

MEETING MINUTES
Special Meeting of the Olean Public Library
Board of Trustees
October 7, 2026
5:30 P.M. – Gallery

The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.

Call to Order at 5:32 P.M. by Board President Lanna Waterman. In attendance were trustees L. Waterman, P. Shumway, L. Whitford, R. McElfresh, J. Mahar, J. Parks, and G. Copella. From the Library: Treasurer Fran Steffen, Business Office Manager Angell, and Director La Voie

1. Awarding of Capital Project Bids [Action Item]

Construction management spoke with general contractors that seemed interested in the project but who did not end up submitting bids. They relayed the following concerns:

- Phasing – The project being split into 4 phases.
- Timing – The project will most likely start in winter conditions.
- Operating- The library will be open during construction.
- AISC Steel – The general contractors have a steel supplier with this certification but none of the general contractors were able to secure an onsite AISC steel expert to oversee the complex structure build of the 2nd story.
- Distance – The distance of the project from their home base.
- Staging & Parking – The lack of staging area and parking.

With all of this said, Kinley Contractors is very reputable and a local contractor. The lack of bids is still unfortunate as it is unknown if the library is receiving the best possible pricing with no comparison of other bids. The steel supplier waived the certification requirement for the onsite steel expert, but they insist that strict rules will have to be followed during the steel construction of the second story.

MOTION (R. McElfresh , P. Shumway):

SUBJECT: Approval of Contract Bid for Olean Public Library Renovation and Addition Project

WHEREAS, the Olean Public Library duly advertised for public bids for Olean Public Library Renovation and Addition Project and

WHEREAS, on 10/01/2026 the received bids were publicly opened and read aloud; and

WHEREAS, after a thorough review by LeChase it has been determined that Kinley Contractors, LLC is the lowest responsible bidder meeting all required specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Olean Public Library Board of Trustees hereby awards the contract for Olean Public Library Renovation and Addition Project to Kinley Contractors, LLC located at 2383 W 5 Mile Rd., Allegany, NY 14706, for a total contract amount of \$6,388,000 and

BE IT FURTHER RESOLVED, that the Olean Public Library Director is hereby authorized and directed to execute the contract documents and notice to proceed on behalf of the Olean Public Library; and

BE IT FURTHER RESOLVED, that the funds for this project shall be allocated based on the master budget sheet.

The motion passed unanimously.

MOTION (L. Whitford, J. Parks):

SUBJECT: Approval of Contract Bid for Olean Public Library Renovation and Addition Project

WHEREAS, the Olean Public Library duly advertised for public bids for Olean Public Library Renovation and Addition Project and

WHEREAS, on 10/01/2026 the received bids were publicly opened and read aloud; and

WHEREAS, after a thorough review by LeChase it has been determined that Kel-Kur Electrical Contracting, Inc. is the lowest responsible bidder meeting all required specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Olean Public Library Board of Trustees hereby awards the contract for Olean Public Library Renovation and Addition Project to Kel-Kur Electrical Contracting, Inc. located at 423 W. Riverside Drive, Olean, NY 14760 for a total contract amount of \$713,000 and

BE IT FURTHER RESOLVED, that the Olean Public Library Director is hereby authorized and directed to execute the contract documents and notice to proceed on behalf of the Olean Public Library; and
BE IT FURTHER RESOLVED, that the funds for this project shall be allocated based on the master budget sheet.
The motion passed unanimously.

MOTION (G. Copella , J. Mahar):

SUBJECT: Approval of Contract Bid for Olean Public Library Renovation and Addition Project

WHEREAS, the Olean Public Library duly advertised for public bids for Olean Public Library Renovation and Addition Project and

WHEREAS, on 10/01/2026 the received bids were publicly opened and read aloud; and

WHEREAS, after a thorough review by LeChase it has been determined that M.K.S. Plumbing Corp. is the lowest responsible bidder meeting all required specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Olean Public Library Board of Trustees hereby awards the contract for Olean Public Library Renovation and Addition Project to M.K.S. Plumbing Corp. located at 19 Ransier Dr. #14, West Seneca, NY 14224 for a total contract amount of \$650,000 and

BE IT FURTHER RESOLVED, that the Olean Public Library Director is hereby authorized and directed to execute the contract documents and notice to proceed on behalf of the Olean Public Library; and

BE IT FURTHER RESOLVED, that the funds for this project shall be allocated based on the master budget sheet.
The motion passed unanimously.

MOTION (P. Shumway, R. McElfresh):

SUBJECT: Approval of Contract Bid for Olean Public Library Renovation and Addition Project

WHEREAS, the Olean Public Library duly advertised for public bids for Olean Public Library Renovation and Addition Project and

WHEREAS, on 10/01/2026 the received bids were publicly opened and read aloud; and

WHEREAS, after a thorough review by LeChase it has been determined that Parise Mechanical, Inc. is the lowest responsible bidder meeting all required specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Olean Public Library Board of Trustees hereby awards the contract for Olean Public Library Renovation and Addition Project to Parise Mechanical, Inc. located at 1106 Sheridan Drive, Tonawanda, NY for a total contract amount of \$981,000 and

BE IT FURTHER RESOLVED, that the Olean Public Library Director is hereby authorized and directed to execute the contract documents and notice to proceed on behalf of the Olean Public Library; and

BE IT FURTHER RESOLVED, that the funds for this project shall be allocated based on the master budget sheet.
The motion passed unanimously.

2. Capital Project Budget Updates (Angell/La Voie)

A. Bond Reimbursement

Noah Nadleson, Munistat financial advisor, had been nervous about the project's viability due to budgetary concerns. An intentional delay in the bond closing process was created to await bid openings to be more certain about costs. Initial calculations after bid opening put the project budget over by \$1,000,000. As of this meeting date, the bond pricing will happen 10/29/2026. This will lock in the interest rate and determine the amount of generated premium. The library is optimistic that it will receive ARC funding in the amount of \$150,000 towards the end of construction for use in outfitting the maker space and new meeting room. Another quick review of soft/incidental costs did not reveal any opportunities for cost savings. The City of Olean's building permit fee is a large hit to the budget, but discussions with city officials have indicated no recourse for a reduction.

Discussions between board trustees, library employees, and construction management found that this gap would be closed by:

- Olean Public Library will cover the \$551,000 in architect fees with reserves
- Olean Public Library will increase capital project reserve to \$550,000

- Furniture, fixture, and equipment budget of \$250,000 built into the project budget will be removed and covered by the Capital Campaign or by library reserves
- Any Capital Campaign funds raised, not designated for a specific purpose, could be used to offset spent capital project funds that the library will not seek bond reimbursement for, as well as technology, and FFE.

B. FFE

- Removed from incidental budget. Was listed at \$250,000 and would only cover tier 1 critical needs.
- Capital Campaign donations, grants, and library fund balance will cover this cost.

C. Alternates

- Only alternate not being included in the project is the Maker Space. We are hopeful this work will be paid for by an ARC grant.
- Partition in new large meeting room will be covered by NYS Construction Aid.
- Outdoor play area and arcade alternates are being included in the overall budget to lock in current pricing. The outdoor play area was a popular addition to the project by voters, and both alternates would be unlikely to occur, or more difficult to construct, if not done as part of this project.

D. Other

- There will be a change order for the identified hazmat in the gallery flooring found during the LU Engineering additional testing.
- The bids received were likely higher due to contractors protecting themselves with cost escalation uncertainty.

3. Appointment of independent contractor for social media campaign (Copella) [ACTION ITEM]

The library has been lacking in the social media aspect. This work does not fit into the current consultant hours or scope of work. The library would like to take all aspects of the Capital Campaign up a notch. This includes updates to the website, social media, and buy a book campaign. Social media platforms would be used to keep the public informed and in turn increase capital campaign donations.

CICC met with Keely Policastro, and were impressed with her knowledge, good ideas, and energy. CICC feels that she will work well with the staff. The pricing structure submitted by Keely was fair. The library would be looking to engage with her for the next few months. The cost could go against the professional consulting line in the project budget.

MOTION (L. Whitford, P. Shumway) To approve the proposal Keely submitted for a professional consulting role leading a social media campaign. The motion passed unanimously.

4. Approval of CCLS Plan of Service 2027-2031 Co-Central Library Services [ACTION ITEM]

MOTION (G. Copella, J. Parks) To approve the CCLS plan of service for 2027-2031 as presented. The motion passed unanimously.

MOTION TO ADJOURN (R. McElfresh, P. Shumway): Meeting adjourned at 6:29P.M. The motion passed unanimously.

Respectfully submitted,
Laura Whitford, Secretary