

MEETING MINUTES
Olean Public Library Board of Trustees
September 20, 2023
5:30 P.M. – Conference Room

The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.

Call to Order by Board President Lanna Waterman at 5:30 p.m. In attendance were trustees Copella, J. Mahar, McElfresh, Tenglund, Waterman, Whitford, Library Business Office Manager Heather Angell, Treasurer Wetherell, Assistant Director K. Mahar, and Director La Voie.

1. Waive the reading of the minutes of the previous meetings and approve as mailed.
2. Voice of the Public/Correspondence: Resignation letter from Alijah Fox.
 - **MOTION (Tenglund, Copella):** To accept the resignation of Alijah Fox, with regret. The motion carried unanimously.
3. Approval of Warrant Sheets August 16 – September 20:
#941 Operating Fund: \$102,634.33
#316 Capital Fund: \$23,130.00

Discussion:

- Electric/gas bills were down because they have been estimating, and we did not owe much at the end of last year.
- They are looking into maintenance agreements for HVAC repairs. It is good to go out for quotes every few years, per our purchasing policy and OSC recommendations.

4. Review of Financial Statements

Discussion:

- The bank reconciliation looked good.
- There was a decrease in cash and the fund balance, which is typical at this time of year as the tax revenue is spent.
- Interest earnings are up because the rates are up.
- We received quite a bit of state aid in August.
- Gifts and donations are trending ahead, which is helpful.
- Grant spending is on track.

MOTION (McElfresh, Copella): To approve agenda items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

NYS Construction Aid

- New exterior lighting and upgrading of the existing exterior lights, which was part of our 2022 NYS Construction Aid application, has been completed. It has

resulted in a huge improvement at night, with both parking lot areas, the green space, and the Laurens Street side of the Library being much better lit.

- The other part of the 2022 project is to install an upgraded security camera system, which will include additional cameras on both the exterior and interior of the building. That portion will be costlier than originally anticipated because the data cabling cost was not included due to CCLS thinking that cabling was E-Rate eligible, which it is not. Work on the cameras has not yet started.
- The State recently announced official approval of funding for the project, and we should receive 90 percent of the total within the year. Once the entire project is completed, we'll receive the final 10 percent of the funding (which is 75 percent of the total estimated cost).
- A vendor has suggested new HVAC units that would work with the units we already have. They will get back to La Voie on this for further consideration.

Personnel Updates

- Teen and Adult Programming Librarian Alijah Fox submitted her letter of resignation on September 5th, with a final day of September 21st. Her duties are temporarily covered by other staff until there is a plan to hire for her position.
- Library administrators offered the vacant evening building attendant position (i.e. security and cleaning).
 - **MOTION (Whitford, J. Mahar):** To appoint Joseph Reagle as an evening building attendant, to start on September 25. The motion carried unanimously.

Annual NYS Property Tax Cap Filing

- On September 7th, La Voie filed the annual tax cap form with the NYS Comptroller's Office. In our 2023 tax vote (for FY 2024) we included the available carryover from 2023 in the amount of \$16,482. With PILOTS and Retirement System exclusions, and a levy growth factor of 1.02 percent, our total allowable tax levy was \$1,102,687. We asked for \$1,098,796. Therefore, in 2024 our carryover amount will be \$3,891.

Employee Handbook Updates

- Under the "Probationary Period" and "Performance Review" sections of the Employee Handbook (pages 3-4), a couple of corrections were needed.
 - Under "Probationary Period," the Handbook reads "Upon successful completion of the probationary term new employees become eligible for any pay increase that became effective on January 1 of the year following the date of hire." In practice, all employees receive the same percentage pay increase for their positions on January 1, regardless of provisional/probationary/permanent status.
 - Under "Performance Review," the Handbook states "Pay raises may be based on performance reviews." We no longer base pay increases on performance reviews. Both phrases should be removed from the Handbook.
 - **MOTION (Whitford, Tenglund):** To remove the phrases noted above from the Employee Handbook. The motion carried unanimously.

2024 Holiday Schedule

- There were no changes proposed for the holiday schedule. Its approval is noted under the "New Business" section of these minutes.

CCLS Annual Meeting

- The CCLS Annual Meeting will take place on Wednesday, October 11th from 3 PM- @ 8 PM. The first part of the meeting, 3-5 PM, will include workshops for staff and trustees. K. Mahar will present on our experiences and response to the First Amendment audits that took place at OPL. La Voie is unable to present due to a conflict.

Friends of the Library

- The Friends gave us a generous check for the book endowment. The Board will sign a card for them at the next meeting to thank them for their efforts and generosity.
- The 5th annual “Read Between the Wines” fundraiser took place on Friday, September 8th. It was another huge success! While there were slightly fewer people in attendance than last year, earnings were actually higher this year, making it the most profitable fundraiser yet!
- The FeBREWary beer tasting fundraiser is scheduled for Friday, February 9.

News from the Library

- La Voie thanked the Board for the luncheon provided on Staff Development Day.
- On September 6th, a plaque was installed in the Gallery in honor of the Frances Bean O’Connell endowment. La Voie will do a write-up about it for the October newsletter..

6. Committee Reports

CCLS

- CCLS is operating at a deficit this year. It is a tight budget year. The Executive Board met to discuss sustainability. They decided they need to look at other avenues for funding, such as charitable organizations, because state funding most likely will not increase. Historically, they did not reach out to these organizations because they felt it would compete with member libraries’ fund raising, but if the funds were used for programming, everyone would benefit.
- There was another meeting to discuss space needs with the executive committee at the Prendergast Library in Jamestown.

7. Old Business

Library space needs – updates [Strategic Plan Goals 1&3]

- **MOTION (Tenglund, McElfresh):** To enter executive session at 5:40 p.m. to discuss space needs. The motion carried unanimously.
- **MOTION (Tenglund, J. Mahar):** To leave executive session at 6:14 p.m. The motion carried unanimously.

Community Bank investments [Shumway/Weatherell/Angell]

- Angell said that a CD matured in August and those funds are ready for reinvestment. The commercial side does not offer a competitive money market rate. CDs will need to be reinvested immediately upon maturity to gain the most on our investments.
- The money market option on the Trust side is liquid and fully collateralized. Municipal deposit accounts on the Commercial side are also fully collateralized.
- Discussion ensued regarding the fact that interest rates may not continue to increase.
- The funds from the matured CD are currently in a money market account on the Trust side at 5.25%.

- Angell will get further information on how much the investment would earn after 9 to 12 months. The Board will reconsider this again next month.

8. New Business

2024 Holiday Schedule [Action Item]

- **MOTION (McElfresh, J. Mahar):** To approve the 2024 Holiday Schedule. The motion carried unanimously.

Tax Cap

- **MOTION (J. Mahar, Copella):** To rescind the tax cap override vote approved in February 2023, as the Library did not exceed the tax cap for 2024. The motion carried unanimously.
 - We vote to exceed the tax cap in case we need it, and then we rescind it when it is not needed.

MOTION TO ADJOURN (McElfresh, Tenglund): at 7:01 p.m. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund