

MEETING MINUTES
Olean Public Library Board of Trustees
June 18, 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, Kasperski, Wolfram, Casey, McElfresh, Waterman, Tenglund, Assistant Director Mahar, and Director Chaffee.

1. Consent Agenda Items. Motion (Tenglund, McElfresh): To accept the consent agenda items. Motion carried unanimously, with the exception of 1 abstention (Kasperski) on the Cattaraugus Region Community Foundation item (because he is on their board).

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

B. Approval of Warrant Sheets for May 21- June 18:

Operating Fund: May/June #841 - \$75,348.49

Cafeteria 125 Fund: May/June #125-119: \$135.05

C. Correspondence –

- Cattaraugus Region Community Foundation: informing us that a grant of \$150 has been approved from the Janowicz Memorial Fund for the library. It will be an ongoing annual distribution and is designated for general purposes.
- Cattaraugus Community Action: 2/3 of America's children who live in poverty do not have books. This organization needed our help to collect books for their initiative. The books will be redistributed to those in need. Chaffee contacted them and offered books that were left over from our book sale. Representatives from the organization came twice to pick up books.

D. Director's Report

- Chaffee said that the library's summer reading program has been included in an Olean Youth Bureau & Recreation Department newsletter. We generally have over 500 children sign up. The library is busy in the summer.
- On 6/24, there will be an ad for a part-time library clerk civil service test. We have had a couple of part-timers leave or retire. The test will be given in September.
- The schedule for library day at Chautauqua is available. There will be a reception at Smith Library that day as well.

2. Review of Financial Statements

- Kasperski said that everything is in good shape. Most of our revenues (taxes) are in. The state retirement is budgeted on a monthly basis but we do not pay it until the end of the year. We do not know exactly what our state retirement bill will be this year; hopefully improvements in the market will result in a slightly lower payment this year.

3. Committee Reports:

- Library System Board – McElfresh said that the system board had their audit which was fine. They have a new member from Prendergast Library. Eli Guinnee has fulfilled the requirements for the state and will now be the full-time system director.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

Motion (McElfresh, Casey): to approve the attendance of Lance Chaffee to a user group conference on Digital Media sponsored by Overdrive, Inc. to be held in Cleveland, OH, August 5-7, 2015. Motion carried unanimously.

Motion (Kasperski, Tenglund): to allow a total of \$50.00 cash on a daily basis divided between the Circulation and Reference Desks to make change. Motion carried unanimously.

Discuss Fire Alarm, Burglar Alarm, and Interior/Exterior Lighting replacement and an application for a NYS Library Construction Grant for these projects.

- The library will apply for a NYS Library Construction Grant to install interior and exterior LED lighting and to replace the library's fire and burglar alarm systems.
- National Grid is offering the library a very good energy conservation program through its Small Business Services Program to convert the interior and exterior lighting in more efficient LED lighting.
- One trustee questioned how long LED lighting would be state-of-the-art. There is pressure on National Grid to cut energy consumption so that is why they are offering a program.
- Our area is eligible for the 75% match on a New York State Library Construction Grant.
- All of these grants are vetted by the library system.
- The cost to monitor the new system would be \$1.00 per day. We can eliminate the cost of the leased lines to the city. This will save money.
- These modifications will make the building safer.
- MOTION (Casey, Wagner): To proceed with the lighting, fire alarm, and burglar alarm projects and apply for the New York State Library Construction Grant. Motion carried unanimously.

Luncheon for the staff in the summer

- The board would like to do another luncheon for the staff this summer.

7. Adjournment: Motion (Kasperski, Wolfram): To adjourn at 6:20 p.m. Motion carried unanimously.

Reminders: Board Meeting is June 18, 2015 at 5:30 p.m. in the Conference Room
No Meeting July or August

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

Respectfully submitted,

Ann M. Tenglund