

**TENTATIVE AGENDA**  
Olean Public Library Board of Trustees  
December 15, 2022  
**5:30 P.M. – Conference Room**

*The mission of the Olean Public Library is to provide equal access to materials in various formats, programs, services, and professional staff to assist all people with their educational, informational and leisure needs.*

**Call to Order \***

1. Waive the reading of the minutes of the previous meetings and approve as mailed.

2. Voice of the Public/Correspondence

3. Approval of Warrant Sheets for November 16 – December 15:

Operating Fund:

Capital Fund:

Cafeteria 125 Fund:

4. Review of Financial Statements

❖ *Motion to approve Agenda items 1, 3, and 4*

5. Director's Report

6. Committee Reports

CCLS Board Meeting (McElfresh)

7. Old Business

Library space needs - updates

Strategic planning (Sorokes/La Voie)

Personnel matters

BWB annual audit

8. New Business

Adopt 2023 Budget (see attached) [Action Item]

Video-conference attendance under extraordinary circumstances [Action Item]

Employee Handbook – Paid Family Leave section amended [Action Item]

Community Bank Investments (Shumway)

Investment Policy [Action Item?]

Adjournment

\* To help keep us on track, I have highlighted the parts of the meeting at which the Treasurer should be present. Therefore, these parts should be moved to the beginning of the meeting.

**Reminder:** Staff holiday party is Friday, December 16<sup>th</sup> at 5:00 pm. Board members are welcome.