

MEETING MINUTES
Olean Public Library Board of Trustees
June 18, 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, K. Mahar, 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: Two people were present to observe for a Boy Scout's Merit Badge.
3. Approval of Warrant Sheets for May 22—June 18:
 #964 Operating Fund: \$96,683.09
 #337 Capital Fund: \$10,518.24

Discussion:

- Angell said there were a lot of checks for presenters for the summer reading program.
- The election inspector checks are ready for them on election day.
- The Capital warrant has a large bill related to the project, including 55% of the estimating. It included the presentation renderings.
- On the Capital appropriations, in total \$144,867.35 has been spent on the project thus far, with \$27,482.04 of that having been spent this year so far.

4. Review of Financial Statements

Discussion:

- There was nothing to note on the balance sheets.
- Utilities are trending about the same. Gas bills are still higher than last year.
- For books, the Baker and Taylor bill came in and we are on track for where we should be at this time of year. The Baker and Taylor vendor had some backorders and cancellations because the company has been sold and divided. Some publishers are re-negotiating their contracts with Baker and Taylor.

MOTION (Tenglund, J. Mahar): To approve agenda items 1, 3, and 4. The motion passed unanimously.

5. Director's Report

Trustee Election and Budget/Bond Vote

- The trustee election and 2026 budget vote will take place on Thursday, June 26, at the Library. Polls open at 9:00 A.M. and close at 8:00 P.M. Four election inspectors will work that day and will be paid the Library's current minimum wage of \$16.33 per hour. A special Board meeting is scheduled for the following day at noon to certify the results, which must be done within 24 hours of the polls closing.

- Trustee Ann Tenglund is leaving the Board at the end of her term, and Mike Morgan is running for her seat. No one else turned in a petition, so he is running unopposed.
- The 2026 budget was made available to the public on May 28, and a public hearing was held on June 10. No one from the public attended, but an Olean Times Herald reporter was there. There was a significant error in the article that was published two days later. Although the error was quickly corrected in the online editions of the article, the print edition contained the error. They wrote an article the following day, correcting the mistake with a note that acknowledged their regret for the error. They felt terrible about the mistake and encouraged us to send letters to the editor promoting the project, which they promised to publish.
- The second public presentation on the capital project was held on June 14. It was not as well-attended as the first one, but there were members of the public who seemed genuinely interested in the project and were mostly supportive of it.

Manley Grant

- Chad Taylor and Kim Mahar applied for this year's round of Manley Charitable Trust grants. The request is for a new microfilm reader/scanner that will be compatible with current and future operating systems, as well as our networked printer. We currently have three older readers that are almost obsolete and no longer work well. Soon, they will no longer be supported in terms of their operating systems and compatibility with our printers. Our microfilm readers and scanners receive a lot of use, and it is, therefore, imperative that we have up-to-date readers for patron use.
- The Manley Charitable Trust awarded partial funding several years ago for an updated scanner/reader, which receives extensive use.

Cattaraugus Region Community Foundation (CRCF) Endowment Grants

- In late May, we received a check for \$667.96 from the CRCF, \$320.90 of which was from the Paul and Mary Janowicz Memorial Fund and \$347.06 of which was from the Paul and Betty Hanson Fund. Both are annual gifts for general support of the Library.
- In early June, we received a check for \$100.00 from the newly established Pete and Karen Buchheit Family Fund for general support of the Library "in memory of Pete during his birthday month."

2025 NYS Construction Aid

- In early June, CCLS Director Jan Dekoff notified member libraries that \$1,031,857 in Construction Aid is now open for CCLS libraries to submit "Intent to Apply" forms.
- The Olean Public Library may submit an application for a standalone project within the larger capital project, possibly for an expanded children's play area. La Voie has been in touch with the project architect for ideas. The architect also suggested we might want to apply for construction aid to install an elevator.

May Gifts/Grants/Donations [Action Item]

- **MOTION (Whitford, Shumway):** To accept, with gratitude, the following gifts, grants, and donations received in May 2025. The motion passed, with one abstention (McElfresh).
 - \$1,500 from the Friends of the Library for the annual Summer Reading Program gift, which pays for presenters at children's programs;
 - \$300 from the Friends of the Library to pay for prizes for the Summer Reading Program Kickoff Carnival;

- \$667.96 from CRCF—annual distribution from the Paul and Mary Janowicz Memorial Fund (\$320.90) and the Paul and Betsy Hanson Fund (\$347.06);
- \$250 in memorial donations for Jack Kelly;
- \$30 memorial donation for Dennis and Michelle Grimm;
- \$22 memorial donation for Marshall Dieteman;
- \$104.55 in anonymous donations, \$100 of which was donated for postcards for the Friends of the Library to help promote the capital project.

News from the Library

- Despite cold, rainy weather on Saturday, June 14th, 120 people attended the Summer Reading Kickoff Carnival. A few parents attended the capital project presentation and seemed very positive and engaged.

6. Committee Reports

CCLS Board meeting (McElfresh)

- No report

7. Old Business

Library space needs – updates

- La Voie said that Sorokes sent out approximately 75 postcards and will send more this week. He will also send a letter to the newspaper. Others are also sending letters.
- Sorokes asked the Friends of the Library for their mailing list. They are sending out postcards.
- Board members are hearing positive things from Olean residents about the project.

Community Bank Investments [Action Item]

- There is one CD that matured on 6/17/2025, at Community Bank. Angell recommended reinvestment for 6 months at a rate of 3.65%
- **MOTION (McElfresh, Shumway):** To reinvest as recommended. One abstention (Copella).
- One CD matures on 6/28. Rates are not available yet but probably will not change much. Angell recommended reinvesting for 6 months as well. The Board will vote on that at the June 27th special board meeting.
- There is one maturing in July, near the July board meeting date.

8. New Business

Slate of officers—already done

Treasurer

- **MOTION (Tenglund, Copella):** To appoint Fran Steffen as Treasurer for 2025-26, whose term will begin on 7/01/2025 and end on 6/30/2026. The motion passed unanimously.

Employee Handbook update—“Workplace Philosophy” [Action Item]

- **MOTION (Whiteford, J. Mahar):** To approve the new “Workplace Philosophy” section to insert into the Employee Handbook. The motion passed unanimously.

Discussion:

The wording reflects what Cole Adams had suggested to allow us to be able to have staff celebrations without worrying about how those things are paid for in the budget.

Patron Code of Conduct update [Action Item]

- **MOTION (McElfresh, Tenglund):** To approve the update to the Rules Governing the Use of the Library -- Patron Code of Conduct. The motion passed unanimously.

Discussion:

- The purpose was to curb reckless behavior on the part of some young patrons using sports equipment in the Library parking lot. It is a safety issue.

Waterman noted

Whitford, Copella at 5:56 pm

MOTION TO ADJOURN (): To adjourn at P.M. The motion passed unanimously.

Respectfully submitted,

Ann M. Tenglund