

MEETING MINUTES
Olean Public Library Board of Trustees
July 16, 2025
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, Morgan, Shumway, Waterman, and Whitford. From the Library: Steffen, Angell, and Director La Voie.

- Waive the reading of the minutes of the previous meetings and approve as mailed.
- Voice of the Public/Correspondence: None
- Approval of Warrant Sheets for June 26—July 16:
 - #966 Operating Fund: \$55,015.63
 - #339 Capital Fund: \$185,750.00

Discussion:

- Quarterly HVAC preventative check to Mazza is included on the warrant.
- The annual renewal for Sage accounting software was paid via ACH on 7/1/2025 for \$2,539.
- There was a temperature sensor hooked to the fire alarm system that had to be replaced. Cost of this repair was \$79.59.
- The Capital warrant has a large payment to Mazza in the amount of \$185,000 related to the replacement of two rooftop HVAC units. This is the first of several progressive invoices. The purchase order and total cost of the project is \$375,830. We received state Construction Aid in December 2022 in the amount of \$228,122 with 10% of total original project costs of \$25,347 to be received upon completion. Cost to OPL beyond state aid is \$122,361.
 - Our share is higher than 25% due to rising costs & supply chain issues since being awarded the state aid. The units that are being installed are more energy efficient than those quoted during the original application. A fifth unit will need to be added as part of the project to service the expanded building area.
- On the Capital appropriations, in total \$149,984.70 has been spent on the expansion project thus far, with \$32,599.39 of that having been spent this year.
- Review of Financial Statements

Discussion:

- R. McElfresh asked about the due to/due from General/Capital on the balance sheet. Would we ever true this up, or what do these accounts entail? The account is made up of payments made out of the capital expenses from the general, for example Manley grant spend. This would also include payments made from the capital checking where monies need to be transferred from the general into capital checking. At this time a transfer is not planned to true up, as Capital does not have available cash except for those awarded through state construction grants.
- Electric is trending 36% higher than last year with gas about 0.5% higher than last year.
- Earnings on investments (app. line 10001) is on track to come in \$30,000 over budget.

- NYSIF Workers Comp (app line 203) Audit for policy 7/1/24-7/1/25 completed with a premium change as a result of only \$232.29.
- Operations & Maintenance (app. line 404)—newer HVAC unit had a leak that required repairs and then new refrigerant. The cost of the refrigerant is not covered by the maintenance plan with Mazza. Estimated cost is \$2,480. This line is estimated to come in about \$1,000 over budget. Budget adjustments to be presented at August 2025 meeting.

MOTION (R. McElfresh, J. Mahar): To approve agenda items 1, 3, and 4. The motion passed unanimously.

- **Director’s Report**

NYS Construction Aid

On July 11th, an Intent to Apply form for this year’s round of NYS Construction Aid was submitted. An application was developed for two separate components of our upcoming capital project. We are seeking funding for the expansion of the Children’s Play Area to add an additional 510 SF to the indoor area, as well as a 678 SF outdoor enclosed Children’s programming and recreational area. We are also seeking funding to add a limited use/limited application (LULA) elevator/lift in the newly constructed lobby to service 3 stories—the main floor, basement, and upper story addition. The total cost of these 3 elements is estimated at \$669,145. We are eligible for 90 percent funding, so our requested award amount is \$602,231, with our match being \$66,915. Once/if CCLS approves our application, we must submit the formal online application to NYS by September 12th. Fees of \$1,800 were incurred for the cost estimating services to provide the required quote. This was done by DJB Builds who does work for Scott’s firm. These fees will go towards our 10 percent match.

The 2022 Construction Aid project to replace our 2 remaining 30-year old HVAC units should happen any time now. The units have been delivered to Mazza and are currently in storage until we can find a timeframe that will work to install them. We will have to close for at least one or two days, due to cranes removing and placing the extremely heavy units onto the roof. One of the units being replaced is close to the main entrance. The work will not be done during the busy summer reading timeframe. The library has submitted 50 percent of the payment towards the units and installation to Mazza. The remainder will be paid when the project is complete. Once the project is closed out with the state, we will receive the final 10 percent of the awarded aid.

Stitt Foundation Donation

On July 10th, we received a letter from the Stitt Foundation which contained a check for \$10,000! The gift is unrestricted – the letter simply stated that the Foundation is happy to support the Olean Library with the donation, and that the Library is a valuable asset to our community. Lanna and I had presented on our capital project to the CEO Alliance last May, and Jim Stitt was on that call. It is nice to know he thinks well of the library and presumably the value of our project.

Should we designate to the project? We sent a capital project brochure and feel like even though it was listed as unrestricted that the spirit was more intended for the project. The board would like to restrict these funds and since the funds are not donor restricted, they could be used for another purpose if needed.

[Action Item] **Motion** (G. Copella, R. McElfresh): To approve the creation of a board restricted capital donation line.

The motion passed unanimously.

June Gifts/Grants/Donations [Action Item]

- **MOTION (J. Mahar, P. Shumway):** To accept, with gratitude, the following gifts, grants, and donations received in June 2025. The motion passed unanimously, with

- \$1,983.01 from the Marjory Burdus endowment
- \$486 from the Friends of the Library to pay for the flowers and soil for the outdoor planters, and sleeves for patrons to put their library cards
- \$300 in memorial donations for Jack Kelly
- \$25 memorial donation for Dennis Grimm
- \$208 Summer Reading Program grant from CCLS
- \$100 grant from the Pete & Karen Buchheit Family Fund
- \$16 in anonymous donations.

- **Committee Reports**

CCLS Board meeting (McElfresh)

CCLS met at the Kennedy Free Library. Construction Aid was discussed and Olean will get an additional \$77,000 toward the teen room expansion project. NYS construction aid is expected to remain flat. System aid was increased but are unsure at this time by how much. CCLS library road trip currently going on. CCLS is meeting here in Olean on August 13th at 6pm in the Gallery. Everyone is welcome to attend with the main topic being construction projects.

Question: How is the state Construction Aid distributed? CCLS receives a lump sum and reviews all applications received from the system and distributes as they see fit.

- **Old Business**

Capital Project – Updates

L. Sorokes – Applying for a Consolidated Funding Application (CFA) to the Regional Economic Development Council (REDC)

Project Requirements:

Economic development

Demonstration of community support (Vote success would be proof)

Minimum of \$100,000

Ability to fund 20-80% of a project

Concerns:

Proving economic impact

Timeline of two weeks for application

Timely receipt of budgeted costs for the meeting room expenses from the architect

Known Facts & Items to include in application summary:

Future plans of the meeting room space to include reservation by local businesses

Increased collaboration is part of the strategic plan

Increased adult education such as job workshops/trainings at the library

Support letters from recognized public figures in the Olean Area

Current/past job-skills related workshops offered by library staff

The capital project is a stabilizing and important community asset

The library retains jobs with a strong workforce approach

Olean is considered a severely disadvantaged community

Pro-housing designation

Applying for this will show a commitment to lessen the taxpayer burden. NYS has \$60,000,000 to award. A request of \$500,000 is thought to be a reasonable amount out of a total project of \$7,900,000 as an award of 20-80% is the standard. The application is relatively brief with no guarantee that the library would be awarded.

If the library were to be awarded, there is a 1% fee that is taken out of the award. The award would not be received until the project is completed.

Director and L. Sorokes will meet on Friday 7/18/2025 to discuss the application, as well as fundraising activities including naming opportunities.

Scott Bova will be sending a list of next steps to the board. He wants to set up a meeting soon to discuss. The library will be entering into a formal agreement with Collier's for the construction phase of the project. There will be discussion of the timeline. The library is in need of a project manager to oversee the project that is third party to the architect. The law firm is going to assist in drafting a RFP. The RFP will be placed in the paper and sent to local project managers via mail. Consideration should be given to a project manager that is familiar with state contracts including the use of MWBE.

Community Bank Investments

- There is one CD that matures on 7/17/2025, at Community Bank. Angell concerned with reinvesting at this time with unknown upcoming expansion project expenses prior to receiving the bond in 2026. This \$350,000 is the capital reserve funds.
 - The library will not reinvest at this time. Reevaluation will be done once upcoming costs are clearer. The funds will be placed into one of the money market accounts at Community Bank.

Tax Letter to School District

Tax letter with the new 2026 tax levy has been sent out to the Olean City School District after the vote and was acknowledged by the school district.

- **New Business**

Resolution to apply for a consolidated funding application (CFA) to the Regional Economic Development Council (REDC) [Action Item]

MOTION (L. Whitford, M. Morgan):

RESOLUTION to apply for a Consolidated Funding Application (CFA) to the Regional Economic Development Council (REDC)

WHEREAS, the Olean Public Library, a school district public library located in Olean, New York, is undertaking a project to create a 2,116 square foot subdividable meeting room space: and

WHEREAS, the Olean Public Library seeks to apply for funding through the New York State Regional Economic Development Council (REDC) Consolidated Funding Application (CFA):

NOW, THEREFORE, BE IT RESOLVED that the Olean Public Library Board of Trustees hereby authorizes the Executive Director to submit a CFA application for \$500,000 to support the creation of a 2,116 square foot subdividable meeting room space to be used for events including but not limited to large scale job skills trainings, including the use of emerging Artificial Intelligence (AI) applications, provided by the Library, and as a location for local businesses to utilize for meetings, trainings, and other events. This resolution is effective immediately.

The motion passed unanimously.

Board Committee Assignments

- Buildings and Grounds: Jennifer Mahar (Chair), Gretchen Copella, and Mike Morgan
- Finance: Patty Shumway (Chair), Reed McElfresh, and Gretchen Copella
- Personnel: Laura Whitford (Chair), Mike Morgan, and Jennifer Mahar

**Lanna Waterman, Board President, is an ex officio member of all board committees*

Other Discussion

Michelle will reach out to Ask the Lawyer to ask whether a committee of the board can be given the authority to make official decisions, which are then ratified by the full board at the following monthly board meeting. We expect the Building & Grounds Committee will begin to meet regularly with a newly appointed project manager to get updates and to approve decisions that can't wait until a full meeting of the board. It would seem like there must be a means for expediting important business without trying to get a quorum of the board together to approve them every single time.

Bank Signers [Action Item]

Motion (M.Morgan, P. Shumway) : To authorize the director to update officers of the board at Community Bank. The motion passed unanimously.

Currently the signers are Michelle LaVoie, Patty Shumway, & Fran Steffan. Ann Tenglund was not a signer but signed the bank paperwork as secretary. Confirmation to be made with Community Bank if the paperwork needs to be redone now that Laura Whitford is the secretary.

Holiday & Closing Schedule for 2026 [Action Item]

MOTION (L. Whitford, G. Copella): To approve the holiday and closing schedule for 2026 as presented. The motion passed unanimously.

MOTION TO ADJOURN (R. McElfresh, L. Whitford): Meeting adjourned at 6:51P.M. The motion passed unanimously.

Respectfully submitted,

Laura Whitford, Secretary