

MEETING MINUTES
Olean Public Library Board of Trustees
May 16, 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 Tenglund, Wagner, Waterman, Edstrom, Wolfrom, Assistant Director Mahar, and Director La Voie.

1. Consent Agenda Items: **MOTION (Edstrom, Wolfrom):** 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 19-May 16:
#876 Operating Fund: \$68,824.81
#125-150 Cafeteria 125 Fund: \$34.72
 - C. Correspondence: A card received from the staff thanking the board for thinking of them during National Library Week. Waterman had brought in a large plate of cookies for the staff.
 - D. Voice of the Public: None
 - E. Director's Report
 - There was a good turnout for the trustee election and budget vote. We had a 91% approval for the vote. Larry Sorokes was elected to the board and will begin his term on July 1.
 - Interior renovations are close to being finished. The only things left are the two emergency windows. Work on covering the back-wall panels is scheduled to begin this week.
 - Intents to apply for New York State Construction Aid are due on July 15. La Voie said that she can generate a couple of proposals written around (a) the Downtown Revitalization Initiative (DRI) and what additional funds could do, or (b) what we would do if we did not get the DRI. Ideas about construction were discussed.
 - The NYS Retirement System requires that staff hirings and terminations be reflected in the Library Board meeting minutes. Sarah Northington was hired as a library page; her first day of employment will be 5/21/2018. We will also be hiring a part-time clerk.
 - In FY 2017-18, the Friends of the Olean Public Library gave \$20,601 to support our collections, programs, and services. This is a significant help to us. Board members were encouraged to thank the Friends volunteers for their hard work.

- La Voie met with the county Civil Service office representative; the meeting was very helpful.
- La Voie and Stickles were asked to lead a session for the LEAD Library Management classes. The sessions went well.

2. Review of Financial Statements

- The library has migrated to QuickBooks. The system sent someone over to help with this. They will also work with the BWB QuickBooks specialist on further report formatting issues.
- It was noted that it was helpful to have the Difference Average/Actual column.
- There is an overage in the clerical staff line because of the retirement payouts.
- We had not budgeted for the insurance payouts, but this was a small amount, and something that the board had voted to do.
- It looks like we are spending more on professional fees, but that is because of the extra time that BWB had to spend on the Peachtree problem.

3. Committee Reports: None. Edstrom will be taking over for Wolfrom on the CCLS System Board.

4. Old Business

Smith-Barney account

- Community Bank will collateralize the money that we move to the back from the Smith-Barney account.

WWI Armistice exhibit

- The article was in the newspaper about the exhibit. They have had quite a few calls from people who are willing to lend things for the exhibit. It was suggested that possibly the Bent Brass would be interested in playing for the exhibit.

5. New Business

Chief Financial Officer/Treasurer Positions

- La Voie checked on this and got information about what these positions do. A lot of school district libraries, if they do not use the school district treasurer, use a fire department treasurer, because they are governed by the same rules. Possibly the Town of Olean fire department treasurer could help with this. The person has to be bonded as well.
- We have a log book for the checks that are run through the check signer.
- La Voie will discuss this with Kasperski. Kasperski would then serve as the financial officer. Only school district and municipal libraries have to do this.

MOTION (Edstrom, Wolfrom): to approve the results of the May 1, 2018 vote on the Library Budget Increase for 2019 and to elect one Library Trustee. Motion carried unanimously.

A motion to appoint a slate of officers will be on the June 20, 2018 reorganization meeting of the Olean Public Library Board of Trustees.

Status of Niagara Mohawk building (Ed Wagner)

- There was not much to report. The county renewed its lease until March 2023. They can sell the building, subject to the lease, but the lease would remain in place. If the library owned it under that circumstance, we would need to pay property tax.
- This is something that we should keep in mind.

Friends tentative wine and cheese party

- The Friends want to do a fundraiser where they bring in local wineries to do an event. It would be in conjunction with the end of the building renovations.
- The insurance company is fine with it. The wineries or liquor stores are the ones that have to carry the insurance.
- A beer and wine permit would be needed.
- The event is tentatively planned for Friday, September 14 from 7:00-9:00 p.m.
- It would be a presale ticket event.
- It has been done elsewhere and it is very successful. It also helps to make people who might be willing to give larger donations aware of needs.
- Some were opposed to holding an event involving alcohol in the library. It sends the wrong message to the youth. Could the event be held somewhere else? Possibly, but that would defeat the purpose of getting people in to see what has been done with the renovations so far. It would help if non-alcoholic beverages could also be made available.
- **MOTION (Tenglund, Wolfrom):** To approve the wine and cheese party. Motion carried.

MOTION (Edstrom, Wagner): to approve public meeting room policy changes in section 2, as follows:

- Organizations may book the meeting rooms up to ~~six~~ **three** months in advance. Except for Library and Library related programs groups may not **use book** the meeting rooms **in advance** more than once each month; limited series of weekly or daily meetings may be scheduled at the discretion of the Director. **If the meeting room is not in use, groups may sign up at the Circulation Desk to use the room.** Library-sponsored activities take priority in the use of the room and the Library reserves the right to reschedule or cancel meetings. Motion carried.

Talks at the Library

- There have been talks on Big Foot, haunted houses, and UFOs at the library. These programs were well attended.
- One trustee had a philosophical problem with this because these have not been proven to be true. The library has prestige and we do not want to squander that prestige by sponsoring these types of programs. It seems as if the library is endorsing that type of topic.
- There might be other things that we would not want to endorse.
- There is a national disregard for scientific truths at this time. For example, we are told that there is no problem with pollution or global warming.
- The library should not be part of a culture of encouraging people to think that these things were legitimate. We should sponsor things that are generally accepted science. If a club was sponsoring the talks on UFOs, for example, that would be different.
- How do we decide what we are going to promote?

- A trend nationally is that public libraries have a mix of programming, which includes serious speakers as well as some of these types of topics. There is room for debate on these topics.
- Others did not feel that the library was saying that something was a fact just by hosting a program. We also have to be careful about censoring ideas. The library does not censor any points of views. These programs are in line with mainstream culture; they are not topics that are on the fringe of mainstream culture.
- What thresholds should exist? Some felt that if there was a threshold, then where is the threshold set? If you start getting into legalities of hate speech, etc., that would be different.
- Others did not think that this was censorship. Some felt that it was a service to bring certain programs in to start a dialog. People are invited to research the topic afterwards.
- As policy makers, the Board needs to be careful about restricting rational speech.
- Does anyone disagree that there has to be some threshold? No. People do not have unlimited freedom of speech. But the bar is set high.

Sheryl Soborowski gave a report on what has been happening in her department.

- She supervises circulation hiring, training, and volunteers.
- Day-to-day circulation operations
- Collection Development
- Memorials (sending acknowledgements and making bookplates)
- Knit and Crochet Group
- Member of the CCLS Marketing Committee. The committee is giving out ten micro-grants to do marketing for libraries. They are currently planning new system-wide library cards. These cards would match those used in other system libraries but would have contact information for the local library.
- Continues to maintain the Take a Book, Leave a Book shelves/boxes around town. Locations: Union Tea Café, Rainfresh Laundry, Little Free Library in Allegany State Park.
 - There are a couple of other little free libraries around town near certain homes.
 - These might be helpful around the housing projects in the city—they have a community center at each of them. There also used to be a program from the library done once a week, with stories, etc. It was held in the summer. Sheryl will look into something that can be done in conjunction with these housing areas.
- There are 11 adult volunteers. The volunteer dinner is next week. Volunteers put in approximately 700 hours of service.
- The Dine and Donate program at Good Times gave us only \$90 toward summer reading programs, but it was good advertising. Ideas for other similar fundraisers were discussed.
- The Cattaraugus County Fair Outreach Table was staffed last year and will be again this year.
- In August 2017, the library distributed 700 pairs of grant-funded solar eclipse glasses.
- Also in August, the library had a table on the street for the first StrOlean. In November, they did a roving Little Free Library. They are planning to do StrOlean again this year.

- They have had a good relationship with the YMCA. Sheryl goes to almost all of their events. They had an outreach table at their Back to School Bash and the Book Nook is still there.
- Sheryl volunteered to represent NYS libraries at the New York State Fair Outreach Table. She also assisted with a CCLS (System) Outreach table at the St. Bonaventure University Library.
- They did something with the dental offices in town called “Brush, Book, Bed,” which promotes a nighttime routine.
- Sheryl has kept up contact with the Community Schools Advisory Board.
- Sheryl had the library’s logo digitally enhanced to get rid of the gray shadow. This reproduces better.
- They had a free taxes workshop twice in the spring. The presenter also wants to book for next year.
- New directional signs to direct people to the library from Union and State streets have been put up.
- The library and the Greater Olean Chamber of Commerce installed a spinning brochure rack in the Chamber’s office. They will have packets about the library available. Sheryl will also take packets to the area’s larger employers to ask if they would give them out to new employees.
- At the advocacy event held this spring, Sheryl and others had developed a handout with facts and stories about how the library makes a difference.
- Sheryl has presented to the senior center. Seniors can also get an audio book reader as part of a free service through the state.
 - There was a question as to whether the library had a printer to print Braille. They do not. It was suggested that the Lion’s Club might fund such a grant. Or possibly a local church that has one that is not used could loan it to the library.
- The Charter for Compassion was signed and sent in in March.
- The library picks up litter on the block where the library is.
- Sheryl is working with the Little League baseball team again this year and is also working with a girls’ softball team.
- Recently Michelle and Jen made a connection with the League of Women Voters and they set up an outreach table in the library’s lobby one Saturday.
- Just yesterday, they connected with the Council on Addiction Recovery Services.
- Sheryl has contacted numerous organizations to fill the lobby display cases.
- Upcoming events include the volunteer dinner, an Erie Canal exhibit, StrOlean, the YMCA summer kick-off event, and the CCLS Cattaraugus County Fair Outreach table.
- Sheryl said that we need a new tablecloth/runner for outreach tables setup.
- Various future projects were discussed, such as coordination with Meals on Wheels, a Lunch-n-Learn program with the Chamber about e-books, etc., They will probably do radio commercials for the summer reading program.
- Sheryl is researching an option to have a small shopping cart for people to use while in the building.
- There are deposit collections, through CCLS, at local nursing homes.
- The library is actively recruiting volunteers. Volunteers handle shelving, used book sale setup, program assistance, sitting at a table at a conference, etc.

6. Adjournment: **MOTION (Edstrom, Wagner):** To adjourn at 7:14 p.m. Motion carried.

Reminder: Annual OPL Volunteer Dinner, 5/22 at 5:30 PM (Good Times).

Next Board meeting: June 20, 2018

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

Respectfully submitted,

Ann M. Tenglund