

MEETING MINUTES

Olean Public Library Board of Trustees

December 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 Lanna Waterman. In attendance were trustees Wolfram, Kasperski, Wagner, Tenglund, Waterman, McElfresh, and Casey. Also in attendance were Director Chaffee and Assistant Director Mahar.

1. Consent Agenda Items. A motion was made by Tenglund, seconded by Wolfram, 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 December:
Operating Fund: December #823: \$82,625.85
Cafeteria 125 Fund: December #125-103: \$786.74
Capital Fund: December: #CF-244: \$6,245.00
 - C. Correspondence
Correspondence from Scott Reed: Engagement Letter for the 2013 audit
 - D. Director's Report
The new website was demonstrated. It is scalable for mobile devices. The website for children was redone to meet common core standards, including definitions and links to further information for parents. A lot of the other content on the site comes from the library's Twitter feed. Board members commented that the new site is a very nice upgrade.
2. Review of Financial Statements
Kasperski reviewed the financial statements. The unused balance (\$71,334) is more than reported due to grant revenue. What we really have available to spend is \$111,160. This is good, because our monthly expenditures average around \$85,000. Chaffee noted that there were three payrolls in November, which is why those lines were a little higher this month. Database reimbursement money from Jamestown shows up under miscellaneous income.

The state retirement bill came in for \$102,000 and we budgeted \$97,000.

Chaffee explained that the \$1,493 that is showing as overspent for NYSCA literature presenters is not really an over-expenditure, because JCC paid half (which shows in revenue).

There was a question as to whether we have a history of giving a Christmas bonus for the staff. In the past, there was a merit pay system, where staff could earn points for what they did during the year. Others were not sure if an outright bonus could be given with public money. Merit is earned, but a Christmas bonus is a gift. It might also be considered salary, and you would have to withhold on it. However, the IRS does have a limit on what you can give and it is not taxable. Could the Friends of the Library handle a bonus? They are a separate entity.

There is a staff Christmas party that is free of charge to the staff. Last year, they started an employee recognition luncheon, for those reaching milestones such as five or ten years.

At some point, it would be good if the Board figured out a way to say thank you. Board members were asked to be thinking about that.

3. Committee Reports:

Earl McElfresh – CCLS Board Report

The Quick Center for the Arts will deliver the cases before the Beetles exhibit opens. McElfresh passed a press release around about the event and asked board members to proofread it. McElfresh will send the press release to the systems director, who will pass it along to the system libraries. The exhibit will run from February 1-14. There are several presenters lined up.

There was a question about insurance liability. McElfresh talked to an insurance agent who said that a value would have to be established ahead of time. The library has coverage for exhibits, with a \$500 deductible. If items are in a display case, they would be safer. The board had already talked about having someone at the door to keep an eye on things. Possibly the high school honor society could do this for us, and they could earn community service credits for it. There is also a library security camera that could be re-oriented to cover the doorway of that room.

Harry Wolfram – Library Interior/Renovation

Wolfram had visited local public libraries to look at their interiors. His idea was to see how our library could refresh and reorganize its space to make it more modern and appealing. We also could upgrade technology and weed and reorganize the collection. Not all libraries in the system need to have all of the books because you can get them in a couple of days. It would be good to have different areas as well, such as quiet areas. It would be good to be flexible to be able to change the interior as needed.

He visited Ellicottville, Machias, and Smethport. Ellicottville's library is 7 years old. It has cathedral ceilings and looks kind of like a lodge. The lights are antlers and there is a fireplace. The cathedral ceilings were not good because of noise. They have low bookcases which gives more visibility. The librarian there would have wanted more areas that could be separate, such as for tutoring or a chess club, and a larger children's area. They said that the Wi-Fi use was growing and the computer use was declining because people were bringing in their own computers. They have plugs under the tables

for patron's technology. They had a Keurig coffee machine. They charge \$1 per cup, and made \$300 in a year on it. The big draw was a community room, which is right inside the front entrance. To the right is the library and to the left is the community room, which is separate but connected. The community room can be separated off, and has its own door as well. The community room has a stove, sink and refrigerator. There are also library children's events in the community room.

Machias is a small building that is limited by its size. It also has a community room and a library. Their community room is also heavily used. The Wi-Fi is heavily used, and they find that people pull into the parking lot to use it. They have a little gazebo outside, and are working to incorporate the outside into their programming. They also have library cats: two kittens who were dropped off.

Smethport had an architectural firm from Pittsburgh. The Wi-Fi use was growing. They also have a Keurig, and payment is on the honor system. Not many people used it but some really liked it. They had single reading nooks built into their wall space. They had some low bookshelves and some higher ones. The children's area was placed way in the back, with a lot of natural light, and a good amount of space. They also have a community room near the front entrance. Some groups are allowed to use the room for free and others pay a fee. The community room also has a separate entrance. They had a large seating area with comfortable leather chairs. Smethport has an elementary school library collaboration. The library gives elementary students a certificate for every book checked out and returned.

The idea would be to take some of these ideas to re-organize our space.

Wolfram asked about funding this project. We have \$100,000 set aside for capital projects. If we could come up with a minimum we could provide, we could try to obtain grants, a bond, or do fund-raisers. We do not know how much it would cost at this point. It was also suggested that we do a special vote.

The board had talked about renovation before, but then the economy fell, and it was not a good time to look into it. The previous plans would have cost over \$1 million dollars too. Instead, interior refreshing was done, along with roof and boiler repairs. A discussion ensued regarding the proper use of fund balance. If we bond the project, it could be a \$500,000 bond, payable over 10 years, which would be an additional \$65,000 in our budget, which would translate into a 6 percent tax increase. A bond would need to go up for a vote.

We are only one block from the Walkable Olean project that is happening on Union Street.

There were some good ideas mentioned. It seems that it is time to hear from the librarians here to see what they think the needs are.

To some degree, the conversation on the community room is overshadowing the issue. The issue is that the library does look like 1970 in some areas. It might just be that we need more flexible space, new furniture, etc.

The next step is deciding what we really need to do, listening to the librarians and library staff. We could probably get a good proposal from Clark, Patterson, and Lee (formerly Habitterra), once we have a list of what we want. We also have the plans from before, but things have changed in the library world in the last ten years.

Chaffee will conduct further investigation on this issue.

4. Voice of the Public: None

5. Old Business:

2014 Proposed Library Budget

The budget includes database purchases that are later reimbursed. Revenue does not increase much from year to year, so some categories need to be re-arranged as needed in order to accomplish services that are needed. A 2.5% wage increase was built in, with no tax increase. If we actually needed to draw from the fund balance, that would mean less money for a building project. Fortunately we have not had to use the fund balance in previous years due to good cost control and grants. A big portion of the budget is salaries.

A motion was made by Kasperski, seconded by Casey, to accept the budget as proposed. Carried.

6. New Business:

Beginning Salary Schedule for 2014

This is a floating schedule for new hires. There was a question as to whether anyone would be hired outside the range; there would not be. Any employee who is outside the range is an experienced employee who is above the upper end.

A motion was made by Kasperski, seconded by Wolfram, to accept the beginning salary schedule for 2014. Carried.

Library Tax Levy Check

A motion was made by McElfresh, seconded by Kasperski, to accept one check from the Olean City School District in the amount of \$963,455.32 for payment of the Library Tax Levy for 2014. Carried.

Auditing

This quote was \$100 higher than last year. They have always done well for us on the audit. There are also not a lot of local firms that will do non-profit audits any longer. These fees are low as compared to what it would be for a for-profit organization.

A motion was made by Tenglund, seconded by Wagner, to accept the quote of \$6,600.00 from Buffamante Whipple Buttafaro, P.C. for the Library's 2013 annual audit. Carried.

Review and discuss Library Board Bylaws

The purpose of this discussion was to review the bylaws and see if there were any changes needed. Chaffee noted that some things that are not in the bylaws that might be worth considering are:

- term limits (it is difficult to get someone to serve as well, so do we want to impose term limits?)
- how to dismiss a trustee who is not fulfilling responsibilities (which often is not built in until you have the issue—many non-profit boards are being more specific on this now)
- In section 1, the language on providing ways and means could be tightened up.
- We do not specify when newly elected trustees begin serving.

There are some recommendations and samples in the trustee handbook. It was noted that the bylaws have worked well for us as written though, and it might be best to not tinker too much. Over-regulating can be problematic as well.

Review and discuss draft “Conflict of Interest Policy”

This language was borrowed from other libraries’ policies. Board members felt that it would be good to have this. This was the first time that the board had seen this draft, so it was decided to defer action until January.

A suggestion was made to ask the board members and Chaffee to review the bylaws and the conflict of interest policy by next month, providing recommendations as needed.

Discuss recruitment of Library Board Member(s)

Kasperski’s term is up this year. He said that he would be willing to run again.

7. Adjournment

A motion was made by Kasperski, seconded by Wolfram, to adjourn at 7:10 p.m. Carried.

Reminders:

1. Next Regular Board meeting is scheduled for January 15, 2014 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