2. Review of Financial Statements. Kasperski reviewed the financial statements. We are doing well. The nine month actual is approximately \$94,000 less than the nine month average, but we know some large payments are coming up, such as the state retirement payment. However, we are doing well at this juncture. Chaffee commented that we have additional money that does not show up on the revenues, such as the state aid check and the Friends of the Library donation. These items will show up next month. The e-rate adjustment of approximately \$16,000 will come in soon. We also have received Bullet Aid from Senator Cathy Young. It is unrestricted money and can go into the operating budget. It was suggested that it be spent on a priority that was not included in the budget. Others felt that the money should be reserved so that we would not have to raise taxes. Possibly the

money could also be spent on additional books or e-books. In this case, it would be spent next year, since the cut-off for orders this year is in mid-November.

3. Committee Reports:

Earl – CCLS Board Report. The library staff and some board members attended the annual systems dinner in Jamestown. There is a new president and treasurer for the system. The system board is in good shape financially.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

Presentation by Pam Zeigler Principal Library Clerk, Supervisor of the Circulation and Paging Staff  
Pam has 15 team members, some of which are dedicated to the circulation department and others who work in multiple departments. She also has 4 volunteers. The circulation department consists of the desk and the processing area in the back. They are responsible for checking out items, issuing new patron cards, updating patron records, answering questions about patron records, answering the phone, taking messages, helping with the copier, and answering simple queries such as directional questions. They also handle workshop sign-ups. They call patrons who have holds and take care of the holds process. The discharge team works in the workroom; they take care of discharging items (checking the items back into the library), check for damage, take care of normal wear and tear, clean dirty book and DVD covers, run CDs and DVDs through a disk cleaner, and cover new materials with plastic jackets. They are also responsible for the stack areas, such as edging the shelves and shelf-reading. They take care of the inventory of the collection in teams of two. They check in the mail and the periodicals as well.

Motion made by Kasperski, McElfresh, to accept one check from the Book Endowment of Friends of the Olean Library in the amount of \$11,865.00 to be used for circulating library materials. Carried unanimously.

Motion made by Tenglund, seconded by McElfresh, to approve the Holiday and Closing Schedule for 2014. Carried unanimously.

Motion made by McElfresh, seconded by Waterman, to approve the transfer of \$15,000.00 from the Exchange Fund Account to the Capital Fund Account. Carried unanimously. This is something that has to be done occasionally. Recent capital expenses included building work and new doors.

Review the 2014 Proposed Library Budget. Chaffee sent it to board members to have everyone start to take a look at it. The board will need to approve it by the December meeting. There was no tax increase built into the budget. A 2.5 percent salary increase was built in. Everything else was routine. Chaffee has received an estimate for next year's state retirement, but those estimates are not always accurate. He tried to build a little more into the budget to cover that. If we wanted to have sick days count toward retirement, the cost would be a little more. There would be a slight increase in hospitalization costs. The recommendation was to look at the budget over the next month before voting.

Discuss Draft of Library Personnel Manual. Chaffee said that he sent it to the human resources department at the county, and our contact there will look it over to ensure that we are okay with civil

service requirements. He also sent it to a lawyer in Albany, whom he met at the NYLA conference. A thorough review would be \$2,500. It was noted that it would not be possible to find a labor attorney who knows libraries to do it any cheaper. It seems that this expenditure would be well worth it.

Motion made by Wagner, seconded by Wolfram, to authorize up to \$2,500 for the legal review of the library personnel manual. Motion carried unanimously.

Discuss requiring Social Security # on application for receiving a Library Card. Wagner said that he did some checking on this. Part of it depends on what we want to do with the information. The federal rule is much more lax on asking for a social security number. New York State has a statute dealing with social security numbers that is difficult to read. Generally speaking, you should not ask for a social security number unless you need it. If it is needed for valid collection efforts, then you might be able to ask for it. You might be able to ask them for it as long as they know they do not have to give it to you. Wagner also found rules that you are supposed to keep social security numbers separate from employee records.

Since the social security numbers were needed for collection purposes, it would be okay for asking for the number. However, it would be wise not to press the issue if a patron refused. The risk is low as long as you can rationalize why it is needed.

The other reason the library might want the social security number is for patron identification purposes in the case where there were two people with the same name. The mother's maiden name information is collected to help identify someone as well, such as when they want to borrow a book and they do not have their library card or other identification.

The form currently asks for a social security number, but it does not say that it is mandatory.

There were privacy concerns as well as potential liability issues if there was a security breach. The library holds the paper applications. The information is also stored in their patron record.

It was decided that the form, as is, is okay.

7. Adjournment. A motion was made by McElfresh, seconded by Kasperski, to adjourn at 6:48 p.m. Carried unanimously.

**Reminders:**

1. Next Regular Board meeting is scheduled for November 20, 2013 at 5:30 p.m. in the Conference Room.

Respectfully submitted,

Ann M. Tenglund