

MEETING MINUTES

Special Meeting of the Olean Public Library Board of Trustees

October 6, 2025

1:00 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 1:00 P.M. by Board Vice President Reed McElfresh. In attendance were trustees R. McElfresh, P. Shumway, L. Whitford, M. Morgan and G. Copella. From the Library: K. Mahar, H. Angell, and Director La Voie. The following board members were excused: L. Waterman & J. Mahar.

1. Discuss and vote on contract proposal for design development with Collier’s Engineering. Scott Bova will present. [Action Item]

Colliers Engineering proposal for a total of \$229,650 will go through the design development (phase 3) and into the very early stages of construction documentation (phase 4). Design development should be completed in January of 2026. A project cost estimate will be provided when design development is 90-95% complete to ensure costs still align with the original budget. It would be at this time that components of the project could be made into alternates or forgone if the costs were to significantly exceed the original budget. At this time there is not a solution or option that is cost effective to avoid the installation of a fire suppression system that includes sprinklers. The geotechnical investigation will be scheduled at the end of October or beginning of November. Results from this investigation are expected to be received before Thanksgiving. Scott does have the survey and will share the results with the Trustees and Michelle. The survey shows the existing conditions. A more finalized scope of work design will be produced further into design development. Scott recommends that this document be shared with the Mayor and code enforcement rather than the survey or current scope of work. If current timeline predictions hold true, it is possible to go out to bid for contractors in May of 2026.

Scott Bova elaborated on a couple of the exclusions listed in the contract:

- Review with City of Olean or regulatory review agencies
 - Scott will meet with the Library and/or other planning agencies within reason as necessary without additional charges.
- Renderings or visualizations
 - Changes to existing renderings can be done in house at no charge. New renderings/visualizations should be similar in cost to previous requests at approximately \$800/ea.

Motion (G. Copella, L. Whitford) To approve the Collier’s Engineering design development contract proposal as presented

By Scott Bova.

MOTION TO ADJOURN (L. Whitford, P. Shumway): Meeting adjourned at 1:22P.M.

The motion passed unanimously.

Respectfully submitted,
Laura Whitford, Secretary