

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
May 21, 2015  
**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 5:35 pm by Lanna Waterman. In attendance were trustees Wagner, Tenglund, Waterman, Casey, McElfresh, Wolfram, Director Chaffee, and Assistant Director Mahar.

1. Consent Agenda Items: MOTION (McElfresh, Wagner): To accept the consent agenda. Motion carried unanimously
  - A. Waive the reading of the minutes of the previous meetings and approve as mailed.
  - B. Approval of Warrant Sheets for April 30 – May 21:  
Operating Fund: May #840 - \$65,128.72  
Cafeteria 125 Fund: May #125-119 - \$81.03
  - C. Correspondence – Thank you card from Marie Bruni to Kim Mahar for allowing her to borrow a reference book to allow her to complete a project.
  - D. Director’s Report – Chaffee pointed out a couple of items. CPR training will be held on Wed., June 24. They will try to get all employees to go through the training. The training is open to the public. They are also doing a free blood pressure and BMI screening in conjunction with Olean General Hospital. This is the second time they have held this at the library and they plan to repeat it on a regular basis on the second Monday of every month. Waterman noted that the button program last weekend was interesting and well done.

Chaffee said that the library was applying for a Manley grant in the amount of \$9,200 to provide more access to technology in the children’s department. They would like to purchase some equipment as well as hold some workshops to give children a basic overview of computers and Internet safety. One of the things that is trending in libraries is getting devices like iPads into the hands of children for learning.

2. Review of Financial Statements

Chaffee went through the financial statements. We have received the bulk of our funds from property tax payments. Other income comes in throughout the year, like state aid. There was approx. a 5% increase in state aid to libraries this year, which might translate into \$1,500 or so more for us. The central book aid money could be more this year as well; this is a fund that is held in Jamestown that is used to purchase books and databases.

There were no items of concern on the statements. The bottom lines looked good for this time of year.

3. Committee Reports:

Library System Board – McElfresh said that there had not been a system board meeting since our last meeting.

Trustee Boot Camp—Both Wagner and Tenglund attended different sessions of the boot camp. It was informative. Tenglund said that she would scan the handouts for board members.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

MOTION (Casey, Wolfram) To approve the results of the May 5, 2015 vote on the Library Budget Increase for 2016 and to elect a Library Trustee as follows:

Budget Vote Increase for 2016 of \$19,589 passed with 37 Yes votes and 6 No votes.

Elected to the Library Board of Trustees to a five year term, Earl B McElfresh – 30 votes.

Motion carried unanimously.

MOTION (Tenglund, Wolfram): To authorize the Library Director to notify the Olean City School District, by letter, that the Olean Public Library requests an increase for its 2016 budget of \$19,589 and to request the school district raise by tax levy the annual appropriation of the sum of \$999,054.00 as authorized at the May 5, 2015 vote by school district voters. Motion carried unanimously.

MOTION (Wagner, Tenglund): The slate of officers for the next year of the Olean Public Library Board of Trustees is as follows: Lanna Waterman—President, Earl B. McElfresh—Vice-President, Mike Kasperski—Treasurer, and Ann Tenglund—Secretary. Motion carried unanimously.

Review Library's Completed 990 Forms & CHAR 500 Form—Chaffee commented on the 990-T form, which is filed and then we get a reimbursement for our health care expense. What we give to employees for health care has been the same for about three years now. We budgeted \$75,800 for this year for health/medical insurance. Since June of 2013, all new full-time employees get \$4140, which is what is given to a single person. This was a way to get control of our health care costs. If someone is eligible for health care and does not take it because a spouse has insurance, they get a \$300 incentive. We use the New York State exchange. Employees select the policy that meets their needs; if their policy costs more, they pay the difference. If the policy is less, they can use the extra funds to buy dental or vision insurance.

Discuss Fire Alarm, Burglar Alarm, and Interior/Exterior Lighting replacement—Chaffee said that he did not have the quotes from Austin Security yet. There was a big disparity in the other two quotes received for fire systems. Someone who worked on the system in the 1980s told Chaffee that we could get monitoring for \$500. This would be an option of a quick fix if we want it while we consider other ideas. NYS Construction Aid applications do not open until fall. We had to look at a different setup for monitoring because the city is not going to do it any longer. The board did not need to make a decision on this at this meeting.

7. Adjournment—MOTION (Wolfram, Casey): To adjourn at 6:31 p.m. Motion carried unanimously.

**Reminders:** Board Meeting is May 21, 2015 at 5:30 p.m. in the Conference Room  
Volunteer Recognition Dinner May 28, 2015  
June Board Meeting is June 18, 2015

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

Respectfully submitted,

Ann M. Tenglund