

MEETING MINUTES
Olean Public Library Board of Trustees
December 19, 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 Wolfrom, Wagner, Tenglund, Waterman, McElfresh, Assistant Director Mahar, and Director LaVoie.

1. Consent Agenda Items: A motion was made by Tenglund, seconded by 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 Nov 17- Dec 19:
#859 Operating Fund: \$77,853.86
#125-134 Cafeteria 125 Fund: \$156.72
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director's Report

The 2017 budget includes a 2% increase as well as a 70 cent increase in the minimum wage.

MOTION (McElfresh, Wolfrom): To make the salary adjustments recommended by the director. Motion carried unanimously.

MOTION (Tenglund, McElfresh): To approve the 2017 proposed budget. Motion carried unanimously.

MOTION (Waterman, Wagner): To enter executive session at 5:40 p.m. to discuss employee issues. Motion carried unanimously.

MOTION (McElfresh, Wagner): To leave executive session at 6:05 p.m. Motion carried unanimously.

MOTION (Wagner, McElfresh): To have the bookkeeping department sign a confidentiality agreement. Motion carried unanimously.

MOTION (Waterman, Wagner): To approve that the director write an early incentive retirement program according to the parameters discussed. Motion carried unanimously.

MOTION (McElfresh, Wolfrom): To adopt the 2017 starting salary scale. Motion carried unanimously.

MOTION (Tenglund, McElfresh): To approve the revisions to the overtime policy.
Motion carried unanimously.

New York State Council of the Arts (NYSCA) funding was discussed. The NYSCA panel had some concerns about the grant funding proposal and the visual arts funding was reduced from 3 years to 1 year. This may be the time to re-think the visual arts program. It does not get a big turnout either. The larger turnouts that we have had were for local artists' work. We would still need a curator to organize local art shows. Maybe the artists would also work to hang their shows. Other artist ideas were discussed, including local college and high school students. Potential partnerships were discussed. If we wanted to try something else for a year and we wanted to try for NYSCA funding again, we could do so. It was decided that we would back out of the visual arts program with NYSCA because we did not get the three years of funding. LaVoie will talk to the Cattaraugus County Arts Council (CCAC), who will still be curating the shows for the coming year. Next year the CCAC contract will need to be adjusted. The Literature Series is a separate thing.

The cost of the repairs from the National Grid HV/AC issue will be \$1,530. This includes replacement of damaged parts and labor. The costs of the two visits to the library by Stormer Mechanical will also be included in any claims.

The board decided to not renew the lease for the Social Security Administration Office, which expires on February 28, 2017.

2. Review of Financial Statements

LaVoie reviewed the financial statements, in the absence of Kasperski. Nothing in the statements was out of line for this time of year.

3. Committee Reports:

Tenglund will contact Casey to finalize the executive director evaluation

4. Old Business:

Public posting of meeting agendas: It was decided to post the outline of the agenda that the board follows at every meeting.

5. New Business:

CCLS Board meeting report: Wolfrom said that the meeting was postponed due to the snowstorm.

6. Adjournment: The meeting adjourned at 6:45 p.m.

Next meeting: Wednesday, January 18, 2017

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

Respectfully submitted,

Ann M. Tenglund