

MEETING MINUTES
Olean Public Library Board of Trustees
September 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 5:34 P.M. by Board President Lanna Waterman. In attendance were trustees L. Waterman, R. McElfresh, P. Shumway, L. Whitford, G. Copella, J. Parks, and J. Mahar. From the Library: Treasurer Steffen, Business Office Manager Angell, 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.
 - a. A thank you note received from Eden Heights for the donated large print books previously weeded from the collection, bookmarks, and general thoughtfulness.
3. Approval of Warrant Sheets for August 20-September 16:
 - i. #981 Operating Fund: \$95,749.26
 - ii. #352 Capital Fund: \$81,292.95
 - iii. Discussion:
 1. Gas Usage is up 50% YTD over prior year. Stark Tech, HVAC controls company, is helping the Business Office look into this issue.
 2. Frances Bean O’Connell Endowment for the Arts is used to run arts & crafts programs such as Handmade by Shelby & Deanna Crouse.
 3. Capital Warrant – Bergmann remaining billable amount is \$34,529.15.
 4. Capital Warrant – The dumpster rental cost is for two weeks.
4. Review of Financial Statements
 - a. Capital balance sheet
 - b. Capital appropriations
 - i. Manley funds received & deposited 9/3/2026 for \$5,000.
 - ii. \$67,165 is construction state aid for the HVAC units, inadvertently listed under security & lighting state aid.
 - c. General balance sheet
 - i. The balance sheet indicates that the library is in good financial health for the remainder of the 2026 year.
 - ii. The due from Capital is approaching \$1M. This is due to large expenses for the upcoming expansion and renovation project and matured CDs from the general accounts being placed into a Capital money market account to generate additional interest as a way to financially support the upcoming project.
 - d. General appropriations
 - i. No known budget adjustments needed in 2026.

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

5. Director’s Report
NYS Construction Aid

The Library’s full application for this year’s round of Construction Aid was submitted on September 11.

CCLS approved our project for an 80 percent match; that is, \$112,414 in aid toward the total project cost of \$140,518. The Library's portion will be \$28,104. We applied to cover the cost of the large multipurpose room partition. Once CCLS approves our application, it will be submitted to the Division of Library Development in Albany for final approval.

The 2022 HVAC Construction Aid project to replace the remaining two 30-year-old rooftop HVAC units had been delayed for several years due to supply chain issues related to the pandemic, and to cost-escalations on the planned replacement units. In 2025, we were able to have the units replaced with different models that reduced the costs back to the 2022 levels we had originally been working with. After having a commissioning agent test and get additional fixes on the new units, we have made final payment to Mazza and are ready to close out the grant.

On Sept. 9, we received the final 10 percent of Construction Aid for the 2023 security camera and exterior lighting project in the amount of \$3,649. This project took a while to close out, in part due to getting extra funding to do the exterior lighting nearly a year into the camera project. We also had to do a fairly involved amendment due to many of the cameras going in different locations than originally planned. This was due to advances in technology that made a number of camera locations redundant.

On a separate note, in relation to the exterior lighting installations which were a part of this project, a roofer recently discovered that some of the lights that were installed on the roof have fallen over. He also noted that they were drilled directly into the roof membrane, rather than into some kind of separately mounted structure. The electric company that did the installation never asked if we would be okay with them installing the lights directly into the roof membrane. Our understanding is that this will have voided our roof warranty. The roof is approximately 13 years old and had a 20-year warranty. I discussed this with construction management, and they stated this was a highly unusual way of installing exterior lights. There probably isn't much the Library can do as far as seeking damages, but I advised Cameron that if this company bids on the electrical portion of the project, their poor workmanship should be taken into consideration.

Central Library Aid

On August 31, the Library received its portion of this year's CLA. We received \$15,242.87 in Central Book Aid (we budgeted \$15,000), and \$35,998 in Central Library Development Aid (we budgeted \$33,739). This aid allows us to purchase print and electronic materials, including database subscriptions, periodicals, and e-materials. It also includes funding towards the salary of a reference librarian, with the idea that central libraries function, in part, to provide training and reference assistance to the smaller member libraries in the system.

Before sending CBA funds to the two central libraries, CCLS takes funds off the top to pay for the Overdrive platform, Ancestry, Tech Talk, and Booklist, which total \$26,267.39. CLDA funds are split between Jamestown and Olean at a ratio of 2:1, as are the remaining CBA funds.

August 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:

- \$12,000 Book Endowment – Friends of the Olean Public Library
 - \$12,893.58 Capital Campaign Donations
 - \$250 in memorials for Jack Kelley
 - \$100 in memorials for Linda Manross
 - \$100 in memorials for Sherburne
 - \$75 in memorials for Carol Bess
 - \$50 in memorials for Shirley Anzivine
 - \$20 in memorials for Edward Kivari
 - \$10 in memorials for Kay Pancio
 - \$36.75 in anonymous donations
- totaled \$25,535.33 in August.

MOTION (J. Mahar, L. Whitford): To accept, with gratitude, the above gifts, grants, and donations received in August 2026. The motion passed unanimously.

Capital Campaign Donations 8/19-9/14/2026

Thirty donors contributed a total of \$7,077.52 to the capital campaign. Trustees were provided with the names of individuals who donated to the capital campaign in the above period.

Personnel [Action Item]

Karen Hayes was hired as a part-time library assistant on 8/31/2026. The Board should vote to approve her appointment for the minutes.

MOTION (G. Copella, P. Shumway): To hire Karen Hayes as part-time library assistant. The motion passed unanimously.

Annual NYS Property Tax Cap Filing

The annual NYS property tax cap filing was completed on Sept. 15. This form is submitted to the NYS Comptroller's Office. With PILOTs and a levy growth factor of 1.02, our total allowable tax levy limit for 2027 was \$1,481,493. We asked for 1,479,047, which voters approved.

Friends of the Library

The Friends board met on Sept. 14 for their regular monthly meeting. They are exploring different ways to fundraise while the Library is unavailable for hosting their two major annual events. They may purchase insurance that will allow them to host their large fundraisers offsite in order to continue to raise funds for the Library throughout construction.

They have decided on two naming opportunities for which they would like to provide a major gift as part of the Library's capital campaign. Lanna and I will set up a meeting with Darlene and Betsy to complete a donor agreement form and discuss timing of the gift. Proximity to awarding of the bids and closing on the bond will be important for budgetary purposes.

6. Committee Reports

a. Capital Campaign Committee Report (Copella) [Action Item]

The tasks of mailings as initially intended on the Capital Campaign Committee have been completed.

MOTION (G. Copella, J. Parks): To disband the Capital Campaign Committee. The motion passed unanimously.

A new committee should be formed with a mix of OPL staff, the Board of Trustees, and Larry Sorokes from Third Lane Strategies. The Focus of the committee will be to work to together to actively engage potential donors and continue to keep the public updated to the progress of the project. Additionally, committee members will be kept informed on current and future grant applications specific to the project.

MOTION (G. Copella, P. Shumway): Motion to establish ad hoc board/staff committee for project-related activities. The name of this committee will be Community Investment Campaign Committee, CICC. The motion passed unanimously.

The committee would like one or two staff members to join along with the board in an effort to:

- Take the Buy the Book campaign "up a notch"
- Social Media messaging with regular updates on the project & keeping the public engaged
- Updating the website with current pictures and making Buy the Book more visible on the website
- Weekly spotlight with the Chamber of Commerce
- Donor thermometer with a library theme

The Board of Trustees will have the following responsibilities:

- Providing regular donor updates & tracking the donor list with a cross check to the Business & VIP List
- Identify potential donors to follow up and/or engage with a phone call, second letter, or meeting
- Become familiar with the naming opportunity list & donor agreement form
- Handwrite thank you notes for all donors
- Discuss the groundbreaking event, construction walk throughs, and community grand "reopening"

Capital Campaign Committee Report (Sorokes)

Larry and his consulting team are happy to design 3-4 visual/story boards (24x36 or so) for the library display. Two sets, one for indoor display and one for portable use at other community events. This would include one with exterior and floor plan, one for Buy the Book and one with key improvements like the meeting rooms, children's and teen areas, plus 2-3 "yard signs" for outside the library with similar but brief messaging. He will share drafts and quotes of all for the committee's review. All design/layout costs are covered in his monthly stipend. He will also get prices on the seed packets that would go inside the thank you notes and would go along with the Growing Together theme.

7. Old Business

a. Capital Project Updates

i. Architect & Construction Management Updates

1. Bid Documents

- a. An increase in interest rates was recently announced. This means that the available premium to be generated will likely be reduced unless interest rates go back down before the bonds are sold. The library may have to elect additional project alternates. The library needs to be diligent in seeking and applying for grants and fundraising. The project, based on construction document estimates, is currently \$330k over budget. This is before the interest rate increase and without the final cost of abatement. Construction management stated that historically speaking the bids will come in within 5% of the construction document estimate.
- b. The pre-bid walkthrough was held 09/10 and was well attended.
- c. The bids will be opened on 9/24 at 2:00pm in the Gallery with construction management. The process should take approximately 2 hours.
- d. A special board meeting will be held on 10/7 @ 5:30 to approve bids.

e. Estimate

i. Fire suppression:

1. The city did confirm that a generator is not needed in addition to the fire suppression system. It has been requested of Ryan Reed to provide this ruling in writing.

ii. Abatement:

1. Additional testing at an estimated cost of \$4,900 to be done by Lu Engineering on the front wall to test for hazardous materials. An arbitrary amount of \$407,000 was built into the construction document cost estimate by the construction management team but could drastically change depending on the additional testing results. The additional testing was completed on 9/15. The library is hopeful for the testing results to come back prior to bid closing so that an addendum can be added to the bid documents.

iii. Bond – reimbursement

1. The to date spend on the expansion and renovation project totals \$647,810. As of 08/31/2026 the unrestricted fund balance of the Olean Public Library balance was \$751,220. Once bids have been received and evaluated an assessment can be done by the Business Office to see if forgoing reimbursement from the bond for a portion of the expenditures is feasible.

f. Attorney review of documents (Standard agreement/general conditions, supplementary conditions, insurance limits)

- i. Review is complete and documents have all been incorporated into the bid documents. The insurance limits have been confirmed to be appropriate.

g. Builder's Risk Insurance

2. Storage Locations/Moving

a. Locations

i. Insurance

1. Short term storage has been provided by the Presbyterian church. A \$25,000 content insurance and liability insurance has been secured through our agent, Scott Brooks, to cover any stored contents and programs taking place at the church. Prior to moving any items into long-term storage in Salamanca, another contents policy will be obtained.
 - b. Collections
 - i. Book movers
 1. Dimon & Bacorn came to the library on 08/28 and have put together a plan suitable for the current phasing plan to start moving books around in June of 2027. The company was suggested by construction management. We have not received a quote but should the process be affordable it would be highly preferred to avoid any staffing injuries.
 3. Proposed Phasing Plan
 4. DASNY Timeline Updates
 - a. The bond closing has been pushed to 11/10/2026. This is to avoid the outlay of cash needed to obtain a rating from Moody until the bids are opened and accepted by the OPL Board.
 5. Temporary & Handicapped Parking – Laurens, N. 2nd (city)
 - a. Foundations lot (county) – possible MOU for three spots out back and one at the Presbyterian church. Michelle will reach out to Mary O’Leary for an update.
 - b. Laurens street parking sign for 15-minute parking has been painted over. The lines have not been marked yet along with handicapped painting.
 6. Capital Project Financial Report (Angell)
 - a. The report was provided as a way to track potential scenarios of the capital project. This document will be updated monthly, dated, and provided for board review.
8. New Business
- a. Friends of the Library [Action Item]

MOTION (L. Whitford, R. McElfresh): To repay the Friends of the Olean Public Library in the amount of \$5,049.40 for the Capital Campaign mailings. The motion passed unanimously.
 - b. Open Bank Account for Capital Campaign Donations

MOTION (R. McElfresh, P. Shumway): Motion to open an additional account with Community Bank solely for the capital campaign contributions. The contributions already received will be moved into this account once opened. The motion passed unanimously.
 - c. Library Investments [Action Item]
 - i. CD 510000728, \$250,000 is set to mature 9/28/2026. Rate on the 3-month CD was 3.1%. To renew this CD for \$250,000 and 3 months the current rate is still 3.1%.

MOTION (P. Shumway, J. Parks): Motion to renew CD 510000728 for another 3 months at 3.1% or higher depending on the rates at maturity. This motion passed with one abstention: G. Copella.
 - d. Board Trustee Appointment [Action Item]

MOTION (R. McElfresh, J. Mahar): To appoint Jordan Parks to fill the unfinished term of Mike Morgan that would have expired in 2030. The motion passed unanimously.
 - e. Board Committee Assignments
 - i. Buildings & Grounds: Jen Mahar, Gretchen Copella, Jordan Parks, Lanna Waterman
 - ii. Finance: Patty Shumway, Reed McElfresh, Gretchen Copella, Lanna Waterman
 - iii. Personnel: Laura Whitford, Jen Mahar, Jordan Parks, Lanna Waterman,

MOTION TO ADJOURN (R. McElfresh, G. Copella): Meeting adjourned at 7:43P.M. The motion passed unanimously.

Respectfully submitted,

Laura Whitford, Secretary