

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
November 20, 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, Wagner, Tenglund, Waterman, Casey, and McElfresh. Also in attendance were Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items: A motion was made by Wolfram, seconded by McElfresh, to approve the consent agenda items. Motion carried.

A. Waive the reading of the minutes of the previous meetings and approve as circulated.

B. Approval of Warrant Sheets for November:

Operating Fund: November #822 - \$215,191.07

Cafeteria 125 Fund: November 3125-102; \$655.61

The warrant sheets were high this month due to three payrolls this month, plus the annual NYS retirement contribution. The renewal on our periodicals bill was almost \$10,000.

C. Correspondence

Letter of engagement from Robert T Schofield, Whiteman Osterman & Hanna LLP re review of Library Personnel Manual. It was a routine letter that spelled out what they would be doing regarding the review of the personnel manual.

D. Director's Report

Chaffee said that what he would highlight from his written report will be discussed under later agenda items.

2. Review of Financial Statements

For the 10 months ended, we have already surpassed what we thought we would have under revenues for the year. In November, we received \$2250 from the Arts Council from the art show. \$6459 was received in state aid. We received our e-rate reimbursement as well. From here on in, there will not be much more revenue.

For appropriations, only a few lines were in the red. Electronic resources expenditures were higher than budgeted, but some of this was due to the Sirsi-Dynix bill, and some is due to purchase of a database that will be reimbursed. There was nothing that was out of the ordinary.

Our revenues are running ahead of our expenses and we will end the year that way.

The fund balance is what is in the bank. \$100,000 has been set aside for capital projects. This number has remained fairly steady. We have not set any parameters as a board around the amount that should be in this fund. There is no specific law that governs it either. In the past, Kasperski had suggested putting additional monies into the capital reserve. This also shows the public that we are planning for the maintenance of the building. We have been lucky to not have to dip into the fund balance for operating expenses.

3. Committee Reports:

Earl – CCLS Board Report. The board met last week and the main business was the auditors' report. There are a lot of things that have always been done a certain way that are caught by the auditors. Things seem to be running smoothly. Tina Scott remains as the system director, but spends the majority of her time running Prendergast Library. The newly hired director is the managing system director until he obtains the required number of years of experience. The system libraries are happy with the arrangement.

4. Voice of the Public: None

5. Old Business:

Review the 2014 Proposed Library Budget. There were only a few small changes since the last meeting. We will need to adopt a 2014 budget at our December meeting.

The NYS Council on the Arts money should include \$10,000 for our literature series, and we do not know what we will get for the visual arts portion. We asked for \$10,000 but we do not know if we are getting it.

There is a 2.5% wage increase included for most employees. Chaffee added a little bit more to the retirement line as a contingency. He added approx. \$1,000 to include the additional charge for the sick days accrual benefit added on to the library's NYS retirement benefit. He had to add in approx. \$1,000 for microfilm periodicals. Money was shifted from other lines for electronic resources to cover Sirsi expenses and to build up our collection of eBooks and eAudio books. Administrative expenses have been reduced where they could, such as on telephone expenses, etc. This will reduce our e-rate reimbursement somewhat. We have saved money with the electronic notices. Under rental and repair of equipment, the lease for the staff computers is covered. The lease ends in May 2014, and they will not get a new lease until 2015. Older machines are repurposed elsewhere in the building, such as for OPACs.

Chaffee did not feel that much else would change between now and December. It was decided to wait to approve the budget until December so that we would know about the Art Council portion. There were no further questions on the budget, and board members expressed satisfaction with the budget.

6. New Business:

Discuss updating of Library Interior. Wolfram had looked at the plans that an architect drew up a few years ago. The physical layout of the library has not changed for many, many years. Now might be the time to move to what a library will look like in the future. People now come for programs and services, and not just to borrow materials. One thing is to look at a physical space to meet needs and make it more modern. Education Law 260 allows bonding for these types of projects. In the past, the architect had one plan to renovate the space we currently have. Maybe a lot could be

done by reorganizing the space we have now. He envisioned two components. First would be to reorganize the information desk and the circulation desk. Chaffee suggested that we might even want to look at a single service desk. Once we decide where that would go, then reorganize the rest of the space. We could have a quiet area, and an area for refreshments like Borders Books has. Instead of building walls, you can use dividers that can be moved as needed. We currently do not have a quiet area and that could be useful. There are a lot of tutors who use this building too.

When the Walkable Olean program starts on Union Street, it would be good to get people to walk to the library as well.

Some of this has already begun with refreshing the paint and other things.

For rearranging areas, we have to keep in mind ADA regulations regarding space between bookshelves, etc.

We also need to look at whether we need all of the books that we have, with ebooks. But a lot of people still read books.

We need to have more reasons why people want to come here besides for a book. Some of the programs really draw people in, especially children. However, when we have a children's program, there is sometimes noise that would be better in a separate area.

We need to distinguish between concepts and implementation. We want the library to be inviting and refreshed. But we have a fixed amount of space and a certain amount of stuff. Maybe making it different is good, but at what cost? Maybe we need an architect to look at it again. If we find it was extremely expensive for a marginal improvement, we would need to reconsider. What does it take for someone to come in here to use a computer, the phone, ask a question, etc.?

It could be a matter of changing the functionality of the building. It would be good to have a quiet area that is always quiet, even if there is a puppet show going on. Maybe Tim Horton's would come in and sell coffee here. Space can be changed by moving dividers as needed.

Are there spaces that are not used that much? Not really—most spaces are used a considerable amount every week. Homeschoolers have meetings here. Could the conference room be open for people to use when there is no meeting?

Plans were reviewed from 2006. It was recalled that the 2006 plan would accommodate only approximately 50 percent of the collection. There is a lot of potential here because it is a big open space.

We could do a survey to see what people want. We could do a survey when people check out books, or something that people could add comments to.

There are other initiatives under way, such as the statewide e-book project, which the library might join. There is a service called Zinio for electronic magazines. There will be other services in the future as well that will be innovative and could help us expand services while saving space.

Chaffee noted that the library staff have been talking about flexible space, which is a trend in the library world. Wolfram suggested looking into whether or not we could afford the plan. We could look at the other plans and see what else could be incorporated.

We could find out who has built a new library recently. We could also visit the Prendergast library. Machias and Ellicottville are fairly new libraries. Some of them have shelves on wheels. Port Allegany, PA has a brand new building. Wolfram will visit a few libraries in the region.

Discuss recruitment of Library Board Member(s). Kasperski's position on the board expires next year. We do not know if he is planning on running again. We need to ask him. We need the skillset of an accountant on the board, so we need to think of names if Mike cannot do it.

7. Adjournment. A motion was made by Casey, seconded by Wagner, to adjourn at 7:10 p.m. Motion carried.

**Reminders:**

1. Next Regular Board meeting is scheduled for December 18, 2013 at 5:30 p.m. in the Conference Room.

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

Respectfully submitted,

Ann M. Tenglund