

MEETING MINUTES
Olean Public Library Board of Trustees
August 20, 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 G. Copella, J. Mahar, R. McElfresh, P. Shumway, L. Waterman. From the Library: F. Steffen, H. Angell, and Director La Voie. The following board members were not in attendance/excused L. Whitford and M. Morgan.

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 July 17—August 20:
 #967 Operating Fund: \$102,169.34
 #340 Capital Fund: \$3,795.00

Discussion:

- Leaks found on rooftop units RSZ-2 & RMZ-1, payment to Mazza to replace lost refrigerant included on warrant. On warrant the comments state “Q3 preventative maintenance contract payment in error”
- Annual carpet/chair cleaning & parking lot repair, sealing, and line painting payments are included on warrant.
- National Grid rate to increase 20% over the next 3 years. Need to consider for budgeting purposes.

4. Review of Financial Statements

Discussion:

- Electric is trending 37.36% higher than last year with gas about 2.98% higher than last year.
- Fund balance usage estimated to be \$104,000 for 2025. Fund balance use was budgeted at \$208,110 for 2025. Reasons for usage estimated \$104,110 less than budgeted:
 - Earnings from investment expected \$34,000 more than budgeted
 - Gifts, grants, & donations expected \$9,500 more than budgeted
 - CLDA \$2,237 more than budgeted
 - CBA \$701 more than budgeted
 - Total payroll & benefits estimated \$60,000 less than budgeted

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

5. Director’s Report

Construction Aid

On 7/11/2025 an Intent to Apply form for this year’s round of NYS Construction Aid was submitted. The director worked with the architect to develop an application for two separate components of our upcoming capital project. The library is seeking funding for the expansion of the Children’s 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, and 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. The library applied for 90 percent funding with the library match being \$66,915.

On August 14th, CCLS director Jan Dekoff informed us that the CCLS board approved OPL's Intent to Apply packet for \$509,651 of the proposed project. This represents 76.16 percent of the project total; we will be responsible for 23.84 percent of the project, equaling \$133,829. If other system libraries do not end up spending their full 2025 allocations, we may receive additional funds towards this project. The formal online application is due 9/12/2025.

Manley Grant

We received notification earlier this month that the library's application for a Manley grant to purchase a new microfilm reader/scanner for our local history area was funded in the amount of \$5,000. While our request was for \$9,995, it is not unusual for Manley to approve partial funding. The award letter stated "requests for funding...far exceed the amount that is available for distribution. The average amount approved...this year was less than \$10,000.00 per charity."

To assist in the remaining funding needed for the microfilm reader/scanner the Friends will make the Library's Local History and Genealogy resources the focus of this year's Giving Tuesday.

The library director will be sending a thank you letter to the Manley Trust.

Central Library Aid

On August 8th, we were notified by CCLS that the final Central Library Aid figures have been determined. The funding should be received in September.

This year we will receive \$35,976.20 in Central Library Development Aid (we budgeted \$33,739), and \$15,700.93 in Central Book Aid (we budgeted \$15,000).

Central Library Aid is used wherever funds are needed most, with the understanding that as a central library we are expected to maintain a richer collection than the smaller member libraries who depend on our larger ones, as well as contribute more towards shared e-resources and provide reference services and training to member libraries as requested. CLDA can also be used towards the salary of a reference librarian.

Personnel Updates [Action Item]

MOTION (G. Copella, R. McElfresh): To approve hiring Trevor Carr as a part-time building attendant.

We have hired Trevor Carr for the part-time building attendant position previously held by Les Baker. His first day will be Monday, August 25th. He does have security experience. In 2026, we plan to have a building attendant on the schedule for all open hours.

A posting for a part-time library assistant position is currently active. We will begin interviewing for this position next week.

Staff Development Day

The library's annual staff development day will take place on Friday, Sept. 12th, from 8:30AM-4:30 PM. We close the library for the full day and devote the time to staff training and meetings. The tentative agenda is as follows:

8:30 – sign-in

8:45-9:30 – full staff meeting

9:30-10:30 – sexual harassment prevention training

10:30-10:45 – bathroom break

10:45-11:15- Narcan training

11:15-12:15 – fire drill and emergency preparedness training

12:15-1:15 – lunch

1:15-1:30 – bathroom break

1:30-2:30 – scavenger hunt

2:30-3:15 – dealing with conflict and difficult patrons at the service desks

3:15-4:15 – Dept. meetings/assigned work tasks

3:15- 4:15 – Circ Desk staff meeting followed by work tasks as assigned

3:30-4:15- Info desk/programming/social media meeting

4:15 – cleanup/other work tasks

4:30 – dismissal

Annual NYS Sexual Harassment Prevention Training

Every year NYS requires employers to offer mandatory sexual harassment prevention training to all employees, board members and volunteers. If any trustees are not receiving it as a part of their job, please plan to attend the staff development day if able or complete the training online through NYS. When you have completed your annual training, please submit an attestation form with proof of training by October 15, 2025.

News from the Library

Head of Circulation, Sheryl Soborowski, reported earlier this month that in July the Library circulated 9,009 physical items (i.e. not including e-books). We had been averaging 7,500 per month.

July Gifts/Grants/Donations [Action Item]

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

- \$10,000.00 from the Stitt Foundation; board restricted use for the capital project
- \$100 memorial for Patricia Giambrone
- \$100 memorial for Marian Freer
- \$50 memorial for Paige Drake
- \$10 memorial for Donn Norton
- \$8.38 in anonymous donations.

6. Committee Reports

CCLS Board meeting (McElfresh)

\$1.3M construction aid available & \$1.5M of applications submitted. The system library applications submitted were well written and worthy projects.

CCLS is looking to change contracts with member libraries as CCLS is running at a financial deficit. Possibilities include removing the annual system library book grant of \$250 and requesting contributions from member libraries for services provided by CCLS.

The annual meeting will be held in Ellicottville on 10/8/2025. Stephanie Cole Adams will present on topics to include fundraising and the role(s) the board can and cannot hold. Additional details and invites to follow.

7. Old Business

Capital Project – Updates

Capital project – updates

- Meeting with architect (7/31); notes from the meeting were uploaded with board meeting documents.
 - Scott is preparing a contract for the next two phases. Special board meeting may be needed to approve the contract ahead of the September board meeting to ensure the team of approximately 12 that has been put together can remain on the project. It is possible that the original timeline of ground breaking in the summer of 2026 may still be possible. The contract will be reviewed by BSK (legal counsel).
 - Laser scan and survey have been completed.
 - Schedule a meeting mid-September with the zoning board once we have the documents from the survey. The document should be available in two weeks.
 - What level of environmental study is required for financing? Per Scott we are required to have a geotechnical investigation and environmental study. Labella & LCS are possible

candidates for an environmental study. Scott is already setting up a geotechnical investigation.

- DASNY meeting (8/14); notes from the meeting were uploaded with board meeting documents.
- Consultant L. Sorokes updates (fundraising/grants/publicity)
 - Consolidated Funding Application to the Regional Economic Development Council was submitted. The amount was for \$500,000 for the meeting room space. Decisions should be made at the end of August.
 - Three letters of recommendation were submitted with the application from Senator Borrello, Olean Mayor, & Olean Business Development Council.
- Sample Project Manager RFP provided by BSK-no MWBE requirement
 - Known local options Campus Construction & Clark Patterson Lee Associates
 - Site visits should be mandatory
 - RFP will be developed by the attorney in consultation with the Library. They will assist with the legal portion of distribution and timelines.

[Action Item] Motion (R. McElfresh & P. Shumway); Approval for the Library Director to work with BSK (attorney) on finalizing the project manager RFP.

- Question to Ask the Lawyer (decision making authority of board committees) – awaiting a response.

Community Bank Investments [Action Item]

8. CD 510000888 for \$200,000 matures on 8/26/2025. Current available rates are as follows:
- 3 months 3.8% & 6 months 3.65%
 - Invest in a 3-month CD for the original value of \$200,000 at 3.8%. We have \$394,000 liquid cash after factoring in the \$250,000 balance that has to be maintained to avoid fees at Community Bank and the remaining cost of the rooftop unit installation. This cash balance will cover monthly operating costs until the next tax check is received in November.

Motion (P. Shumway, J. Mahar) To reinvest \$200,000 for 3 months at 3.8%. One abstention G. Copella.

9. New Business

Read Between the Wines

The Friends are requesting a donation of a basket from the board.

The board decided to go with a Bills football theme, “Uncork the Stampede”. The Friends are also requesting a table be set up at the event by the board to discuss the approved expansion and renovation project with attendees. The table should include flyers and renderings. The event is from 7pm to 9:30 pm on 9/5/2025.

Budget line adjustments (H. Angell) **[Action Item]**

MOTION (P. Shumway, G. Copella): To approve the following budget line adjustments. The motion passed unanimously.

- Increase Operations & Maintenance (appropriations line 404)
 - Increase by \$2,500
- Increase Computer Supplies (appropriations line 501)
 - Increase by \$1,000

- Increase Fuels & Utilities (appropriations lines 400)
 - Increase by \$6,000
- Reductions on the following lines could be made:
 - Health Insurance \$4,000 (appropriation line 205)
 - Office & Library Supplies \$2,500 (appropriation line 500)
 - Telephone \$500 (appropriation line 502)
 - Postage & Freight \$500 (appropriation line 503)
 - Publicity & Printing \$1,000 (appropriation line 505)
 - Technology & Equipment \$1,000 (appropriation line 511)

Dropbox

Our current Dropbox is under a prior board member. The cost of our own drop box account would be \$894/year. The library is actively looking into using box.com as an alternative for \$90/year. All of the history currently in drop box would need to be moved into whichever option is chosen.

Other Discussion

HVAC UNITS

Mazza is expected to hold a scheduling meeting on 8/21/2025. After that meeting, we are expecting to receive a few potential dates for installation of the two new rooftop AAON HVAC units. We were recently notified that connection into the current EcoStruxure control system would be an additional cost of \$23,680 as quoted by Stark Tech. The new rooftop units that will be replacing RSZ-1 & RMZ-1 are coming equipped with a stand-alone control system with pricing already included in the quote from Mazza. Operationally there will be no issues with having two different control systems. The stand-alone control system is specific to AAON units. AAON and U&S services are both owned by Stark Tech. We are currently under a service contract with U&S services for the EcoStruxure control system that controls the four current rooftop HVAC units. In an effort to be financially responsible it makes the most sense to utilize the control system that will come with the two new units. Confirmation will need to be made with Mazza that the new control system and units will interface with the FSC fire system.

MOTION TO ADJOURN (R. McElfresh, J. Mahar): Meeting adjourned at 6:48P.M. The motion passed unanimously.

Respectfully submitted,