

MEETING MINUTES
Olean Public Library Board of Trustees
October 16, 2024
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 at 5:30 P.M. by Board President Lanna Waterman. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Whitford, 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: None
3. Approval of Warrant Sheets for September 19, 2024—October 16, 2024:
 #955 Operating Fund: \$107,936.39
 #329 Capital Fund: \$2,305.00

Discussion:

- There was not anything out of the ordinary. There was a larger subscription payment, but it was an annual payment.
- Two payments were made to Bank of America because Manley Grant purchases were made on the card.
- The disability insurance is calculated on a percentage of wages. We are insured for a certain percentage of income replacement when someone is out on disability. Our rates were based on a lower percentage, and our invoice will be adjusted. Other options are also available that will not be as expensive. We take employee deductions out for this as well.
- The fourth quarter of the HVAC maintenance was paid.
- There were a lot of snacks and drinks purchased for the Teen Room. We have spent \$2,500 so far this year, which is not bad given current costs. \$3,000 was budgeted. We also received commercially packaged donations, and everything is consumed here and not taken home.

4. Review of Financial Statements

Discussion:

- We are ahead on revenues.
- We will probably use approx. \$113,000 of fund balance, which is better than what was budgeted.
- We are spending grant monies as needed.

MOTION (McElfresh, Shumway): To approve Agenda items 1, 3, and 4. The motion passed unanimously.

5. Director's Report

HVAC Unit Replacements

- Our architect and an engineer met with representatives from Mazza to look at the HVAC units that are being replaced and confirm that the new units Mazza has proposed will work with the building now and in the future. One unit is in a location that will necessitate a redesign of potential plans for gallery space.
- Now that the units have been assessed, the library has issued a purchase order to Mazza, which will be reviewed through the TIPS process to ensure it is in line with regional fair market values.
- NYS Construction Aid will cover a portion of the HVAC project.

NYS Construction Aid

- On October 1, the NYS Education Department/NYS Library announced that the Olean Public Library's 2023/2024 Construction Aid application to renovate the two public restrooms was approved. We will receive \$68,625 from the state, which is 75 percent of the project. The project also includes new colored metal panels to go under the windows on the exterior of the building and a new tankless water heater to provide hot water throughout the building.
- The proposal can be amended if the library renovates the current building.
- One of the restroom floors needs repairs (the concrete is lifting and cracking, ruining the tile flooring and pushing the metal restroom stall out of place); these repairs were included in the scope of this grant. The repairs should be done soon for safety reasons.
- As reported at the September meeting, CCLS had unallocated Construction Aid this year due to one of the member library's projects not being able to go forward. Our library submitted a proposal to create a new, larger teen room with two attached small group study rooms as a standalone project that would work with any future renovations. The CCLS Board has approved the proposal and submitted it to the state.

Insurance Updates

- As reported at the September meeting, our building insurance policy with Utica was recently renewed. According to the architect, we are not insured for the total amount needed to replace the building in the event of a total loss. Utica sets our current building limit. Our coinsurance requirement is to be covered for 80 percent of the building replacement cost. Our policy could increase anywhere from \$1,875 to \$3,909, depending on the coverage chosen.
- We may need a more detailed cost analysis using an "RC Building Cost Estimator."
- Jan Dekoff checked with an attorney regarding the need for a crime policy to cover the tax check. The attorney had never heard of such a requirement and could find no statutory or regulatory requirement related to this. Therefore, the library will drop that policy, saving us \$1,075 annually at the current rate.

NYSLRS 2025 and 2026 Estimated/Projected Bills

- The most recent estimated bill from the NYS Retirement System for 2025 is higher than anticipated. The estimate is calculated using 4/1/2023-3/31/2024 reported salaries.
- The projected estimate of the 2026 bill is a substantial increase over what we budgeted based on the estimate received in 2024, which was all we had to go on when we were working on the 2025 budget in early 2024.

September Gifts/Grants/Donations [Action Item]

- **MOTION (Mahar, Copella):** To accept, with gratitude, the following gifts in September:
 - \$12,000 from the Friends of the Library for the annual Book Endowment gift;
 - \$812.65 from the Marjory Burdus endowment (payments are received quarterly);
 - \$50 memorial donation for Molly Wagner,
 - \$400 memorial donations for MaryLou Muir,
 - \$50 memorial for Jerry Colf;
 - \$35.53 in anonymous donations.
- The motion passed unanimously.

Personnel Updates [Action Item]

- **MOTION (Whitford, Shumway):** To approve, with regret, Treasurer Diane Weatherell’s resignation as of October 19, 2024. The motion passed unanimously.

Friends of the Library

- As reported last month, the Friends of the Library nominated Kathy O’Malley, the Coordinator of Children’s and Family Services, for WNYLRC’s 2024 Library All-Star Award, and WNYLRC selected her as the recipient. Kathy will receive her award at the WNYLRC Annual Meeting, which will be held on Tuesday, October 22’ at the National Comedy Center in Jamestown.
- At their October board meeting, the Friends agreed to provide the remaining amount from the Manley grant application that the Manley Trust didn’t cover. The application requested \$7,733.94 for equipment and supplies to grow our Maker Space; Manley awarded us \$5,000. The Friends agreed to provide \$2,733.94 to cover the remaining funding. This year, they plan to feature the Maker Space in their Giving Tuesday fundraising efforts.
- They also approved up to \$125 for the Children’s Department Halloween celebrations – every year, the Friends provide funds for donuts and cider for the children attending the events.
- Several Friends commented on seeing a number of trustees at the last wine-tasting fundraiser. They truly appreciate knowing Library Board members support their events and see the hard work that goes into them.

News from the Library

- The CCLS Annual Meeting was held on Wednesday, October 9, at the Chautauqua Harbor Hotel in Celeron. The first part of the meeting, 3–5 P.M., included workshops for staff and trustees. La Voie attended a workshop on fundraising.
- The evening portion included the annual business meeting (in which Reed McElfresh was voted in as the next CCLS board president), dinner, and the keynote address given by the Executive Director of the New York Library Association (NYLA). She discussed the importance of library advocacy on both the local and state levels. She also gave an overview of NYLA.
- The James Prendergast Library’s Executive Director will retire in February 2025.

6. Committee Reports

CCLS Board Meeting (McElfresh)

- The annual meeting had workshops, including one on fundraising. Jan has a Power Point presentation that she'll share. NYLA has a fundraising toolkit for trustees. The workshop included some different and interesting fundraising ideas. McElfresh was elected CCLS board president at this meeting.

7. Old Business

Library Space Needs – updates

- Larry Sorokes was present. As a follow-up to the bonding conversation, there is a Catt County Resource Corporation that could be an option for us. La Voie spoke with the attorney, and our schematic designs are fine if we go forward with bonding.
- Sorokes went through some ideas for a possible capital campaign. He outlined steps that will be needed before any possible campaign can begin.
- For donations, we need a policy regarding stock donations. Is the stock held, immediately sold, etc? St. Bonaventure University has an excellent website that explains how they do it.

Community Bank Investments (Shumway/Wetherell/Angell)

- Heather provided a handout on current CD holdings, which shows a \$300,000, unrestricted CD maturing on October 19. It will automatically be reinvested in a three-month CD unless the library requests something different. Two other CDs, totaling \$400,000, will mature in November. Because of the delayed school district tax collection this year, the board questioned whether the library's tax check will be later than the usual November arrival. Members felt it may be best to cash out the matured CD in case it is needed for cash flow. Heather will call the school district's finance person to inquire about the expected delivery date of the check. If it will arrive on time, then the members would want the \$300,000 from the CD reinvested in another three-month CD.
- **MOTION (Shumway, McElfresh):** To give Heather the authority to reinvest in a three-month CD at 4.25% provided that the tax check will arrive in November as scheduled. The motion carried unanimously.

8. New Business

2024 budget adjustments [Action Item]

- Heather provided a handout with 2024 budget line adjustments that included increases in the operation/maintenance, periodicals, state retirement fund and disability/paid family leave lines and also included reductions in the staff, benefits and supply lines.
- **MOTION (Copella, Shumway):** To approve the 2024 budget adjustments. The motion carried unanimously.

Personnel Matters

- **MOTION (McElfresh, Mahar):** To enter into Executive Session. The motion carried unanimously.
- **MOTION (Shumway, McElfresh):** To close the Executive Session. The motion carried unanimously.

MOTION TO ADJOURN (Mahar, Whitford): To adjourn at 7:56 p.m. The motion passed unanimously.

Respectfully submitted,

Ann Tenglund and Laura Whitford