

**TENTATIVE AGENDA**  
Olean Public Library Board of Trustees  
March 16, 2016  
**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 Tenglund, Waterman, McElfresh, Kasperski, and Casey, as well as Assistant Director Mahar and Director Chaffee.

1. Consent Agenda Items: A motion was made by McElfresh, seconded by Kasperski, to accept 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 February 18 – March 16:

Operating Fund: #850 - \$75,406.35

Cafeteria 125 Fund: #125-127 - \$54.02

Capital Fund: #CF-256 - \$2,691.63

C. Correspondence: None

D. Director's Report

Chaffee distributed a brief annual report infographic for the public. It was interesting to note that the number of sessions of the public computers is almost equal to the number of wireless sessions. Wireless use is beginning to surpass public computer use.

Yesterday, Chaffee went to a library director's meeting in Ellicottville. The library system is starting an online program for tutoring, and will be starting with math. It will be free for awhile. Tutors will be found through Chautauqua Striders, which is a running club in the area. The library system is close to putting in place a robust Internet for all of the libraries in the system; they have been working through the schools' RIC centers. This would have a good price. As an example, we pay \$1,500 for 50 mb per second (with an 80% discount). If we went with this, we would get 100 mb per second for \$85 per month. Schools filter quite heavily; we have to filter but not like they do. They have worked out a method to tamp down the filtering for the libraries.

The Social Security offices were looking for different locations to meet with their clients due to an environmental situation in their office. They are talking with them about using the Literacy Volunteers office when it is not otherwise in use; the Literacy Volunteers use it only on Thursday morning. Chaffee has a draft memo of agreement. We had an available space and they are not a burden. They will use their own phones

and laptops. If it becomes disruptive for the library, there will be a clause in the memo of agreement.

If the state aid goes through, the Senate and the Assembly have the same numbers, so no dickering on the amount will be needed. This could bring in a little of \$3,000 coming directly to us. If \$10 million is added to the construction aid, library systems share in this, and it could go up to \$600,000 for construction projects. We should take a serious look at the rooftop HVAC units, which were installed in 1994. When Chaffee checked last year, getting something good would be around \$350,000.

2. Review of Financial Statements

Kasperski went through the financial statements. January and February reports were discussed. All of our property tax revenue is in. Our expenditures are detailed on the last two pages. At this early stage of the year, we are trending positive and there are no big issues. The state retirement bill will not come until the end of the year. The largest variance, for books, was a timing issue in terms of when materials were purchased and billed for.

3. Committee Reports:

Library System Board – McElfresh said that the board did not meet this month.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

A motion was made by Kasperski, seconded by McElfresh, to approve the wording of the proposition for the 2016 Library Budget Vote as follows. Motion carried unanimously.

“Shall the Board of Education of the Olean School District be authorized to raise by tax levy upon the taxable property thereof, an additional \$1,225.00 for the Olean Public Library to increase its annual appropriation from \$998,666.00 to \$999,891.00.

A motion was made by McElfresh, seconded by Kasperski, to authorize the payment of bills on April 21, 2016 to avoid late fees that may occur due to the later date of the April Board Meeting. Motion carried unanimously.

Review the Library’s 2015 Annual Report for Public and Association Libraries as submitted to New York State.

- Sections 2, 3, and 4 contain details about our library collection, library programs, and library transactions.
- Financials are also detailed in the report, staffing etc.
- The report has been officially submitted to the state.

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

**Reminders:** Budget Hearing April 21, 2016 at 7:00 p.m. in the Gallery.

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

Next Board Meeting is Wednesday, April 27, 2016 at 5:30 p.m. in the Conference Room

Respectfully submitted,

Ann M. Tenglund