**MEETING MINUTES**
Olean Public Library Board of Trustees
July 15, 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 5:32P.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), Consultant Sorokes, and Director La Voie.

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 June 18-July 15:
   i. #979 Operating Fund: $110,999.58
   ii. #350 Capital Fund: $3,220.00
   iii. Discussion:

   When comparing the NYSEG bill amount to the prior two years it is much higher. There was a weather adjustment added that was then credited back on the next bill. Usage is still running high since the installation of the new roof-top units. M/E engineering is completing their commissioning of the units and looking into possible reasons for increased gas usage. A new gas meter was also installed earlier this year.
   The payment for new phones to CCLS was a one-time tech budget expense.
   The Business Office Manager should look into our current Bank of America card to confirm if there is a rewards program.
   An invoice for Bergmann/Collier's was not received for processing. An email was sent to Leah, project accountant, with no response.

4. Review of Financial Statements
   a. <u>Capital balance sheet</u>

   The State aid account balance has increased significantly. This is due to the investments (CDs) that were from prior years fund balance. The funds were never specifically designated for Capital so this also increased the due to/due from but the interest earned in the State Aid account can be used for Capital expenditures.

   b. <u>Capital appropriations</u>

   The HVAC project will close once commissioning is completed. The final AC testing to be completed by M/E engineering scheduled for 7/17 at 1:00pm.
   The $4,995 listed under general donations is from the Friends contribution for the remainder of the microfilm machine partially covered by a Manley grant.
   The capital campaign donations will be posted under capital restricted donations.
   The security & lighting revenue listed is the final 10% of the state aid project. The final submission to the state was completed 6/21.

   c. <u>General balance sheet</u>

   When comparing current investments to prior year, they are significantly reduced. This is in preparation for upcoming capital project expenses. The Business Office Manager has no concerns over current cash position.

   d. <u>General appropriations</u>

   Gifts, grants, and donations tracking well with only $6,000 needed over the remainder of the year to meet the budget. Earnings and investments are currently almost $8,000 over budget with amounts still left to received before year end.
   The PILOTS check is behind this year but the check will be over for $8,000. Only $2,000 was budgeted for the

year.

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

5. Director's Report

**2026 NYS Construction Aid**

As of this morning, I submitted an Intent to Apply form for this year's round of NYS Construction Aid. It was due Friday, but Jan granted us an extension due to the original project idea being turned down by DLD at the last minute. Cameron and I brainstormed a couple other ideas, and finally came up with one that Jan agreed with on Tuesday of last week. Cameron then had to get a contractor quote which we received on Thursday afternoon. It would have been impossible to get the ITA to Jan by Friday, as it is a fairly involved application. We are applying for funds to purchase and install the partition in the new multipurpose room, which is part of the Library's expansion project. The cost is quoted at $140,518. OPL is eligible for 90 percent aid, meaning our request is for $126,466, with the Library's share being $14,052.

When CCLS first announced this year's round of Aid, it appeared there were very few plans for projects throughout CCLS, and so we thought we might be eligible for significant funding once again. However, last week when I spoke with Jan, she told me that one very large project had come in from a member library, and possibly some additional smaller ones. Therefore, it's likely that this year, OPL may not receive Aid, or will receive a much smaller share of it than it has over the past couple of years. Systems try to divvy out Aid in a way that's fair to all the members. In past years, the centrals would be passed over from time to time to ensure Aid was spread around equitably; in other years, OPL would sit out applying if we didn't have a major need, to allow other libraries to benefit. I shared with Jan that we understand other projects may take precedence over OPL this year; we are submitting an ITA in case some projects don't end up moving forward or if all of the Aid is not designated for other projects; additionally, if other library systems do not use all of their Aid, CCLS could receive additional funds later that could go towards funding our request. If our application does move forward, the complete application will be due September 14th.

**Grant Application Update**

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 large multipurpose room and makerspace, to allow them to be fully operational, supporting job-skills related programming critical to the Appalachian region. Last week (7/07), we were notified that the pre-application was selected for presentation to the Southern Tier West board on Tuesday, 7/14. The presentation, which was 15 minutes long, included PowerPoint slides demonstrating the need for more space, statistics that show the Library's reach and success, the broad array of partnerships we have with community organizations, and renderings of the spaces we're seeking funding for. The board seemed to respond positively overall to the presentation, so hopefully we'll be invited to submit a full application.

**June Gifts/Grants/Donations [Action Item]**

Per our Policy on Acceptance of Gifts, Grants, and Donations to the Library, the Board must formally accept the following:

- $2,227.85 quarterly Marjory Burdus Endowment
- $1,750 Capital Campaign Donations
- $240 in memorials for Brenda Quist
- $50 in memorials for Sophia Laborde
- $20.35 in memorials for James L. Scott
- $200 from the Friends to pay for the flowers & soil for the outdoor planters
- $100 from the Southern Western York-Penn Doll Club in thanks for allowing use of our display case
- $15.34 in anonymous donations

**MOTION (J. Mahar, G. Copella):** To accept, with gratitude, the above gifts, grants, and donations received in June 2026. The motion passed unanimously.

**Capital Campaign Donations 6/18/2026-7/15/2026**
The names of individuals who donated to the capital campaign in the above period were Michelle La Voie (6/18 and 7/07) and Lanna Waterman (7/10). Any donations received in July will appear in the Gifts/Grants/Donations section of my report in August.

**PILOTs**
The Library was notified by the school district that a business that pays PILOTs was in arrears for 3 years and finally paid what was due, so we are receiving a much larger amount than usual this year ($8,279.66). Another company has not paid their amount due yet, so we received a check from the school district in the amount of $8,187.43 on July 14th, and will receive the balance due of $92.23 once the district collects the remaining PILOT payment.

**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, online options are available; trustees are also able to attend the training offered at the Library's annual Staff Development Day to fulfill the requirement. This year's Staff Development Day is scheduled for Friday, Sept. 18th. When you have completed your annual training, no matter where you do it, please submit an attestation form with proof of training to me by October 15, 2025. If you need a form, I can provide one for you.

**Friends of the Library**
The Friends' role on the Library's Capital Campaign Committee will be discussed during the Committee section of the Agenda.
As a reminder, the Read Between the Wines fundraiser will take place on Friday, August 14th from 7-9:30 pm. Tickets are one for $25, two for $45, and Designated Driver tickets are $15. The Board is donating a basket for the raffle.

6. Committee Report
   a. Capital Campaign Committee Report (Copella)/(Sorokes)
      i. Mary Giardini & Amanda Hulbert, both Friends of the Library board members, are now members on the committee.
      ii. The Friends approved funding the mailings and printings for the capital campaign where donations are requested with a do not exceed amount of $10,000. The Olean Public Library is legally permitted to run a capital campaign with the board passing a resolution but should not use taxpayer dollars to request contributions. The approximate cost for the direct mailing & VIP letters is $7,200.
      iii. Informational Postcards were mailed in May to all Olean and Hinsdale zip codes.
      iv. The direct mail letter was presented to the board. This letter will be mailed to recipients based on demographics and includes 4,415 households. The backside of the letter includes buy the book information. The letter will be mailed in large envelopes with a donor card and return envelope.
      v. VIP listing – friends and family. The people contained within this list were removed from the direct mail letter. The VIP letters will be hand addressed and personalized. When mailed they will also include a donor card and return envelope.
      vi. There will be a display in the library starting August 1st with buy the book and capital campaign information.
      vii. The direct mail and VIP letters are anticipated to be mailed out the week of 7/20-7/24.
      viii. The Friends are launching a social media campaign. All social media posts should be reviewed and approved by the Olean Public Library. It is important for the public to know that the donations should be made to the Olean Public Library to ensure the buy the book program details are captured.
      ix. The list of businesses is being reviewed to capture local donation opportunities and other grant/funding portals.
         1. Ralph Wilson has an arts & culture opportunity outside of the other grant application.
         2. Margaret Wendt opportunity is opening up again in August.
      x. All donations are to receive a charitable tax donation and thank you letter.

xi. The Business Office will keep records of all donations over the entirety of the capital campaign
xii. A Meeting was held 7/9 with Seven Mountains Media. The advertising ideas are being put on hold until funding is available. There are free opportunities for non-profit press to include interviews.
xiii. A donor agreement form has been created to be used for naming opportunities.
xiv. Naming opportunities – Need to establish amounts based on location, level of recognition, and usage with a certain % of construction cost. Top areas would include the Multipurpose Room(s), Teen Room, 3 children's locations, Local History, & Conference Room. A squirrel for the outdoor children's area & ADA ramp has been added to the naming opportunity list. The committee will review and finalize amounts.
xv. Once the construction and outfitting are paid for then there are additional requests that can be made for endowments to support books and programs.
xvi. Give thought to opening ceremony such as a community event. This could include a small upscale gathering for the larger donors as a preview.

7. Old Business
   a. Capital Project Updates
      i. Architect & Construction Management Updates
         1. Construction Documents
            a. Architect is still working on the construction documents. Currently 1 to 1.5 weeks behind schedule. Bidding is still set for August.
         2. Project Phasing – staff & CM planning meeting 7/8/2026
            a. Project phasing timeline
               i. Phase 1 to begin at the beginning of October and will last approximately 35 weeks. This phase includes the front right of the library from the main entryway back to the side entrance by the storage room.
               ii. The library will be closed again on 7/17 & 7/31.
            b. Work locations
               i. Partition walls already on hand at the library to be used over on Laurens St. to segregate staff work spaces from the public.
               ii. Some staff will move to the Church.
               iii. Some staff to work in the current staff break room.
            c. Storage locations/moving
               i. Visiting Intandem August 3rd to look at possible storage space.
               ii. Walk through of staff on 7/10, while closed, to identify items for storage and/or dumpster.
            d. Storage of books
               i. October 1st is when the library will be ready for construction.
               ii. Linear feet of new shelving needed to confirm total linear feet to be lost on the main floor. Once these details are confirmed, permanent book storage on the 2nd floor can be determined.
               iii. Storage may be minimal depending on how many books needs to go upstairs.
               iv. Chad is working with UB to get information on their annex storage solutions. Possible zoom meeting to learn how the storage solution operates, as well as cost.
            e. Temporary main entrance – ADA accessibility
               i. Construction management is aware of this requirement. Door will be widened if necessary and a ramp built to ensure entry is possible for patrons in wheelchairs and scooters.
         3. Finishing meeting with interior designer
            a. Samples tiles and carpet were received. Additional samples requested based on feedback of staff during the meeting.
      ii. Temporary and handicapped parking – Laurens, N 2nd, Foundations lot – MOU with county.
         1. No additional information to add but the spaces were guaranteed at start of project.

iii. Meeting with alderman
1. A need for temporary spots expressed and Sonya indicated she would take to the next meeting to remove 15-minute signs and add lines with markings for handicapped.

b. CRCF Cutco Grant Updates
i. Fund advisor portal – everyone is now registered and has access to the portal.

c. Library bylaws – Section 7 revisions **[Action Item]**
**MOTION (L. Whitford, G. Copella)** To approve the amended bylaws as presented at the June 2026 meeting. The motion passed unanimously.

8. New Business
a. Holiday & Closing schedule 2027 **[Action Item]**
**MOTION (R. McElfresh, J. Mahar)** To approve the holiday and closing schedule for 2027 as presented. The motion passed unanimously.

b. Updated Trustee contact sheet
i. Michelle to update and send out to the trustees.
ii. Committees will need to be decided.
iii. Board suggested holding off on updating until a new trustee is identified to fill the seat vacated by M. Morgan.

c. Replacement for vacant trustee seat – discussion
i. Trustees to think of interested Olean City School District residents to fill the vacant position.
ii. Ideal candidates are library supporters, with time to attend the various meetings, and a desire to help with various tasks related to the capital project.

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

Respectfully submitted,

Laura Whitford, Secretary