

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

1. Consent Agenda Items: MOTION (Kasperski, Wagner): 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 – April 28 – May 18:

Operating Fund: #853 - \$69,771.56

Cafeteria 125 Fund: #125-129 - \$1,028.55

Capital Fund: #CF – 258 - \$2,707.85

C. Correspondence - None

D. Director's Report

Chaffee noted that the auditors were back and looked through some records. We have heard nothing since.

The library is applying for another Manley grant to continue with some of our STEAM programs, buying some high-tech equipment such as solar energy kits, etc. All will be reusable.

When we send in the certification that the board members have read the trustee manual, the library will receive some cubelets.

Chaffee had mentioned in his report about contacting the Arts Council about taking over Robert Taylor's duties in the gallery for the rest of the year.

The library credit card has Chaffee's name on it. Chaffee will send in a letter that they requested so that LaVoie's name can be put on the card. Pam has a credit card as well, so we are not without one if there is a delay. The cards have a \$2,000 limit.

Health insurance issues for the new director are straightened out. One of the big reasons that the library joined the exchange is that there is reimbursement. There are other advantages as well.

LaVoie will meet with Chaffee on May 24 before the volunteer dinner.

Kasperski believed that it would be good if Chaffee was available, with pay, if the auditors had further questions.

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

MOTION (Tenglund, Wolfram): To come out of executive session. Motion carried unanimously.

2. Review of Financial Statements

The salary lines were in the red because there were three payrolls in April.

3. Committee Reports:

Library System Board – McElfresh said that the next meeting was at the Chautauqua library.

Trustee Boot Camp – Tenglund reported on the Trustee Boot Camp meeting in Jamestown earlier in May. Handouts were distributed.

Wolfram and Chaffee will attend the solar energy meeting soon.

4. Voice of the Public: None

5. Old Business: None

6. New Business:

MOTION (Kasperski, McElfresh): To approve the results of the May 3, 2016 vote on the Library Budget Increase for 2016 and to elect a Library Trustee as follows:

Budget Vote Increase for 2017 of \$1,225.00 passed with 118 Yes votes and 22 No votes. Elected to the Library Board of Trustees to a five year term were Ann Tenglund and Ed Wagner. Motion carried unanimously.

MOTION (Kasperski, McElfresh): To authorize the Library Director to notify the Olean City School District, by letter, that the Olean Public Library requests an increase for its 2017 budget of \$1,225.00 and to request the school district raise by tax levy the annual appropriation of the sum of \$999,891.00 as authorized at the May 2, 2016 vote by school district voters. Motion carried unanimously.

MOTION (Wagner, McElfresh): To approve the following slate of officers for 2016-2017: Lanna Waterman (President), Earl McElfresh (Vice-President), Mike Kasperski (Treasurer), and Ann Tenglund (Secretary). Motion carried unanimously.

Review Library's Completed 990 Forms & CHAR 500 Form.

Proposal for Providing Art Gallery Support for the Olean Public Library

With Robert Taylor's retirement, someone has to coordinate the rest of the year's gallery work. Chaffee asked the Cattaraugus County Arts Council (CCAC) for a proposal to handle this work. The contracted fee they proposed was \$6,000. The

library receives \$17,000 from the New York State Council on the Arts (NYSCA) for speakers, poets, artists, the curators for the art shows, and a curator for the literature series.

NYSCA expects us to match what we receive. We have done that through paying for mailings, grant writing, supplies, etc., which is our portion of matching money.

With this proposal, everything would remain the same except Taylor would step out of the picture and the CCAC would step in. The CCAC would file final year-end reports as well.

We would pay for this proposal from the Presenters/Curator budget line.

It was noted that Taylor has done an excellent job.

MOTION (Kasperski, McElfresh): To accept the CCAC proposal for providing art gallery support for the Olean Public Library. Motion carried unanimously.

Board members expressed their appreciation to Chaffee for all he has done for the library.

7. Adjournment—MOTION (Tenglund, Wolfrom): To adjourn at 6:45 p.m. Motion carried unanimously.

**Reminders:**

- Friday, May 20 is the library reception for Chaffee.
- Volunteer Recognition Dinner is May 24, 2016 at Bartlett CC. Social Hour at 5:00 and Dinner at 6:00 p.m.
- June Board Meeting is Wednesday, June 15, 2016 at 5:30 p.m. in the Conference Room

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

Respectfully submitted,  
Ann M. Tenglund