

MEETING MINUTES
Olean Public Library Board of Trustees
March 21, 2018
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 by Lanna Waterman at 5:30 p.m. In attendance were trustees Edstrom, McElfresh, Tenglund, Wagner (via teleconference), Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (McElfresh, Tenglund):** 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 February 22-March 21:

#874 Operating Fund: \$93,018.00

#125-148 Cafeteria 125 Fund: \$188.56

#268 Capital Fund: \$3,110.00

Discussion:

- Larger transfers are being made than in the past, but that is due to the timing of the transfers.
- There were no concerns with the warrants.

C. Correspondence: None

D. Voice of the Public: None

E. Director's Report

- Trustee Election and Budget Vote Calendar
 - A petition has been received from Paula Bernstein. Two other people have a petition out but have not turned it in yet.
 - The trustee election and budget vote is scheduled for May 1, 2018.
- Voluntary Early Retirement Incentive

- Two library clerks have accepted the voluntary retirement incentive and will retire at the end of March.
- **MOTION (Tenglund, Waterman):** To accept the resignations of library clerks Gale Marvin and Nicole Moricca, with regret. Motion carried unanimously.
- Downtown Revitalization Initiative (DRI)
 - Waterman attended the public DRI meeting on March 14. The library's proposed project is being recommended to the state for funding. The state makes the final determination.
 - Our request was reduced from \$1.25M to \$1.1M so there would be more money for other projects they are recommending.
 - It will probably be two or three months before we hear back.
- Interior Renovations
 - One of the three emergency exit windows has been installed. Another exit window area requires a counter to be moved; the contractor is going to handle this at no cost even though it was not their mistake.
 - There is still no word on how the fabric panels will be handled.
 - Sharp edges on the new information desk counter need to be filed back.
- Laurens Street Property
 - On March 14, some trustees and the director met with the overseer of the property to tour it. They are interested in selling the property to the library.
 - There was discussion on the condition of the property. The house has been vacant for many years and would need renovation.
 - It would be problematic that the property is across the street from the library.
- Board Email Retention Policy
 - The Board needs to consider whether an email retention policy is needed. We should first consult with the library system. It was decided to do additional research first to see what is best.
- Robert Taylor Memorial Plaque (Gallery)
 - Mahar obtained samples and costs of possible plaques for commemorating the Gallery in honor of Robert Taylor. Donations have been received to cover the cost.
- Sidewalk
 - Many people have suggested that we need a sidewalk or pavers across the grassy area in front of the library to connect to the street side sidewalk, allowing people to cross past the bike rack and to the main library entrance. It is used as a short cut now. This would make it easier for patrons to get in and would also reduce the amount of mud tracked in. A regular patron has offered to pay for the new sidewalk to be put in.
 - A sidewalk would be better than pavers, because pavers can become uneven.
 - The possibility of using the grass area for diagonal parking was also discussed. There have been a lot of complaints about parking. It was decided to get an estimate on this idea as well.
- Library News
 - Jennifer Stickle and another local librarian will be presenting at this fall's New York Library Association conference.
 - The library has surpassed the 20,000 mark for members with library cards.
 - The annual Staff Recognition Party was held on March 9. Staff who have reached milestone years in their careers at the library were recognized, and other awards were given out.

- La Voie attended Library Advocacy Day in Albany on February 28. Both the Senate and the Assembly put out bills to restore the cuts that the governor had made. The Senate plan adds additional aid. There is also a proposed increase to the construction aid program, which would be very helpful to our library, especially with the concerns about the HVAC units and the potential for expansion.
- The annual Friends of the Library bookmark awards ceremony was held on March 17. Over 100 people attended.

2. Review of Financial Statements

- Kasperski went through the statements. There were still a few adjustments that needed to be made to the Excel spreadsheets, which were noted. It might also be good to look into using Peachtree to generate the monthly reports.
- The real property taxes should show the value, not a zero.
- We should book depreciation expense as well.
- Other than those items, everything looked good.

3. Committee Reports: None

4. Old Business

Final Audited Financial Statements

Scott Reed from BWB attended to present the final statements and noted that the two outstanding issues had been resolved:

- The books showed a discrepancy in the bank deposits due to an accounting snafu. They spent a good amount of time looking through the 2017 records to find out what went wrong. They found a couple of things:
 - The problems were in cash disbursements (the recording of money going out). There were no problems with cash receipts. Electronic automatic withdrawals were not recorded a couple of times, mostly on retirement remittances.
 - Something happened in September where there was a series of six checks that did not end up being recorded in the books. There were some problems with Peachtree, such as when updates were installed, it would crash. That might have been the reason.
 - Everything is now reflected in the books and in the audited statements. It balanced.
 - The lesson for the future is that we need to make sure that this does not happen again. Also, we need to make sure that there are no backdated checks.
- The retirement incentive issue from last year was that two people received incentives that were not run through payroll.
 - The W2 forms for the employees and the payroll tax returns were amended. The library also paid the employer and employee share of FICA tax.

- A letter was sent to the two employees advising them that they owe the library their share of the FICA tax. One employee has already remitted this.
- In the process of recording this, the advances were recorded as a receivable.
- Retirement incentives for this year are being handled by our payroll firm.
- They are now in the process of finishing the 990 form that is due in May.
- After Reed left the meeting, the board discussed whether the library should continue to use Peachtree. Kasperski said that Peachtree was the more sophisticated system and is not known to have crash problems elsewhere.

5. New Business

MOTION (Tenglund, Edstrom): to approve proposed 2019 Budget. Motion passed with five in favor (Edstrom, Kasperski, McElfresh, Tenglund, Waterman); 1 opposed (Wagner); 0 abstaining.

Discussion:

- It would not be wise to cut library materials. When people pay their taxes, they expect that the library will have current materials.
- The director recommended going for the 2% tax increase because if there are hard times in the future, we will need this. This year, we have had positive press, people are excited about the renovations, and this is a year to ask for what we needed. In addition, there is the minimum wage increase to consider, along with possible needs for HVAC repair. We are at a baseline staff now, so if additional people leave, we would need to hire.
- There are also annual increases in library materials.
- There was discussion about the arts grant. It might be the case that the library would not take the final year of funding; our match is higher than the grant amount. We have had issues and it might be best to continue on our own. The board had no problem with declining the grant. What this would mean in the budget is that income and expenditures would both be reduced by \$10,000.
- Another board member was philosophically concerned about Western New York and the long-term future of our community. We need to be sensitive to the poverty in the region.

MOTION (Tenglund, McElfresh): to adopt Tax Cap Override Resolution for proposed 2019 Budget:

Whereas, the adoption of the 2019 budget for the Olean Public Library may require a tax levy that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Olean Public Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on March 21, 2018.

Motion carried unanimously.

Discussion:

- We need this resolution because we do not know what the tax cap will be. This does not necessarily mean that we will exceed the tax cap.
- We are not expecting to override the tax cap this year.

Board designated restricted fund

- The board needs a designated restricted fund to show that funds are being saved for specific reasons. We have a current board designated fund and can add to that.
- This will be on the agenda for the next meeting. Before the next meeting, we need to find the resolution that set up the current board designated fund.

Capitalization policy/purchase amounts

- **MOTION (Kasperski, McElfresh):** To increase the capitalization purchase amount to \$1,000. Motion carried unanimously.
- The current policy was \$500. This motion would mean that anything under \$1,000 would not be capitalized.

Staff Report: Kim Mahar

- Mahar, in addition to serving as assistant director, oversees the information desk, and hires and oversees the part-time librarians.
- Delivery of materials to and from the library system is handled in her area. There are thousands of items going out and coming in every month.
- Mahar also handles interlibrary loans for materials that patrons need that are not held by any of the 38 libraries in the system.
- Collection development: All of the librarians, as well as some of the staff, purchase materials for the collection. Each librarian has a budget. Each person also is expected to weed their area of the collections. Collection development also includes DVDs, databases, and non-fiction.
- Mahar takes care of periodicals as well. We have a wonderful periodical collection that elicits many positive comments.
- The library also offers genealogical research. Mahar oversees this and is one of the experts in the library in this field. Mahar had some samples of periodicals that are helpful in this area, as well as for knowledge of the local area. They record all of the obituaries and the dates from the Olean Times Herald in a notebook. There are resources on the website as well. There is a volunteer who assists with local history files. Files are kept about significant old businesses or events, such as floods, etc. They are hoping to run some sessions on how to use Ancestry.com

100th Anniversary of the World War I Armistice

- This will be on the agenda for the next meeting.

6. Adjournment—**MOTION TO ADJOURN (Kasperski, McElfresh)**: To adjourn at p.m. Motion carried unanimously.

Reminder: Budget hearing is Tuesday, April 17, 2018, at 6:30 p.m. in the Gallery

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

Respectfully submitted,

Ann M. Tenglund