

MINUTES
Olean Public Library Board of Trustees
December 16, 2017
10:00 A.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 10:04 am by Lanna Waterman. In attendance were trustees Wolfrom, Kasperski, Wagner, Tenglund, Waterman, McElfresh, Edstrom, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Tenglund, Wagner):** To approve the consent agenda items, with the exception of the November minutes. Motion carried unanimously.
 - A. Waive the reading of the minutes of the previous meetings and approve next month, as the minutes were e-mailed to board members late.
 - B. Approval of Warrant Sheets for – November 16 – December 15:
 - #871 Operating Fund: \$75,317.28
 - #125-145 Cafeteria 125 Fund: \$34.72
 - #265 Capital Fund: \$69,885.05
 - C. Correspondence: None
 - D. Voice of the Public: None
 - E. Director’s Report
 - New York State Audit
 - There have been no follow-up calls received.
 - Trustee Ed Wagner received a letter from Senator Young stating that her office followed up with the OSC requesting an expedited review of our audit. Wagner also submitted a FOIL request to the OSC.
 - Interior Renovations
 - The combined adult and children’s information desk is up and running.
 - Cross-training of staff is under way
 - Signage was installed this morning.
 - Bathroom doors have come in.
 - The carpet tiles for the children’s area have not arrived yet but are expected by the end of December.
 - Patrons and staff are happy with the renovations.
 - Downtown Revitalization Initiative (DRI)
 - Any institution interested in submitting a project to be considered for funding under the DRI must complete an application by December 18. La Voie has met with the architect who will assist with the application.
 - The latest drawings provided by the architect are for a 7,800-square foot addition with further reconfiguration of space on the ground level floor. The addition would be meeting room space, so it would not require additional staffing. We could also look into the possibility of renting the facility for private

- events during times when the library is closed. It would have a separate entrance.
- There is definitely a need for additional meeting/programming space. For example, there were over 200 people present for a children's Christmas program.
 - Ideas for future development were discussed. We should apply for funding that comes up as well as continue our development activities.
 - The board unanimously approved of La Voie submitting an application for this.
 - Voluntary Early Retirement Incentive
 - It was discussed that we should offer what we offered last year. Applications would be due by January 31, with a phase-out through March 31. It would be offered to full-time employees who have worked at the library for at least ten years.
 - **MOTION (Waterman, Wolfrom):** To approve of the offering of an early retirement incentive to full-time employees who have worked at the library for at least ten years. Motion carried unanimously.
 - E-Rate Reimbursement
 - The library has not received its e-rate reimbursement yet, but all paperwork has been filed and the reimbursement is expected by the end of December. We should be receiving approximately \$17,000.
 - If the funds do not arrive by December 31, Kasperski recommended accruing it.
 - Disability Insurance/Extended Family Medical Leave Policies
 - The library does not currently offer disability insurance to its employees and it is not required by law. If we decide to offer this, it would cost the library \$1,337.52 annually to cover the current full-time and part-time employees. Staff members have asked about disability insurance here.
 - We have the option of taking a portion of the cost from payroll deductions to split the cost between staff and the library. Payroll deductions are limited to 1/2 of 1% of wages paid, but not in excess of 60 cents per week. This would bring the library's contribution to \$682.32 annually.
 - If employees cost share through payroll deductions and receive benefits, then the benefits are not taxable. If they do not cost share, then they have to pay tax on the benefits.
 - It would be a nominal amount, under \$1.00, that would come out of each employee's pay check and it would offer a tremendous benefit to any employee who needs it.
 - If we get this insurance, we can then offer an Extended Family Medical Leave policy to employees, which is paid entirely through payroll deductions (0.126% of an employee's gross earnings). The Extended Family Medical Leave includes maternity leave, that can be used in addition to disability. It would also allow for time off to care for ill family members.
 - **MOTION (Tenglund, Wagner):** To offer disability insurance and the Extended Family Medical Leave to the library's employees. Employees will participate through a payroll deduction cost share. Motion carried unanimously.
 - Annual Audit Engagement Letter
 - The library received the annual engagement letter from BWB. For 2018, the audit will be \$7,000 (an increase of \$100 over 2017) and the inclusion of preparing and filing the 990s and the CHAR 500 will be an additional \$1,000 (the same amount they charged in 2017). CHAR 500 is required because we are a 501C3 charitable organization.

- New Employee Salary Schedule for 2018
 - The new schedule has a 2% increase over the previous year's schedule for a new hire, with a 1.5% increase for each step. With the minimum wage increase, some positions had to be adjusted higher than 2%, such as the Cleaner and the Page positions. The positions of Clerk/Typist and Senior Library Page were also adjusted upwards so as to maintain a similar pay differential from Page as in previous years.
 - **MOTION (Edstrom, Tenglund):** To approve the 2018 new employee salary schedule. Motion carried unanimously.
- Art Auction at the Library
 - In January, the library will host an exhibit of local photographer P. J. Schwabenbauer's work in the Gallery. He is doing this free of charge, but he will list prices on his work so that people can contact him after the exhibit is over, if they are interested in purchasing any of the items on display. The Olean Business Development (OBD) has been working with the photographer on ways to market his work to help promote Olean. OBD is interested in hosting a reception at the library during the exhibit which would end with an auction of his work to benefit OBD.
 - Other organizations that have had similar arrangements have had problems later with receiving numerous requests for events like this. Also, we would, as a non-profit, be allowing an auction for another non-profit to be held here. This could create a problem if other non-profits wanted to do fundraisers for their organizations here. The library is not in a position to raise money for another organization.
 - The auction could be held elsewhere at a later date.
 - The work will be up for over a month. The library was going to hold a reception as well, which would help to raise awareness.
 - It was decided that the auction would not be allowable.
- Library Board Member Re-election/Recruitment
 - Wolfrom's term expires on June 30, 2018. He has decided not to seek re-election.
 - A discussion ensued regarding what is allowable for meetings regarding call in into meetings, under the open meeting law. Meetings held entirely by teleconference are not allowed because of the open meeting law. However, it is different when only one or two people need to call in. A resolution is needed to do this. La Voie will look into what is needed in such a resolution, which would be on the agenda in January or February.

2. Review of Financial Statements

- Kasperski reviewed the financial statements. He noted that on page 1, under current liabilities, the deferred income account is where the December tax payment should go (instead of on page 3 revenues).
- We should end the year very close to budget.
- The temporarily Restricted Fund Balance is money that was given to us for a specific purpose, such as computer funds or small grants.
- La Voie and Kasperski worked with the bookkeeper on the reports and their format. Carla has worked to have the reports be in line with what the board votes on in the budget, which is helpful. It was noted that the new reports look nice and are easy to use.
- Some of the variances this year were caused by hiring a full-time bookkeeper, the HVAC repairs, office supply/toner purchases that will be going through the state purchasing system,

postage expenditures that are still in the postage meter. The audit costs were another issue. Many of these things could not have been foreseen. While the budget will still end in a balanced state, next year should be more normal.

- Kasperski noted that the balance on the postage meter should be listed as a pre-paid expense and that it should be discussed with BWB on this.

3. Committee Reports:

CCLS Board Meeting report (Harry Wolfrom):

- They approved their budget and will be preparing a flat budget for next year due to uncertainties in the state.
- The Assembly Bullet Aid, which our library receives, has not yet been received and they did not know when it would come in, so it was moved to next year's budget. The Senate Bullet Aid has been received.
- They are still resolving issues with the Spectrum transfer.
- COSAC has four new members on the committee.
- They purchased a new delivery truck. They will try to increase the number of deliveries per week.
- The Sirsi contract runs out in 2018.
- The changes to the e-book check-out time has been working well.
- They will vote in February on a revision to their bylaws regarding term limits on the system board. It has been interpreted as two, full, consecutive terms. This needs to be clarified in the bylaws.
- There was an executive session to discuss the evaluation of the executive director.
- Following Wolfrom's report, there was a discussion about the Big Read Program.

Gallery Exhibit (Earl McElfresh and Harry Wolfrom)

- McElfresh said that the Beatle Exhibit was successful. Is there something else that we can put up that would draw as many people?
- Ideas about other exhibits were discussed. It is the 100-year anniversary of World War I. Something on the history of Olean and Cattaraugus County would be good; it could include memorabilia as well as current photos, as well as presentations. Waterman emailed Stickles, who handles programming, some ideas as well.
- McElfresh and Wolfrom will continue to work on ideas.

4. Old Business: None

5. New Business:

Olean Public Library Employees' Fund/Sunshine Fund

- We need to make it clear that the Board does not have any objection to the Sunshine Fund that is used for things that affect employees.
- We were questioned on this during the audit, so it is good to make sure that all of the record-keeping is in order if the funds are deposited under the library's tax ID.
- The fund needs to be under someone's social security number or tax ID, since it is deposited in a financial institution. We need to find out if it is under the library's tax ID number. Once that is known, then other issues can be ironed out.
- The fund is now called the Olean Public Library Employees' Fund.

Director's Annual Evaluation

- **MOTION (Edstrom, Wolfrom):** To enter executive session to discuss the director's annual evaluation at 12:06 pm. Motion carried unanimously.
- **MOTION (Edstrom, Tenglund):** To exit executive session to discuss the director's annual evaluation at 12:45 pm. Motion carried unanimously.
- The Board decided on a raise percentage; Waterman met with La Voie after the meeting to tell her the percentage and shared the results of the evaluation form that Board members completed. It was decided that the Board will meet with La Voie at the end of the January meeting to discuss points in her self-evaluation as well as 2018 objectives.

6. Adjournment: **MOTION (Edstrom, Tenglund):** To adjourn at 12:46 pm. Motion carried.

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

Respectfully submitted,

Ann M. Tenglund