

MEETING MINUTES
Olean Public Library Board of Trustees
November 20, 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 October 16—November 20:
 #956 Operating Fund: \$138,533.76
 #330 Capital Fund: \$4,782.35

Discussion:

- Book spending us up but we will still be slightly under in this line. There was an \$8,000 Baker and Taylor bill, up \$3,000 from the previous month, and a \$5,000 one from CCLS, primarily for books. Library materials increased by approximately \$2,800 due to the increase in the Baker & Taylor bill along with electronic resources.
- Four sewing machines were purchased from the Manley Grant, and a Dell laptop was purchased from CCLS.
- There were several program expenses in November.
- Three payrolls appeared on this warrant, which made it higher.
- The Candid payment is for a database paid from CBA funds.
- We received a donation of \$2,733.54 from the Friends of the Library.

4. Review of Financial Statement

Discussion:

- We will probably need to use some fund balance with the end-of-year expenditures.

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

5. Director's Report

Property Tax Check

- The school district mailed out the 2025 property tax check for \$ 1,124,663 on Friday, 11/15, and the library received it today. The school district does not yet know when we will receive the 2025 PILOT payment or the amount.
- La Voie and Angell had looked back at taxes from approximately 2006 to the present to see what was requested annually. There were eight years when we did not seek an increase and two years when the requested increase was minimal/less than what we could have received. If we had asked for a solid 2% yearly, our property tax revenue

would be an additional \$160,224. This analysis demonstrated that going for a tax increase now would have been a much smaller increase. It does catch up with us.

NYS Construction Aid

- La Voie was working on two Construction Aid project amendments. One is for the security camera and lighting upgrades we did last year. Some minor changes were made while the work was taking place. The Division of Library Development (DLD) said the changes are within the scope of the original application, and they will likely approve all of the changes/additions made.
- The other amendment was for the upcoming HVAC replacement project. Because we will not replace the two older units with Seasons4 units, as proposed in the grant application, but with less expensive, more energy-efficient units, we should notify the state of this change in advance.

Building Insurance Update

- As reported in the past couple of meetings, our building coverage through Utica was inadequate. Our coinsurance requirement is to be covered for 80 percent of the replacement cost. Our agent increased the limit for a premium increase that was less than expected.

NYS Retirement System Bill

- The 2025 Retirement System bill has come in. Prepayment saves us approximately one percent of the total amount owed. The invoice will be paid soon to take advantage of this prepayment incentive.

October Gifts/Grants/Donations [Action Item]

- **MOTION (McElfresh, Whitford):** To accept the following, with gratitude:
 - \$2,733.94 from the Friends of the Library for Makerspace equipment (this was the amount not covered by the Manley Trust for the \$7,733.94 request we submitted earlier this year);
 - \$50 memorial donation for MaryLou Muir;
 - \$46.40 in anonymous donations, \$10 of which was specified for the Children's Department.
 - The motion passed unanimously.

Bullet Aid/Grants in Aid

- New York State Grants in Aid funds (formerly known as Bullet Aid) were made available to all CCLS member libraries to apply for. We asked for funds to pay for 42 replacement chairs. However, the approved funding was approximately \$5,000 less than we requested, allowing us to purchase four handicapped-accessible chairs for our ADA-complaint workstations, four for the microfilm reader stations, and new chairs for the Information Desk. We also wanted to replace a large number of older chairs throughout the Library, including at the public computers, scanning station, and conference room chairs. We need to replace all of the chairs we listed in our request, so we will investigate other funding options to do so.
- The order for the approved chairs will be placed once the state releases the funds. We do not know when that will be.

Personnel Updates [Action Item]

- **MOTION (Whitford, Copella):** To appoint Fran Steffen as the Treasurer, effective November 15, 2024. The term will end on June 30, 2025. The motion passed unanimously.
 - Steffen is replacing Diane Wetherell, who recently resigned. Wetherell met with Steffen to fill her in on the position.
 - Steffen will be eligible for reappointment at the end of her term in June 2025.
 - Steffen will take the oath of office, which will be filed with the County within a month of her appointment.
 - She will begin attending board meetings in December.
- **MOTION (Tenglund, Whitford):** To approve treasurer Fran Steffen as a signer on all bank and investment accounts. The motion passed unanimously.
- **MOTION (Tenglund, Shumway):** To appoint Elliot Lothridge as a page, beginning November 11, 2024. The motion passed unanimously.

Friends of the Library

- As reported last month, the Friends nominated our Coordinator of Children's and Family Services, Kathy O'Malley, for a WNYLRC 2024 Library All-Star Award, which she was awarded. The ceremony was held during WNYLRC's annual meeting at the National Comedy Center in Jamestown. Many people were there to support her, including some of her family, library staff, library board, and Friends board members.
- The Friends will once again participate in Giving Tuesday on December 3. This year, they plan to feature the Library's emerging Makerspace as a focus for support.
- The Friends are currently running their annual Poetry Contest for area high school students. There will be a reception for the winners at the Manny Hanny Building on December 5 at 7 P.M.

News from the Library

- La Voie attended a meeting where the Open Meetings Law was discussed. When going into executive session, if nothing discussed requires a vote, the minutes should state "no action taken."
- The Library and WNYLRC will host a legislative advocacy meeting with newly elected Assemblyman Joe Sempolinski on Tuesday, December 10, at 10:00 A.M. in the Gallery. This is an opportunity to communicate the need for state funding for libraries and discuss their importance to the communities they serve.
- Trunk-or-Treat, organized by Outreach Librarian Sheryl Soborowski, ran on Halloween from 6–8 P.M. Over 19 community agencies/groups participated in the event in the Library parking lot, reaching 420 children. The total attendance, including adults, was approximately 800 people.

6. Committee Reports: None

7. Old Business

Library space needs – updates.

- Larry Sorokes was present to discuss funding and bonding options for a possible project.
- A comparison chart to help make these decisions when needed would be good.
- The role of our library as the co-central system library was discussed.

Community Bank investments (Shumway/Wetherell/Angell) [Action Items]

- **MOTION (McElfresh, Whitford):** To accept the budget officer's recommendations regarding reinvestment of maturing CDs. The motion passed with Copella abstaining.

Personnel matters

- **MOTION (Copella, Tenglund):** To enter executive session to discuss personnel matters at 6:16 P.M. The motion passed unanimously.
- **MOTION (Whitford, J. Mahar):** To exit executive session, with no action taken, at 6:39 P.M. The motion passed unanimously.

8. New Business

Final 2025 budget

- Minor changes in the draft 2025 budget will be needed to accommodate salary adjustments, insurance projections, maintenance, and other items. The board has to adopt it by December 2024. Once the budget is adopted, amendments can still be made as needed.
- A summary of the items that are increasing and decreasing will be available in December when the board will consider a motion to adopt the budget.

2026 budget planning

- Library personnel are starting to work on the 2026 budget by starting with forecasting. They will bring something to the board in January. The Finance Committee will most likely also look at it.

Employee Handbook updates [Action Items]

- Updates to the Employee Handbook were needed to include practices currently followed.
- **MOTION (Whitford Tenglund):** To approve the timekeeping changes as presented. The motion passed unanimously.
- **MOTION (Tenglund Shumway):** To approve the revised work schedules policy as presented. The motion passed unanimously.

Cash Controls Procedures update [Action Item]

- Usually, the board does not approve procedures, but because the board authorizes the payment of bills, it was necessary to have a motion to revise the cash disbursement procedures.
- **MOTION (Shumway, Tenglund):** To approve the revision to cash disbursement procedures as presented. The motion passed unanimously.

MOTION TO ADJOURN (Whitford, Tenglund): at 6:52 P.M. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund