

**MINUTES**  
Olean Public Library Board of Trustees  
August 10, 2016  
**5:00 P.M. – 214 N. Barry Street**

*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 5:00 p.m.** by Lanna Waterman. In attendance were trustees Wagner, Tenglund, McElfresh, Wolfrom, Kasperski, Casey, Director LaVoie and Assistant Director Mahar.

1. Consent Agenda Items: MOTION (Tenglund, Waterman): 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 [this will take place at the September meeting].
- C. Correspondence : None
- D. Voice of the Public : None
- E. Director's Report

LaVoie went over items in her report. She is in contact with Social Security administration head Anne Carlson to check on the guard situation. If we need to end the arrangement, we would need to give seven days' notice. Our agreement was for a year, and due to space needs, we would not want it to continue much past that. Kasperski suggested looking into whether there is a rider that could be purchased to satisfy the insurance company.

The board will be offering lunch for the staff on the staff development day at the end of August.

After being advised by the air conditioning maintenance company that the air conditioners are not in need of replacement, we will make other building improvements, such as carpeting, painting, and soundproofing, instead. Dave Walter, who worked with us when he was with Habiterra, is working with us. The project will take place over a period of years so that we can access as much construction aid as possible. Once we get closer to doing the project, the staff will be asked for further input as well.

LaVoie's civil service status is permanent so her probationary period of six months is beginning now.

Jennifer Stickles applied for a Manley Grant and was awarded the majority of what she requested for children's STEAM programming. She is excited about the possibility of having a Makerspace in the future.

2. Review of Financial Statements [this will take place at the September meeting]

3. Committee Reports: None

4. Old Business:

MOTION (McElfresh, Wagner): To move into executive session. Motion carried unanimously.

MOTION (Kasperski, McElfresh): To exit executive session. Motion carried unanimously.

In executive session, the New York State audit was discussed.

MOTION (Kasperski, Wolfrom): To create two subcommittees of the board as follows:

Finance: Mike Kasperski, Ed Wagner, Ann Tenglund

Administrative: Pat Casey, Harry Wolfrom, Earl McElfresh

Motion carried unanimously.

MOTION (Kasperski, Wagner): To establish an internal control audit with BWB. Motion carried unanimously.

5. New Business: None

6. Adjournment: MOTION (Kasperski, Waterman): To adjourn at 6:30 p.m. Motion carried unanimously.

**Reminder:** The CCLS Board meeting will be held at the Olean Public Library tonight at 7:00 pm. OPL trustees are encouraged to attend.

Copies of the director's report are available upon request.

Respectfully submitted,

Ann M. Tenglund