

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
September 18, 2014  
**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 5:30 p.m. by Lanna Waterman. In attendance were trustees Wolfram, McElfresh, Casey, Tenglund, Wagner, Assistant Director Mahar, and Director Chaffee.

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

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

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

Operating Fund: July #830 - \$77,785.58

August #831 - \$78,032.89

September #832 - \$75,463.53

Cafeteria 125 Fund: July #125-110 - \$54.02

August #125-111 - \$1,149.94

September #125-112 - \$140.02

Capital Fund: July #CF-248 - \$95,095.00

August #CF-249 - \$3,750.00

C. Correspondence

NYS Senator Cathy Young – Bullet Aid—She obtained \$2,700 for every library in her district. This is unrestricted money.

Della Moore – African American Center for Cultural Development expressing appreciation for bringing a speaker to their center for Juneteenth. [The fees came from a New York State Council on the Arts grant.]

Library Staff – Thank You Card for the staff picnic

D. Director's Report

Chaffee showed the photo of the newspaper photo on the summer writing contest that the library system sponsored.

Sheryl Soborowski, one of the librarians, started a little library at the Quaker registration area at Allegany State Park. A little library is a box on a pole. It got attention from the press. Sheryl also does a story program there, called "Park It and Read."

Some other things that were not in the written report:

Years ago, when we would get tax money and a corporation or individual put in a claim that they paid too much in taxes, the school district and library would need to issue a refund. Years ago, the library honored that. They have since found out that there was an opinion from the comptroller that said that libraries are not obligated to make the pay-back. There is pending legislation that may change that and make libraries once again responsible for that type of pay-back. This type of situation does not happen very often. This happens when corporations or individuals challenge their tax assessment. The New York Library Association is lobbying to delay implementation of this bill.

Retirement system estimate: This could be a budget-killer because it is almost \$13,000 more than we had estimated. This is for the year ending in March 2014. One of our employees who had retired was reclassified as a Tier 1. If we can pay it a little early, there is a small percentage reduction. The projection for the coming year shows the rates dropping.

The construction project is finished. It went well. All odds and ends remaining have been taken care of. The parking lot was closed for longer than they would have liked. The final report was filed and we have received the money that was due to us for the project.

## 2. Review of Financial Statements

Chaffee reviewed the financial statements. The Friends of the Library donated \$12,456 which came in after the statements were prepared. The Council on the Arts money will be coming in. Under miscellaneous, we are due approx. \$13,000+ from our e-rate program that will be coming in soon.

Some of the items that appeared to be overdrawn were the result of the timing of when an invoice came in or when a professional fee was due. Everything should pretty much be in balance by the end of the year.

## 3. Committee Reports:

Library System Board – McElfresh: The system board met and chose an auditor from the Jamestown area. The annual meeting is coming up. They also discussed how many libraries in the system have a library cat.

## 4. Voice of the Public: None

## 5. Old Business: None

## 6. New Business:

A motion was made by Wagner, seconded by Wolfram, to approve an expenditure of \$28.00 per attendee for the meals of Library Trustees and Library Staff at the Library System Annual Dinner Meeting at the Seneca Allegany Casino & Hotel Events Center in Salamanca, NY on Wednesday, October 8, 2014. Motion carried unanimously.

There is a workshop at 5:00 p.m. prior to the meeting on effective non-profit fundraising. It is for trustees and library directors. It will last one hour.

The dinner is at 6:30 p.m. with the meeting following.

Four library staff members will attend.

A motion was made by McElfresh, seconded by Wolfram, to approve the “Agreement between Cattaraugus County Arts Council and Olean Public Library” for art gallery curatorial services for the Library’s 2015 NYSCA Visual Arts Grant. Motion carried unanimously.

Chaffee said that the executive director of the Arts Council was someone we had looked at to be the curator for our program here, but when she got the position as executive director, the decision was to work with the Arts Council. It is good to have this type of involvement with the Arts Council.

Wagner had reviewed the agreement prior to the meeting. Wagner noted that the agreement said that they would not be responsible for any damages with packing or shipping. Chaffee said that this was reasonable, since the library was always the agent that handled this aspect. It also said that the “Olean Public Library Art Gallery” was the lead agent, but that should be changed to just the “Olean Public Library.”

A motion was made by Tenglund, seconded by Wagner, to accept with gratitude one check from the Book Endowment Fund of the Friends of the Olean Library, Inc., in the amount of \$12,456.00 to be used for circulating library materials. Motion carried unanimously.

Review and discuss Holiday and Closing Schedule for 2015

The only issue that comes up is Christmas, which falls on a Friday. We typically close the day before Christmas. Under normal circumstances, we would be open on Saturday and Sunday following Christmas, since we are open those days from November through April. Chaffee proposed being closed that weekend because the library staff do not foresee a lot of traffic then. It would mean that the library would be closed four days in a row. For New Year’s, the library would be closed on New Year’s Day, with a 6 p.m. closing on New Year’s Eve. The board thought that this plan was reasonable.

A motion was made by Waterman, seconded by Casey, to approve the 2015 Holiday and Closing Schedule. Motion carried unanimously.

Review and discuss Library’s Investment Policy.

The investment policy was reviewed. We are required to have an investment policy. There was nothing out of the ordinary in the policy, and we are in compliance with everything specified in the policy. This policy was developed from the model policy that the comptroller’s office makes available. Chaffee and trustee Kasperski will look at the policy further.

7. Adjournment: A motion was made by Tenglund, seconded by McElfresh, at 6:20 p.m. Motion carried unanimously.

Following the meeting, the board looked at the finished Children’s area and the new online catalog.

**Reminders:**

CCLS Annual meeting Wednesday 10/8/2014 in Salamanca

Next Board Meeting 5:30 p.m. on Thursday 10/16/2014 in the Conference Room

Copies of the library’s financial statements and director’s report are available upon request.

Respectfully submitted,

Ann M. Tenglund