MEETING MINUTES
Olean Public Library Board of Trustees
June 16, 2026
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 5:28 P.M. by Board President Lanna Waterman. In attendance were trustees L. Waterman, R. McElfresh, P. Shumway, L. Whitford, G. Copella, and J. Mahar. From the Library: Treasurer Steffen, Business Office Manager Angell, Assistant Director Mahar (Zoom), and Director La Voie.
Excused: M. Morgan

Waive the reading of the minutes of the previous meetings and approve as mailed.

1. Voice of the Public/Correspondence: None

2. Approval of Warrant Sheets for May 20-June 17:
   #978 Operating Fund: $99,925.92
   #349 Capital Fund: $25,240.90

   Discussion:
   Check 34603 issued to Sean O'Connell was voided and will not be re-issued. The check was issued to sponsor a Little League team as part of Outreach. The check was lost and the issue was not resolved on their end in time to still sponsor a team.

3. Review of Financial Statements
   Discussion:
   Capital balance sheet
   Some of the reserved Cridler funds are being used for technology needs. An account will be created on the Capital balance sheet as a liability "due to general" instead of continuing to use the asset "due from general" with a negative balance. Likely, an asset account "due from capital" will be created on the general balance sheet. Current balances will be moved.

   Capital appropriations
   No discussion.

   General balance sheet
   Current cash position is sufficient to support the capital project until bonding & reimbursement. The $0.01 in NYS retirement is due to rounding and will be rectified on the June balance sheet.

   General appropriations
   The PILOTS are typically received from the school district in April but had not all been paid yet. Jenny Bilotta will release the amount to the Olean Public Library once available.

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

4. **Director's Report**

2026 NYS Construction Aid

On June 5th, CCLS Director Jan Dekoff notified member libraries that $1,031,857 in Construction Aid is now open for CCLS libraries to submit "Intent to Apply" forms. I let her know that we may submit an application for a standalone project within our larger capital project. I consulted with our construction manager, Cameron, to see if he had thoughts as to an area of the project we could apply for, and he suggested the fire suppression pump that apparently, we will need installed to meet fire code requirements. He said they can run upwards of six figures! This was not included in the project that was voted on, as we only recently found out about this requirement, so in some ways this would be ideal to go out for. Jan reached out to DLD to ask if it would meet NYS Construction Aid criteria, and DLD said they weren't sure. I'm waiting for more information from Cameron to share with DLD to see if they agree that it's fundable. If not, Cameron suggested we go with some of the exterior site work that was made into alternates for bidding purposes. Once we know what we'll seek funding for, Cameron will help me get quotes to submit with the Intent to Apply form, which is due July 10th.

Grants

Chad Taylor and I recently submitted an application for this year's round of Manley Charitable Trust grants. The request is for 5 ELMO document cameras for our new and/or renovated programming areas, with a total request of $5,325. These cameras allow instructors and presenters to magnify objects, text, and images on screens or monitors to better demonstrate or share content. They also have a recording feature, so lessons or presentations can be saved for future programs. For ex., an instructor demonstrating a stitching technique, threading a bobbin, or showing the fine parts of a robotic technology, can magnify a technique or small part on screen, rather than having to walk around the room demonstrating to small groups, which is far more time consuming. We would like to have these cameras available in the gallery, the large meeting room, the makerspace, local history, and one that can roam wherever it is needed. Manley grants are usually announced in late summer. We are hopeful they will see the value in funding this request.

Consultant Larry Sorokes and I submitted a funding request for $150,000 to the Gladys Brooks Foundation to construct and outfit the new Gallery space. We emphasized the OPL Gallery's important role in the Olean cultural scene since its inception in 1973, when it served for decades as Olean's only art gallery. It continues to play a central role in featuring the work of local artists in a space that is free and accessible to all.

On June 15, we submitted the pre-application materials for the Appalachian Regional Commission grant. We are seeking $150,000 in support for outfitting the new meeting room spaces and makerspace, to allow them to be fully operational, supporting job-skills related programming critical to the Appalachian region. We should know more next week as to whether our pre-application will advance to the next level of review.

On June 24th, I will be meeting with staff from the Ralph C. Wilson, Jr. Foundation to discuss our upcoming capital project, provide them with a tour of the building, and discuss the grant application we submitted a couple of months ago. We are requesting $150,000 to assist with construction of the large meeting room spaces. Originally, this request went to the Rural Libraries grant run through WNYLRC, on behalf of the RCWJF, but our request was larger than the popular grant could fund. RCWJF reached out to us, asking that we apply to them directly. There is a meeting in September where we should learn more about a decision or next steps.

CRCF Grants [Action Item]

In late May and early June, we received two checks from the CRCF. One was for $2,592.97 which represented annual grants from three separate funds set up for the Library: $1,860.72 from the Thomas Barnes Olean Public Library Fund (this is our first annual grant from this recently established fund), $374.41 from the Paul and Betty Hanson Fund, and $357.84 from the Paul and Mary Janowicz Memorial Fund. All are for general support of the Library. The other check in the amount of $100.00 was an unrestricted annual grant from the Pete and Karen Buchheit Family Fund for general support of the Library "in memory of Pete during his birthday month." The Board should consider moving the total of these grants ($2,692.97) into the capital project fund, as this would not affect the overall operating budget.

MOTION (L. Whitford, J. Mahar): To move the donations as described above to capital restricted for use towards the capital project expenses. The motion passed unanimously.

May Gifts/Grants/Donations [Action Item]

MOTION (R. McElfresh, P. Shumway): To accept, with gratitude, the following gifts, grants, and donations received in May 2026. The motion passed unanimously, with:

- $2,592.97 in grants from the CRCF
  - Barnes $1,860.72
  - Hanson $374.41
  - Janowicz $357.84
- $126.00 grant from the Bush Family Charitable Fund

- $695.53 in capital campaign donations
- $215.00 in memorial donations for Brenda Quist
- $3.55 in anonymous donations

Capital Campaign Donations 5/21/2026-6/17/2026

I will begin providing a monthly report of donors who have given to the capital campaign, beginning with the day following the previous month's board meeting, going up to the day of the current meeting. I was asked to provide only names and not the amounts donated. In this period, we have received capital campaign donations from Reed McElfresh, Mary Potter, and Louise Decerbo.

Phones

The Library has ordered new phones for all offices and service desks, in spite of the fact that construction will be starting soon. We are coming to the end of our contract with Spectrum and the price will be going up significantly. Our phone system is 8 years old and nearing the end of its life cycle. CCLS has recommended new VOIP phones that do not depend on copper lines anymore. We need 16 phones, which will come to $2,854.52 (far less expensive than the current phone system we purchased 8 years ago). One of the nice features of these phones is that they can be moved to any location in the building or elsewhere; as long as there is an internet connection, phone extensions are based on IP addresses rather than standard extensions. So as staff work in temporary locations, they will be able to bring their phones with them.

Personnel [Action Item]

Elijah George, who was hired on May 11, 2026 as a part-time building attendant, has not shown up for work, or contacted the Library, since June 2, 2026, so we have removed him from payroll with that as his last day of employment. The Board should approve his termination for the minutes.

MOTION (R. McElfresh, G. Copella) To terminate Elijah George's employment as part-time building attendant due to job abandonment in accordance with Civil Service Law §75. The motion passed unanimously.

Friends of the Library

At their June 8th meeting, the Friends approved a request for $2,670 to support the printing and mailing of a capital campaign letter that will go out to residents of Olean and Hinsdale who meet certain criteria, such as past history of charitable giving, and education and income levels. The Friends have requested that a member of the Friends sit on the Capital Campaign Committee to determine ways that the Friends can provide additional help.

As mentioned at last month's Board meeting, the Friends have moved up the Read Between the Wines event to August 14th, due to the fact that project-related work may begin in September. If the Board would like to provide a basket for the raffle, please let me know so I can let the Friends know. They also like to know the theme and name of the basket, once that's decided.

5. **Committee Reports**

CCLS Board Meeting (McElfresh)

The last meeting was held at Myers Memorial Library in Falconer. The NYS budget passed with $12M awarded for DLD, this handles construction aid with some of this budget line being cut in the previous year. The amount is a state wide increase of $70,000. This could result in a $1,000 increase to CCLS based on statewide calculations. The funds will not be released until August.

Construction aid remains flat this year but still expecting about $1M to CCLS. At this time only three libraries in the system have expressed interest in construction aid.

The annual meeting is to be held on 10/14 at Harbor Hotel in Jamestown. Trustee Reed McElfresh has committed to another term on the CCLS board.

A discussion on AI in libraries brought up at the CCLS meeting. One of many jobs of libraries is to educate people. This means librarians and staff need to be educated and should understand AI and only use when appropriate.

The tech services clerk is retiring at the end of this month. The position is being replaced with a library assistant along with awarding a few existing position raises.
The 5-year state required strategic planning is underway for adoption at the August meeting.

Old Business
Capital Project Updates

- Architect & Construction Management Updates
    - Furniture & Equipment Budget
        - Existing line is for $250,000 and will be for new spaces in the library on the master budget.
        - Meeting held to discuss where key staff would like new furniture and where existing furniture can be re-used/kept.
        - Tier 1 will be prioritized. (new spaces)
        - Creative Concepts believes the items we have identified as high-priority items will fit into the budget
    - Doors
        - Meetings held to discuss doors, handles/knobs, locks and fobs. Matching with windows, egress concerns, locking vs. non-locking, FOBs
    - Construction Management
        - Project Phasing
            - First phase will be the longest and most disruptive; to begin in October. Knocking out walls, putting up steel, and wrapping for colder temperatures.
            - Planning Meetings
                - Another one to be held soon to address timing concerns
                    - Book drop – internal with a temporary hole in the wall as an external one is cost prohibitive, as it will not be needed after construction.
                - Internet & WIFI for temporary work locations
                - Will need to add data drops over by the Laurens Street windows
            - Phones
                - Discussed during director report
            - Storage Locations; moving items
                - First dumpster came and went
                - Copella to continue conversations for long term storage to be available end of July
            - Work Locations
                - A small space over by the windows along Laurens Street for the treasurer with Sheryl & pages.
                - Secure records from the business office to be stored in several locations depending on the level of security needed. Some left in library.
            - Temporary Main Entrance – ADA Considerations
                - Need to be wider for handicap accessibility
            - Temporary & Handicapped parking; Laurens, neighboring lot
                - We are getting 3 guaranteed parking spots 10/1 until end of project. Also, potentially two leased spots they aren't using from the church. They will send a MOU (Mary O'Leary with the county).
            - Buried Tank
                - No tank!
    - Capital Project Budget (Angell)

        - Presented worksheet built as framework for revenues and expenses related to project.
    - Meetings with mayor & alderman.
        - Meeting to be held with Sonia on Friday 6/19 at noon if anyone wishes to attend. This meeting is to inform her of the capital project and to discuss on-street parking spots (handicapped; temporary).

CRCF Cutco Grant Updates

- Fund advisor portal
    - Patty set up her account; Fran has not. Michelle to resend email for sign-up.
- Status of Grant
    - The first disbursement of $50,000 was received. No draws on disbursements until the project is closed. There could be flexibility if the library desired to withdraw early but not practical.

6. **New Business**

Special committee formation "The Capital Campaign Committee" **[Action Item]**
MOTION (L. Whitford, P. Shumway) To appoint a special committee (The Capital Campaign Committee) to handle the OPL Capital Campaign for the duration of the capital project. The motion passed unanimously.

Capital Campaign Committee Report (Copella)

- Legal Considerations (see attached OPL internal controls policy & resolution for authorizing a capital campaign)
    - The Attorneys stated a school district public library launching a capital campaign needs to be handled carefully. The library should not use tax payer dollars to request contributions to the Capital Campaign. Public funds can be used for informational flyers/mailers. The Friends of the Library can financially support the Capital Campaign by covering the items that are asking/promoting donations for the project.
    - The Director submitted a request to the Friends for a DNE of $10,000 to cover mailings from Registered Graphics. It would cover stage 2 & 3 of the mailings and potentially events for potential donors. This request of the Friends led them to ask for a spot or two on the capital campaign committee to provide input. Mary works in the fundraising sector and could provide her expertise.
    - The Friends have expressed interest in supporting the project with a sizeable donation, in addition to the aforementioned DNE, prior to the bid receipts.
    - The Friends group are very enthusiastic and ready to engage in the campaign.
    - It needs to be very clear that any funds given specifically to the capital campaign need to be given to the library instead of the Friends to ensure proper donor recognition.
    - A suggestion was made to provide the Friends group with a recap after committee meetings in writing.
- Donor outreach; VIP list
    - L. Sorokes sent out a link for a spreadsheet updatable by everyone to create a list of potential donors. Any persons with an affinity for libraries that would likely donate can be added and can include persons outside of the Olean area.
    - The next step, upon completion of the Capital Campaign, could be an Endowment Campaign.
    - It will be important to keep donors engaged to include hard hat tours and a family friendly carnival.
    - Stage 2 letter to mail out on approximately 7/6/2026 and anyone that is supposed to get a VIP letter (stage 3) should be removed from stage 2 direct mailing.
- Thank you/tax receipt letters (see attached)
    - Business Office manager to bring copies of letters to future meetings as they come in.
- Grant opportunities (Ralph Wilson/Rural Libraries; STW/Appalachian Regional Commission; Gladys Brook)
    - Grant updates are provided during the Capital Campaign meetings (see notes in the director's report)
- Meeting with Seven Mountains Media to be held 7/9/26 at 11am to discuss ways they can help spread the news and promote the Capital Campaign.

    - A suggestion was made to reach out to Spectrum for TV coverage.
- Buy the book donor recognition program.
    - Flyers to be finalized and will be displayed at the library.
- List of naming opportunities has been created.
    - The numbers on the list are based on construction costs & square footage and not necessarily the amount needed to get the name opportunity.
- Donor agreement form has been created for anything over $5,000, this amount is fluid. The form is really for anyone wishing a naming opportunity.
    - Pledges cannot be considered for awarding bids but are still welcome.
    - Pledge cards to be created and sent with the mailings.
- Those on the committee include G. Copella, L. Waterman, M. LaVoie, H. Angell, L. Sorokes, C. Taylor, M. Giardini, & potentially a second Friends member.

Internal Controls Policy **[Action Item]**
Policy required in order to proceed with the Capital Campaign. A current document required for the audit has been renamed to a policy. The document is updated annually with the independent auditor but has never been formally approved/adopted as a policy. There will be a requirement for 2027 by the NYS OSC for a fiscal control policy to include board oversight. The Business Office Manager and the Director will work on this policy for Board approval by the end of the year.
MOTION (J. Mahar, G. Copella) To adopt the OPL Internal Controls Policy as presented. The motion passed unanimously.

Authorization for a capital campaign **[Action Item]**
MOTION (R. McElfresh, L. Whitford) To adopt the resolution, as presented, providing authorization to proceed with a capital campaign. The motion passed unanimously.

Policy on gifts & donations **[Action Item]**
MOTION (L. Whitford, P. Shumway) To approve the changes to the gifts & donation policy as presented. The motion passed unanimously.

2026 Budget Adjustments (Angell) **[Action Item]**
Increase
- Electronic Resources (appropriations line 307)
    - $5,000 for Children's E-Books/E-Audio
- Fuels & Utilities (appropriations line 400)
    - $5,000 due to increased rates & usage
- Computer Supplies (appropriations line 501)
    - $1,000 due to increased cost in toner, summer reading pamphlet printing coming
- Internal Software & Programs (appropriations line 514)
    - $1,000 due to new cloud hosting service with Librarica & rising annual software costs

Decrease
- Professional Fees & Resources $2,000 (appropriation line 509)
- Books $5,000 (appropriation line 301)
- Health Ins. $5,000 (appropriation line 205)

MOTION (P. Shumway, G. Copella) To approve budget line adjustments as listed above. The motion passed unanimously.

Library bylaws- Section 7 Revision
Out of date for open meeting law and section 7. Presented at this meeting to be approved at following meeting.

Library investments (Angell) **[Action Item]**
The Business Office Manager recommended re-investing the following CD's:
CD 510000728 - $250,000 – Maturity Date 06/28/2026

The library has enough unrestricted and uninvested cash to cover the next three months general operating and capital project expenses. Re-investing this for 3 months at 3.10% will earn approximately $1,900 in interest.
MOTION (R. McElfresh, J. Mahar) To approve re-investing CD 510000728 for 3 months at 3.10%. This motion passed with one abstention: G. Copella.

Treasurer – term 2026-2027 **[Action Item]**
MOTION (G. Copella, P. Shumway) To appoint Fran Steffen as Treasurer for 2026-27 whose term will be 7/01/2026-6/30/2027. The motion passed unanimously.

Trustee Resignation **[Action Item]**
MOTION (R. McElfresh, L. Whitford) To accept, with regret, the resignation of Trustee Mike Morgan effective June 14, 2026. The motion passed unanimously.

All trustees should think of a potential candidate that has the time to commit and an affinity for libraries. City of Olean school district residency is a requirement to hold a trustee position at the Olean Public Library.

MOTION TO ADJOURN (J. Mahar, L. Whitford): Meeting adjourned at 7:35P.M. The motion passed unanimously.

Respectfully submitted,

Laura Whitford, Secretary

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE OLEAN PUBLIC LIBRARY
AUTHORIZING A FUNDRAISING CAPITAL CAMPAIGN
FOR THE LIBRARY RECONSTRUCTION PROJECT

At a duly called regular meeting of the Board of Trustees of the Olean Public Library, located in the City of Olean, Cattaraugus County, New York, held at 134 N. Second Street, Olean, New York 14760, on the 17th day of June, 2026, at 5:30 o'clock P.M., Prevailing Time, the following resolution was offered by Reed McElfresh and seconded by Laura Whitford, to wit:

WHEREAS, the Olean Public Library (the "Library") is a duly organized public library and a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, the Library desires to reconstruct, improve, rehabilitate, repair, furnish and equip its existing library facility located at 134 N. Second Street (a/k/a 209 Laurens Street) in the City of Olean, Cattaraugus County, New York (the "Library Project"), all as authorized by proposition duly adopted at a special district meeting vote on June 26, 2025;

WHEREAS, the Library intends to finance the Library Project through a loan or loans with the Dormitory Authority of the State of New York ("DASNY") in a principal amount not to exceed $7,900,000, which debt will be evidenced as either tax-exempt and/or taxable bonds;

WHEREAS, the Library intends to competitively bid the Library Project at a future date, but initial estimates indicate that the Library Project cost may exceed $7,900,000;

WHEREAS, the Board of Trustees desire to authorize a fundraising capital campaign to raise monetary donations to be used specifically for the costs of the Library Project; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Library as follows:

Section 1. The Library is hereby authorized to conduct a fundraising capital campaign for the purpose of raising monetary donations to be used specifically for the costs of the Library Project (the "Capital Campaign").

Section 2. All monetary donations received in connection with the Capital Campaign shall be obtained in accordance with the Library's policy on gifts and donations, as may be amended from time to time. All monetary donations to the Capital Campaign shall be designated for that purpose.

Section 3. The [Library Director] is hereby authorized and directed to establish a separate special bank account (the "Capital Campaign Account") for the deposit of only monetary donations received in connection with the Capital Campaign. All Capital Campaign monetary donations received shall be deposited into the Capital Campaign Account in accordance with the Library's Business Office Internal Controls, as may be amended from time to time or superseded. To the extent that credit card donations or other digital giving is authorized in the Library's policy on gifts and donations, then such donations and giving shall be received and processed in a secure manner.

Section 4. The Capital Campaign and Capital Campaign Account shall be subject to a fiscal control policy to be considered and adopted by the Board of Trustees on or before January 1, 2027.

Section 5. The Capital Campaign Account shall be subject to the requirements of the New York General Municipal Law, including provisions relating to the deposit and securing of public funds.

Section 6. To the extent that any Capital Campaign Account funds are invested, such investments shall be made in accordance with the Library's investment policy, as may be amended from time to time.

Section 7. The appropriate Library officials shall provide ongoing updates to the Board of Trustees regarding the activities of the Capital Campaign, the balance of the Capital Campaign Account and the bills of the Capital Campaign. The balance of the Capital Campaign Account and the bills of the Capital Campaign shall be reported and accounted for to the Board of Trustees in accordance with the Library's policies, practices and procedures.

Section 8. The monetary donation received by the Library on or about [June 8, 2026] from the Friends of the Olean Library, Inc. in the amount of $2,600 is hereby authorized to be used to fund the initial fundraising expenses of the Capital Campaign. The Board of Trustees may authorize additional fundraising expenditures for the Capital Campaign from time to time. All such Board authorized expenses and bills of the Capital Campaign shall be paid by the [Library Treasurer] in accordance with the Library's bylaws, policies and internal controls.

Section 9. Moneys in the Capital Campaign Account shall be expended only on the costs of the Library Project. Expenditures from the Capital Campaign Account shall be authorized by the Board of Trustees.

Section 10. The [Library Treasurer] shall coordinate with the Library's accountants and/or auditors to ensure appropriate accounting and financial reporting compliance with respect to the Capital Campaign and Capital Campaign Account.

STATE OF NEW YORK)
) ss:
COUNTY OF CATTARAUGUS)

I, the Secretary of the Olean Public Library, located in the City of Olean, Cattaraugus County, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Olean Public Library held on June 17, 2026, with the original thereof on file in my office, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand this 17 day of June, 2026.

Laura Whitford

Laura Whitford
Secretary

(SEAL)

OLEAN PUBLIC LIBRARY 1903 SEAL NEW YORK

Section 11. [Any Capital Campaign coordinated outreach mailing or coordinated communication to donors, prospective donors and the public shall be reviewed by the Board of Trustees and, to the extent determined necessary, by the Library's accountant and attorneys.]

Section 12. The [Library Director] is hereby authorized and designated as the Library's primary contact to engage with donors, prospective donors and the public in connection with the Capital Campaign. The officers, employees and staff of the Library shall comply with all applicable laws and regulations in connection with the Capital Campaign.

Section 13. This resolution shall take effect immediately.