MEETING MINUTES
Olean Public Library Board of Trustees
May 20, 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 5:33 P.M. by Board President Lanna Waterman. In attendance were trustees L. Waterman, R. McElfresh, P. Shumway, L. Whitford, and J. Mahar. From the Library: Treasurer Steffen, Business Office Manager Angell, Assistant Director Mahar, and Director La Voie.
Excused: M. Morgan & G. Copella

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 April 15 – May 20:
   #977 Operating Fund: $133,875.19
   #348 Capital Fund: $23,004.00

   Discussion:
   Utility usage has gone down after the two new rooftop HVAC units were diagnosed by Mazza & Stark to have been mis-programmed and were running 24/7. The programming issued was fixed mid-March.
   The Beaver Bot & ChompSaw purchase were made by the tech librarian for use in after school clubs, programs, and in the future Maker Space. They are used to cut cardboard.

3. Review of Financial Statements
   Discussion:
   Capital balance sheet
   Once the bond reimbursement occurs for the reimbursable expansion project expenses the balance sheet will look better.
   The NYS construction aid for the Teen Room was received on 4/22 in the amount of $261,874.
   Capital appropriations
   Cridler funds can be used for technology, potentially the maker space equipment as part of the capital project.
   HVAC capital construction aid recognized in the amount of $228,122.
   General balance sheet
   No discussion.
   General appropriations
   Material Plan check is delayed due to annual report delays with Baker & Taylor closing and new software switch.

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

4. **Director's Report**

   2026 Trustee Election/2027 Budget Vote
   As previously reported, the vote on the tax increase was successful, with 71 votes in favor and 20 opposed (a 78 percent approval rating, which is great!). Trustees Jen Mahar and Reed McElfresh were both reelected to 5-year terms, which begin on July 1st. They received 82 and 72 votes respectively. There were 2 write-in candidates, each receiving 1 vote (Celine Daly and Leah Clark).

April Gifts/Grants/Donations [Action Item]

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

- $13,885.11 Frances Bean O'Connell Endowment for the Arts
- $4,000 Friends of the Library annual gift to support library programs
- $39.80 in anonymous donations

Patron Donation [Action Item]

On May 12th, we received an unrestricted donation in the amount of $500 from a regular patron; this is the second time she has given a donation in this amount over the past 5 years with no accompanying note or letter. We can just assume she feels well-served by the library and wants to give something extra in return. How nice! A thank you letter has been sent. The Board should consider whether to move this donation into the restricted capital project fund and put her on the list of donors who will receive recognition.

MOTION (L. Whitford, P. Shumway): To move the donation to capital restricted for use towards the capital project expenses. The motion passed unanimously.

Marion Coughlin Donation

A couple of years ago Carol and Dave Royer, siblings who inherited their parents' collection of Marion Coughlin paintings, made a significant donation of her work to the Library. These pieces, which numbered about 22, were added to the Library's preexisting collection of her work. We typically plan an exhibit of her work annually, which always draws a fair number of locals who remember her or who appreciate the opportunity to see the work of such an important local artist.

Carol contacted me last month to let me know that her and her brother were traveling to Pennsylvania and were bringing along a substantial number of additional works by Marion, which included unframed paintings and sketches that they wanted to donate to the Library. They asked if I would agree to meet them halfway (St. Mary's, PA) to get the items, which I agreed to. It was also great to have an opportunity to sit and chat with them for a while. I learned quite a bit about Marion's life during that discussion.

The gift is unrestricted, in that we can keep the items to exhibit or put them in the Friends' book sale if we decide there are ones we don't want to keep. They are all currently in storage, but after the capital project is finished, we may look into having some of them framed. Carol has offered to come to the Library after the project is finished, to give a talk about Coughlin the next time we exhibit her work. I will definitely be following up on that when the time comes!

Personnel [Action Items]

Elijah George was hired on May 11, 2026 as a part-time building monitor. Currently, all open hours are now covered by a monitor. The Board should approve his appointment for the minutes.

MOTION (R. McElfresh, J. Mahar) To hire Elijah George as part-time building attendant. The motion passed unanimously.

Staff Development Day 2026

In order to get trainings set up in time, we have set the date for our annual staff development day to take place on Friday, September 18th. It is a full day of training for staff, including the mandatory annual sexual harassment prevention training. Our Employee Assistance Program provides that training to us free of charge, along with the Narcan administration training. I will also be asking them about providing a workshop on stress management, as the staff will be in the midst of a lot of project-related work at that point in time (packing, moving, setting up temporary work spaces, etc.). The next two years will be a challenge for staff, so anything we can do to help with easing stress and showing appreciation for their work should go a long way towards maintaining morale.

This year the training will take place at the Presbyterian Church, as the Library will likely be unavailable by that time. The Board has provided lunch to the staff at this event for many years, so I am letting you know the date for planning purposes. The staff really appreciates this gesture on the part of the Board, and also enjoys having lunch with any trustees who are available to eat with the staff.

Friends of the Library
At this month's meeting, I requested the annual Summer Reading Program gift in the amount of $1,500, which was approved. This helps pay for presenters for children's programs throughout the summer.
They have moved up the Read Between the Wines event to Friday, August 14th, so as to be able to do one bigger fundraiser before the building is unavailable. They also want to keep their book sale up in the library for as long as possible so they don't also lose those funds. They did say that if they don't end up with enough money in their checking account to continue providing their usual annual gifts to the Library, they'll use some of the building fund to make sure those things continue to be covered.

5. **Committee Reports**

CCLS Board Meeting (McElfresh)
CCLS has implemented a deferred compensation plan. This plan allows employees to contribute money towards retirement with no cost to the employer.
The cost sharing discussions are still on-going and could include book catalog, IT services, and payroll processing. With advance notice it will be easier for system libraries to absorb cost sharing as more and more system libraries have gone out for sustainable funding.
In the 2028 budget, OPL will need to consider cost sharing expenses. The internet contract will renew in a few years and currently CCLS covers 40% while system libraries pay 60%. The system library share could increase. The NYS budget has not been approved yet meaning construction aid is on hold until the available award amount is known. Senate and assembly voted to increase the library budget while congress voted to decreased the budget but it is an election year. Annual reports were delayed due to the software switch and as a result the material payments were also delayed. Laura Whitford has joined the CCLS board marking the first time CCLS has had a full board since 2022.

6. **Old Business**

Capital Project Updates

- Architect & Construction Management Updates
  - Current Cost Estimates
  - When factoring in the increase in NYS construction aid for the children's area/elevator to 90/10 the project budget is $148,022 to the positive based on the design development estimate.
    - Approved alternates to protect the bid include:
      - Outfitting the maker space
      - Outside site reduction, hardscapes, lighting, flag pole
      - Covered arcade
      - Operable partition for the big meeting room
      - Shelving/Furnishing – direct purchase between the library and vendor
  - Ideas
    - Contact Amy Fish for a mural in the new library, she completed the mural at JCC.
    - Upon completion of the library project secure a squirrel statue and include the teens in the design.
  - DASNY Bond
    - The current timeline places bidding around 9/4/26. The bond closing can't take place before bids are received to ensure the funds will cover the project. This has pushed the bond closing to October 8th, 2026. This could be unfortunate timing as winter will be approaching. Bi-weekly calls with DASNY have been postponed until July/August.
  - Construction Management
    - Project phasing (see attached color-coded maps)
      - The teen room has been added into the second phase (blue) and pulled from the phase 1 (red).
      - The current teen room will move to the church. Once empty it will be a

staging area for storage items. Once those items are taken to storage the space will be a staff breakroom and office/cleaning supply area.
- The family restroom in the children's area will be for staff. A hallway will be created through the current staff room for access to the restrooms for the public.
- Laurens street will be our new entrance. New books, DVDs, and some other items will move over towards the Laurens Street entrance.
- The Laurens Street entrance will need to be handicap accessible with some grading needed for wheelchair access. A doorbell will be added for staff to assist patrons as needed.
- Consideration should be put on moving current security cameras for security on new locations during construction.
- Office & programming space is available at the Presbyterian Church across the street.

▪ Planning meetings
- Meetings with staff & construction management are beginning to discuss phasing, storage, & various logistical concerns. The first meeting was very helpful and there are plans for additional meetings to be held.

▪ Storage locations; moving items
- 3 Fridays in July [Action Item]
- Looking at hiring moving company that is insured and securing dumpster(s) with a lid/covered. Items in the library will be sorted into donate, throw away, stay, long term storage, electronics recycling, & short-term storage.
- Senior staff will be needed on 7/10/2026 for identifying items & assigning of work. 7/17 & 7/31 will be work days for all available staff.

MOTION (L. Whitford, R. McElfresh) To approve the closure of the library on 7/10/2026, 7/17/2026, & 7/31/2026 to allow for capital project preparation including packing, organizing, & moving of short-term & long-term storage items.

▪ Work locations
- Sheryl & pages will be stationed over by Laurens Street windows. Cherish & teen room will move to the church. Library Assistant shared space and Kari to have a work area in the current staff break room. There is additional off-site office space available at the church. Internet and IT concerns need addressed for working at the church.
- Collections on hold? Why or why not? No need to hold collections as no circulating materials are planning to be placed into storage.
- Board meetings to be held in the story time room during phase 1, 2, & 3.

▪ Library programs
- Program space available at the church. The library will need to provide cleaning services at the Church.

▪ Insurance for offsite locations
- For contents we need to provide a value of what is being stored. Add church & any other storage locations as address for liability coverage, vandalism, theft.
- Worker's comp needs the address of the church listed for working purposes. Travel to and from storage is covered under WC as long as an employer directs the employee to do the travel.

▪ Building access during project
- ADA
- Temporary & handicapped parking on Laurens
    - A trustee is speaking to our alderman about some temporary handicap parking spaces. Maybe some parking spaces at the county building behind the library. Reach out to the county administrator

(Kelly Reed) to inquire about parking.
            - Public restrooms
        - Builder's Risk insurance
            - The GC will hold this with library as additional insured.

Fundraising Consultant Report (Sorokes)

- Capital Campaign; donor outreach
    - The project informational post cards mailed out to the Olean & Hinsdale zip codes including a QR code directing recipients to a website containing additional project information.
    - Larry is working with Registered Graphics to get a mailing list based on selected criteria for a targeted giving letter. This will be the second phase of the mailings.
    - The third phase of the mailing will be more targeted and personal approach based on a mailing list put together by the board.
    - All mailings should be presented and reviewed by the board prior to mailing.
- Legal considerations (La Voie)
    - BSK are researching the fundraising
        - Fundraising is allowable but there has to be a policy, internal controls, and segregation of funds.
        - BSK has stated it is unusual but not illegal.
- Grant Opportunities (Ralph Wilson/Rural Libraries; STW/Appalachian Regional Commission; Gladys Brooks)
    - The original rural library Ralph Wilson application was not awarded; however, the library is working with Katie Brisson on an additional opportunity directly with the Ralph Wilson foundation. The Ralph Wilson Foundation seems very interested in helping fund the project. Katie will be visiting the library in June and then presenting our project to their board in September.
    - An LOI has been submitted to the STW. Although the process thus far has been slightly frustrating, we are planning to work through the application process. The request was submitted to outfit the makerspace and large meeting spaces with technology geared towards workforce development. A recommendation was made to possibly ask STW what part of the project they think is the best fit for their mission and goals. This will be a long process and funds will not be received before awarding bids. After the full application, a presentation is done by the library before awards are made.
    - Gladys Brooks, private foundation, is known to fund library projects and is a national program. Applicants can ask for up to $150,000. A letter of interest describing the project has been submitted. We are applying for costs associated with the gallery as it brings people in to celebrate culture & history, community and appreciation of the arts with local artist displays. Two weeks are given for an actual application with no more than 300 words and a budget.

House Donations – No further discussion as this matter has been closed.

CRCF – Cutco Grant Updates
The first $50,000 has been deposited. Emails have been received for the fund advisor portal and it is quite simple to set up. No draws can be made on the account for programming until the project is complete. There is potential for a large program, such as an author visit, in the newly renovated library, as there will be $150,000 + in the account by then.

7. **New Business**
Library bylaws – update needed to videoconferencing/attendance. This will be tabled for now.

Library investments (Angell)
The Business Office Manager recommended not investing the following CD's:
CD 510000888 - $400,000 – Maturity Date 05/26/2026
CD 510000720 - $100,000 – Maturity Date 06/02/2026
CD 510000891 - $400,000 – Maturity Date 06/15/2026

The library currently has $255,000 of uninvested & unrestricted cash available. When factoring upcoming capital project expenses with the general operating, the library should expect an estimated $815,000 payable expenses between now and the beginning of October before the bond closing and reimbursement. CD 510000728 that matures 6/28/2026 will be discussed at the June board meeting.

[Action Item] **MOTION** (J. Mahar, G. Copella) To approve the officers of the Olean Public Library Board of Trustees as listed below. Terms are 7/01/2026-6/30/2027.
President: Lanna Waterman
Vice President: Reed McElfresh
Finance Officer: Patty Shumway
Secretary: Laura Whitford

[Action Item] **MOTION** (L. Whitford, P. Shumway) To appoint a Treasurer for 2026-27 at the June 17, 2026 reorganizational meeting of the Olean Public Library Board of Trustees, whose term will be 7/01/2026-6/30/2027.

Reminder that the annual trustee training will be held 5/27/2026.

MOTION TO ADJOURN (R. McElfresh, L. Whitford): Meeting adjourned at 7:19P.M. The motion passed unanimously.

Respectfully submitted,

Laura Whitford, Secretary