

MEETING MINUTES
Olean Public Library Board of Trustees
November 19, 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 P. Shumway, L. Waterman, L. Whitford, M. Morgan, J. Mahar, and G. Copella. From the Library: Treasurer Steffen, Business Office Manager Angell, Assistant Director Mahar, and Director LaVoie. Excused: R. McElfresh. Architect Scott Bova was in attendance via Zoom at the beginning of the meeting to discuss the recent rooftop HVAC installation.

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 19:
#970 Operating Fund: \$244,506.23
#342 Capital Fund: \$29,776.87

Discussion:

- Annual NYSLRS invoice processed for \$101,452. Projected invoice received 9/2024 \$102,067, Estimated Invoice received 7/2025 \$101,452. Budget \$102,136. Pre-payment, paying before 12.15.2025, saves the Library \$730.
- On the general warrant please note the increase in ACH/Online payments as suggested in a previous meeting. The method of online payment is cost effective and prevents payment processing delays. Only “first of the month” payments will be made in this manner to ensure the warrant approval process remains intact.
- The first invoice for design development has been received and processed on the Capital warrant. The design development portion of the invoice was \$12,398.75.

4. Review of Financial Statements

Discussion:

- Most recent review and calculation of the expected fund balance usage in 2025 is \$112,000. \$208,110 is the amount that was budgeted for 2025.

MOTION (P. Shumway, L. Whitford): To approve agenda items 1, 3, and 4. The motion passed unanimously.

5. Director’s Report

HVAC Construction Aid Project - Update

On November 6th, Scott Bova and another Collier’s project team member, Jason Long, visited the library with a couple representatives from Jade Stone (JS), an HVAC company that Bova utilizes for projects. JS has been to the library in the past to assess our HVAC needs for the upcoming project, including our current equipment.

During this visit, the director was notified that the new multizone unit that is in the area where the 2nd story will go, was designed to be much larger than expected. The unit itself is smaller than the previous unit, but the design includes a lot of elements that are built onto it which extend beyond the existing curb (the old unit was slightly larger than the curb; the new one now goes much farther beyond it than the old one). At a meeting held last year, Mazza representatives had

assured Bova that the unit would be smaller and the required clearance of 3 feet between the unit and the new addition would not be an issue. At this point, there is almost no clearance between the new unit and the location where the second story addition is planned.

Bova will join the meeting at 5:30 to discuss a recommended solution to the problem.

Property Tax Check

On Nov. 18th, the Library received the 2026 property tax check in the amount of \$1,450,046. It will be deposited on Nov. 19th.

NYS Retirement System Bill

The bill for our 2026 Retirement System payment was prepaid on November 10th in the amount of \$101,452. The prepayment saves us approximately one percent on the total amount owed.

For 2026, we budgeted \$125,089 for the annual payment we will make next December; however, the projected invoice we received in September estimates the bill will be \$115,507. We should wait to adjust the 2026 budget to that new amount, however, as a future estimate could differ from the September projection.

Personnel Update [Action Item]

Library page Elliott Lothridge resigned to accept another job, with a final day of 10/31/25.

MOTION (L. Whitford, J. Mahar): To approve the resignation of Library page Elliott Lothridge. The motion passed unanimously.

Hamlin Bank

On November 17th, the Library received the annual gift from Hamlin Bank in the amount of \$1,200. It came with the request that the funds be used for programs that serve low to moderate income individuals. A thank you letter detailing some of the programs and services provided over the past year that serve that population will be sent.

Friends of the Library

As reported last month, the Friends' focus for this year's Giving Tuesday, which takes place on December 2nd, will be the Local History section. The power hour for the Friends is 6:00p to 7:00p. They are looking to raise funds to cover the rest of the new microfilm reader/scanner/printer recently purchased with this year's Manley grant. The Manley grant was \$5,000; the workstation components total nearly \$10,000.

News from the Library

On Oct. 23rd, the Ellicottville Library hosted a meeting with Assemblyman Sempolinski for member libraries to advocate for increased State Aid in the next fiscal year. I had planned to attend but was contacted by a prospective contractor for the Construction Management RFP who wanted to do a walkthrough of the building, and that was the only remaining time available. Outreach librarian Sheryl Soborowski offered to attend the meeting in my place. She spoke about the importance of Construction Aid and how it has positively impacted OPL and the community over the years. I appreciated her attending to represent OPL.

WNYLRC asked me to assist with an advocacy training event being held for school librarians in the Cattaraugus-Allegany School Library System (CASLS), which will take place December 9th. I have been on the CASLS Council (i.e. board) since 2016 and have been involved in library advocacy for much of my career, including speaking at meetings with legislators in Albany and locally.

This year's New York Library Association (NYLA) budget priorities include an increase of \$75M in State Aid for Libraries (the current budget is \$106.32M), and an increase of \$131M to Construction Aid, which has been held flat at \$44M for the past 2 budgetary years.

6. Committee Reports

None

7. Old Business

Capital project – updates

Scott Bova - Project Updates & Recent HVAC rooftop installation

Architect Scott Bova attended the meeting via Zoom to discuss the recent installation of the two new rooftop HVAC units as it relates to the second story expansion the upcoming capital project. Several resolutions were discussed to address the clearance issue with the multizone unit installed.

The design development work at Collier's is progressing. The architect expressed that all Collier's team members are excited. The structural plans have been completed. Currently technology needs and plans, along with the children's area renovation and expansion are being worked on. Meetings are expected to happen fairly quickly with Library staff to discuss these plans further, in addition to the work areas. Discussions will then move into the multi-purpose rooms and teen room. Design development plans are expected to finish up around the end of December. A cost estimate review to budget should be completed in the 2nd week of January. The completion of those items will move the project into construction documents. Construction documents are the last step before bidding and actual construction. Collier's is looking for environmental reports. The environmental study was completed by Labella. Director LaVoie will follow up with Labella. Olean City found 1973 drawings and sent to the architect firm.

Consultant L. Sorokes

L. Sorokes was unable to attend. Updates given by Director LaVoie.

A meeting was held between Larry Sorokes, L. Waterman, and Director LaVoie to discuss approaching major donors prior to bonding. A draft of fundraising materials should be complete soon. In that meeting, Larry expressed that it would be beneficial to approach certain area foundations before year's end to ask about potential major donations for the building project.

No additional development on the property transfer.

Meeting with Code Enforcement

The meeting went well. There are no concerns or issues with the upcoming building project.

Letter to OCSD and City of Olean – Update

The discussion with code enforcement determined that a letter will not be necessary.

Rubric/Score Sheet for RFP [Action Item]

The rubric sheet example provided by the Library legal counsel is a fair and reasonable way to grade the proposals received from interested construction managers for the upcoming project. After review by Library staff and board members in attendance, no updates or changes were needed or requested to be made to the rubric sheet example provided. The rubric sheet is weighted in a manner that best fits the Library needs and what aspects and qualities are important. A copy of the rubric is below. The scoring will be completed as a group.

RFP Evaluation – Construction Management Services – ROUND 1

CATEGORY	SUBCATEGORY (IF APPLICABLE)	EVALUATOR COMMENTS / NOTES	SCORE
1. Qualifications of Proposer	WEIGHT – 55% i. Comparable construction management experience A history of providing construction management services with strong field experience on projects of similar size and/or scope. ii. Comparable pre-construction and construction services experience. A history of performing pre-construction and construction management services on projects of similar size and/or scope. iii. Cost accounting and cost control experience A history of providing cost accounting services on projects of similar size and/or scope. iv. Public sector experience and knowledge of NYS requirements prior experience serving public sector clients and familiarity with applicable New York State bidding and submission-related laws, rules, and regulations. v. Experience and qualifications of assigned personnel Experience, qualifications, and availability of proposed staff, including depth of field experience.		0-55
2. Responsiveness of Proposal	WEIGHT – 15% Completeness, clarity, organization, and adherence to all RFP instructions and requirements. – Insurance Requirements Met		0-15
3. Costs	WEIGHT – 30% Overall proposed cost structure, clarity of fee proposal, transparency of labor and reimbursable assumptions.		0-30

MOTION (L. Whitford, P. Shumway) To approve the use of the rubric sheet to judge the proposals submitted for construction management. The motion passed unanimously at 6:55pm.

Review Construction Management RFP Responses [Action Item]

MOTION (G. Copella, J. Mahar): To enter executive session at 6:56pm to discuss construction management proposals. The motion passed unanimously.

MOTION (L. Whitford, J. Mahar): To leave executive session at 7:36pm. The motion passed unanimously. (No actions voted on in executive session).

8. New Business

Budget line adjustments for both 2025 for approval by the board are as follows [Action Item]:

Increase Operations & Maintenance by \$750 (appropriations line 404)

Just a precaution in case something should need repaired or purchased before year end as the actual expenses are close to the budgeted amount.

Increase Computer Supplies by \$1,000 (appropriations line 501)

Toner prices have increased, a couple of printers replaced with the Canon brand, and overstock has been worked down causing an increase in purchasing.

Increase Insurance by \$250(appropriations line 402)

Property & Liability insurance premium came in higher than budgeted. Business Office Manager waited until the Cyber policy cost was known before proposing the adjustment to avoid needing additional adjustments to this line.

Increase Publicity & Printing by \$750 (appropriations line 505)

Adjustment needed to account for an increase in summer reading materials being printed. Business Office Manager waited until the 4th quarter per copy meter reading was submitted for billing before proposing the adjustment to avoid needing additional adjustments to this line.

Reductions on the following lines could be made:

Other nonbook materials/bindings \$350 (appropriation line 309)

Custodial Supplies \$500 (appropriation line 401)
Travel \$1,900 (appropriation line 507)

MOTION (J. Mahar, G. Copella): To approve 2025 budget adjustments as proposed. The motion passed unanimously.

2026 Tax Levy Check

Covered in Director's Report.

Final 2026 Budget [Action Item]

Minor adjustments in the draft 2026 budget are needed to accommodate as follows:

- Increase Postage & Freight (appropriations line 404)
 - Increase by \$500, to account for rising postage rates.
- Increase Computer Supplies (appropriations line 501)
 - Increase by \$1,500, to account for the rising costs in toner.
- Reductions on the following lines could be made:
 - Fuels & Utilities (appropriation line 400) \$1,000
 - Operation & Maintenance (appropriation line 404) \$1,000

MOTION (G. Copella, P. Shumway) To adopt the 2026 budget. The motion passed unanimously.

2027 Budget Planning

Library personnel will begin working on the 2027 budget. A preliminary budget will be available for review at the January board meeting. The Finance Committee will most likely need to meet to review. The 2027 budget has to be approved by March to maintain the normal timeline for release to the taxpayers and budget voting.

Community Bank Investments [Action Item]

CD 510000888 matures 11.26.2025 in the amount of \$200,000. The rate on this CD was 3.8%.

New Community bank rates are as follows:

3 Month Rates 3.5%

6 Month Rates 3.4%

A thorough review of the current available cash and upcoming normal operating and capital project expenses was completed by the business office. The Business Office Manager proposed an investment in the amount of \$1,000,000 for 3 months at the 3.5% rate. \$800,000 would come from the recently received tax check and \$200,000 from the maturing CD. The CD's that mature on 12.2 for \$100,000 and 12.17 for \$400,000 can also be reinvested for 3 months at the rates available when reinvested.

MOTION (L. Whitford, J. Mahar) To approve the CD investments as presented by the Business Office Manager. The motion passed. One abstention G. Copella.

Positive Pay Program

Positive Pay is a program offered by Community Bank to protect accounts against fraud. For positive pay covering check payments a file is created by the customer using their preferred accounting software and uploaded into the bank portal. Any checks trying to cash against an account protected by positive pay would need to match information from the uploaded file. For any discrepancies an email is sent by the bank to the customer in the morning and must be responded to by noon as approved or denied. No response is considered a denial and the check will not be cashed. Positive pay protection on accounts for ACH payments requires approval for each ACH payment in the same manner as checks or "rules" can be created to give permission to trusted vendors with a set maximum amount allowable by vendor. Cost per account per month for full positive pay is \$35. This includes ACH and check payments presented against the account. The cost for check protection only is \$25 per month per account and ACH protection only is \$15 per month per account.

At a recent meeting held where Stephanie Cole Adams presented Positive Pay was discussed as a great tool to protect against rising fraud attempts. The Library is increasing ACH as a vendor payment method. It is also important to remember that check payments are vulnerable and easy to manipulate. The library would like to be proactive and protect the accounts with

full positive pay through Community Bank on the general operating and capital checking accounts. The process should not be cumbersome. The file creation from Sage for upload into the Community Bank portal will be incorporated into check printing process.

Other Discussion

None

MOTION TO ADJOURN (M. Morgan, L. Whitford): Meeting adjourned at 7:42P.M. The motion passed unanimously.

Respectfully submitted,

Laura Whitford, Secretary