

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 16, 2025  
**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 5:30 P.M. by Board President Lanna Waterman. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, and Whitford. From the Library: Angell, Treas. Steffen, K. Mahar, and Director La Voie. Consultant Larry Sorokes was also present during the first part of the meeting to discuss marketing and strategic planning.

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 March 19—April 16:  
    #962 Operating Fund: \$94,550.14  
    #335 Capital Fund: \$375.00

Discussion:

- The largest expenditure was for books.
- Compared with last year, the utility bills are still higher.
- There were no further notes.

4. Review of Financial Statements

Discussion:

- The pay phone is being removed due to lack of use. It was last used over a year ago.

**MOTION (Tenglund, Shumway):** To approve agenda items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

Trustee Election and Budget Vote

- The trustee election and 2026 budget vote will occur on Thursday, June 26, at the Library. Polls open at 9 A.M. and close at 8 P.M.
- Trustee Ann Tenglund's term is expiring, and she will not be running again. Mike Morgon has indicated an interest in running for her seat. Nominating petitions will be available beginning on April 28.
- The proposed 2026 budget will be made available to the public on May 27, with a public hearing on Tuesday, June 10, at 6 P.M. to ask questions about the proposed budget.
- We will need separate hearings to present the construction project to the public and answer questions. The architect will be at these presentations. The first legal notice re: the project and 2026 budget vote will be published on May 8. A written press release about the 2026 proposed budget and budget vote must go out on May 27.

#### Personnel [Action Item]

- **MOTION (Copella, McElfresh):** To accept, with regret, the resignation of Business Office Manager Heather Angell, effective May 4, 2025. The motion carried unanimously.
- Angell, who is leaving for another position, has agreed to continue on a very part-time basis after May 4 to ensure critical tasks are completed, such as paying bills, ERS reporting, financial reporting, etc. She will also help train the new person after they are hired; although that will have to occur during evenings and weekends.
- Civil Service is currently canvassing the Senior Accountant and Accountant lists to see if anyone is interested in interviewing for the position. Three people have expressed interest, one at the senior accountant level.
- There will be a lot of record-keeping with the building project. The project manager will do some. The accountant will forward building project bills to a DASNY trust administrator, so there will not be as many duties in the library's business office as initially anticipated.

#### 2024 Annual Report to the Community [Action Item]

- This report is produced annually, providing highlights, statistics, and other information about the prior year so the public knows how their tax dollars are used.
- Much of the information comes from the Annual Report to NYS that libraries must complete every year. We post the Annual Report to the Community ahead of the public hearing for the annual budget vote. For this reason, we always include Return on Investment (ROI) figures, letting the public know what a bargain they are getting in return for their Library taxes.
- One suggestion was received to update the report to show pictures of the different ages of people who attend library programs.
- **MOTION (Tenglund, J. Mahar):** To approve the 2024 Annual Report to the Community. The motion passed unanimously.

#### Frances Bean O'Connell Endowment

- Earlier this month, we received the annual Frances Bean O'Connell Endowment grant of \$12,969.77. Last year, Kevin O'Connell moved another \$150,000 into the fund, bringing it to a total of \$300,000. He said he wanted to make sure the library receives at least \$10,000 annually. We are so grateful for this gift to the Library, which allows us to offer amazing arts and crafts programs to patrons of all ages.

#### PILOT Check

- We received the 2024-25 PILOT check from the school district in the amount of \$2,273.25.

#### March Gifts/Grants/Donations [Action Item]

- **MOTION (J. Mahar, Shumway):** To accept, with gratitude, the following gifts, memorials, and donations given in March 2025. The motion passed unanimously.
  - \$12.59 in anonymous donations;
  - a \$50 memorial donation for Michael Taylor;
  - a \$14.99 memorial donation for Diane Dieteman;
  - an \$8.99 memorial donation for Phillip Bernstein;

- \$1,251.31 quarterly installment from the Marjory Burdus Endowment.

### Friends of the Library

- The annual Bookmark Awards Ceremonies took place on Saturday, April 5, with one ceremony at 11 A.M. and the other at 1 P.M. The morning event celebrated winners from the Olean school district, and the afternoon event celebrated winners from the Portville and Allegany-Limestone districts. Attendance is always good at this event, as the contest is beloved by area students and their families. This year, between 100 and 125 people attended each ceremony. The bookmarks are displayed in the Gallery through the end of the month.
- Last month, the Friends approved spending up to \$6,000 to replace 32 older chairs, including 14 new chairs for the conference room, 14 for the public computer area, and 4 for the staff room. Most of the chairs have arrived, other than the public computer chairs, which should arrive early next week. The total came to \$5,496.01.
- The Friends have inquired about purchasing a new laminator for the Children's Dept, as the current one is over 25 years old and recently had some problems with the new laminate rolls. The Friends use the laminator every year to laminate the bookmarks for the bookmark contest.
- At this month's meeting, La Voie requested the annual program gift in the amount of \$4,000, which was approved. This helps pay for program supplies and presenters throughout the year (this is separate from the Summer Reading Program gift they also provide annually). The Friends also approved \$336 for library card holders, which patrons receive when they apply for a new library card.

### News from the Library

- The Library celebrated National Library Week all of last week. It kicked off on Saturday, April 5, with the Baby Farm Animal Petting Zoo in the Children's Department. It featured baby lambs, bunnies, goats, and chicks, and children got to learn a little about raising these animals while petting and interacting with them. Over 300 people attended! The week ended the following Saturday, April 12, with a Jeffers magic show.
- There was a basket raffle featuring three different library-themed baskets; patrons could win by putting a ticket in one of three boxes each day of the week (limit one per person per day). The Olean Teen Advisory Board once again hosted a Library-wide scavenger Duck Hunt for all ages. It's a fun way to get patrons to explore areas of the Library they may not visit regularly or even know about. For completing the Hunt, which involved finding little rubber ducks throughout the building, they won an additional ticket for the basket raffle.
- There were also "Patron Appreciation" giveaways, including Library pens and pencils, button pins, bookmarks, magnets, and keychains. On National Library Workers Day, Board President Lanna Waterman brought cookies for staff to enjoy.
- The Friends of the Library hosted a table in the lobby on Thursday, encouraging patrons to contact their representatives to restore Institute of Museum and Library Services (IMLS) funding. They provided educational materials on what IMLS does and what resources it supports in NYS.

## 6. Committee Reports

### Chautauqua-Cattaraugus Library System (CCLS) Board meeting (McElfresh)

- There are two new board members to fill vacant positions. They are still looking for someone from Cattaraugus County.
- CCLS will meet in the Gallery at the Olean Public Library on August 13.
- CCLS and its director have been working on advocacy efforts to educate about IMLS funding cuts. IMLS staffers were initially put on leave and then fired. Funding is no longer scheduled. \$8.1 million goes to NYS to fund the state library and the Division of Library Development (DLD). With the cuts they are seeing now, the DLD thinks they might need to reduce their staff to two people. That could impact libraries' ability to obtain construction grants on a timely basis. Six people currently review these grant applications, and it already can take over one year to receive notification. DLD is trying to find other ways to increase funding.
- CCLS funding is okay for now, and their staff is doing what they can to advocate for library funding.
- E-rate funding is another risk. We should know by June if it will be cut. Many schools, libraries, and hospitals, including ours, use E-rate funding. Providing high-quality Internet is important.
- The state budget has not passed yet, so we do not know what next year's funding might look like.

## 7. Old Business

### Library space needs – updates

- The total cost estimate is \$7.9 million, including bond issuance and additional upgrades to the children's area. Furniture and equipment are also included. Contingency fees are built into the estimates.
- There are other grant funding possibilities in the works for the teen room and the restroom upgrades.
- If we receive a lot of donations and need to bond for a lower amount, we can adjust the amount borrowed later. We want to vote to bond the total cost for flexibility, knowing it can be adjusted downward if we find we have a major gift and/or grant to help with the project. Another item in the bond proposition is that the project total could come in higher if we had special grants for specific things that were not in the original project scope. We need to ensure that we include language in the bond resolution that any grants are separate, so they won't need to be used to pay down the bond.
- The updated drawing was reviewed. Board members were happy with the changes that were made. The children's play areas were revised, some office space was adjusted, etc. Some shelving may need to be moved near the indoor play area to allow for a better line of sight into the play area.
- The size of the delivery area was discussed. Delivery trucks will continue to use the parking lot next door.
- We are in the final stages of marketing, with brochures to provide information on the building project and the budget. The capital project overview needs to be done soon. 5x7 postcards, with talking points on the reverse, will be helpful—they can be handed out and/or mailed.
- There is an obligation to get the word out and tell people what is happening. We should do more outreach to library regulars who are more inclined to vote in favor. Sending

things in the mail might be good for these people. Other ideas included putting an informational bookmark in books as they are checked out or handouts to parents and teens leaving the library. Teens can be helpful in marketing to their parents and relatives. The teens were included in information sessions when the city did the strategic plan.

- Sorokes had a draft list of talking points he reviewed with the board for feedback.
- Social media is another component. It is important to manage social media carefully.
- The annual report will also be helpful for marketing.
- The library is a community hub, and that needs to be emphasized. People like to know that children and teenagers are well served at the library.
- It is important that taxpayers understand how much the project will cost them individually since the cost per taxpayer unit is probably less than most people would anticipate. In our examples, we will use a house value of \$75,000 for examples of what a 30-year bond would cost that household. Taxable property values are less than the total value of a property, too. Showing what tax increase will be per month may help.
- The vote will be held on June 26. We need to start intensive marketing by May 1. The first legal notice is May 8. Hearings to learn more about the building will be held in May and June, one in the evening and one on a Saturday.
- A committee to work on this will be formed soon and will meet in May.

#### Strategic planning [Action Item]

- Survey results have been reviewed. People mostly responded positively, with a few comments and suggestions. Nothing that was said warranted a change.
- **MOTION (McElfresh, J. Mahar):** To approve the strategic plan. The motion passed unanimously.

#### CRCF donor bequest

- This agenda item was postponed to the next meeting.

#### 2025 Trustee Election and the 2026 Budget Vote Calendar

- The original proposed budget was based on this year's trends. However, utilities needed to be adjusted upwards due to increasing costs. Overall, the adjusted proposed budget increased by a little less than \$7,000.
- **MOTION (Whitford, Shumway):** To adopt the adjusted proposed 2026 budget. The motion passed unanimously.

#### 2025 budget line adjustments [Action Item]

- This agenda item was postponed to the next meeting.

### 8. New Business

#### Legal Address

- It was noted that on the tax map, our address is 209 Laurens Street, while we use our Second Street address. The tax ID on the tax map is correct.

#### SEQRA Type II Resolution [Action Item]

- See Attachment A for the text of the resolution.

- **MOTION (Whitford, McElfresh):** To adopt the SEQRA Type II Resolution. The motion passed unanimously.

Resolution to call a special district meeting of OCSD voters to vote upon a proposition authorizing the financing and construction of the OPL building project [Action Item]

- See Attachment B for the text of the resolution.
- **MOTION (Copella, Shumway):** To adopt the resolution to call a special district meeting of Olean City School District voters to vote upon a proposition authorizing the financing and construction of the Olean Public Library building project. The motion passed unanimously.

Resolution approving the scope of the OPL capital project [Action Item]

- See Attachment C for the text of the resolution.
- **MOTION (J. Mahar, Tenglund):** To adopt the resolution approving the scope of the Olean Public Library capital project. The motion passed unanimously.

Reimbursement resolution [Action Item]

- See Attachment D for the text of the resolution.
- **MOTION (Shumway, McElfresh):** To adopt the reimbursement resolution. The motion passed unanimously.

Schedule a Special Board meeting to certify election and budget vote results

- The Special Board Meeting to certify election and budget vote results will be held on June 27 at noon.

Board Retreat to Discuss Project Messaging

- The Board will meet on May 7 at 5:30 P.M. for a retreat to discuss project messaging, including making a case for the project, how the budget increase and tax levy increase work in tandem with the capital project, and a review of the talking points.

**MOTION TO ADJOURN (Whitford, Tenglund):** at 7:20 P.M. The motion carried unanimously.

Respectfully submitted,  
Ann M. Tenglund