

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
June 21, 2023  
**5:00 pm – 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 pm by President Lanna Waterman. In attendance were trustees J. Mahar, McElfresh, Shumway, Sorokes, Tenglund, Waterman, Whitford, Treasurer Elser, Assistant Director 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: None
3. Approval of Warrant Sheets June 1-June 21:  
    #938 Operating Fund: \$75,444.64  
    #313 Capital Fund: \$1,565.00  
    Discussion:
  - Kathy reviewed the treasurer position duties with Diane.
  - There was a question about Unique Management Services, a collections group.
  - The Stormer Mechanical Services item was for one of the old HVAC units.
4. Review of Financial Statements  
    Discussion:
  - Elser noted that the balance sheet looked good, and there were not many changes.
  - Elser worked with the accountant to re-classify some items, which made a difference in budget versus actual numbers.
  - Everything else looked consistent from the prior month.

**MOTION (Sorokes, McElfresh):** To approve Agenda Items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

NYS Construction Aid

- 2023 Construction Aid applications are now available. This might be an ideal opportunity to update the restrooms, including ADA-compliant toilets and stalls.

Personnel

- Kyle Brooks' first day of employment at the Library was June 12. He is our new part-time building monitor, replacing Lou Palmieri, who recently retired. He comes with a lot of security experience and will be a good addition to the staff.
- We hired Kaele Saal as a library assistant to replace Caleb Austin, who recently resigned to go away to graduate school. Kaele's first day is June 21.

Grants from CRCF Funds

- The Cattaraugus Region Community Foundation sent us a check for an annual grant from both the Paul and Betty Hanson Fund and the Paul and Mary Janowicz Memorial Fund. The grant totaled \$584.06, with \$310.28 coming from the Hanson Fund, and

\$273.78 from the Janowicz Fund. The grant is unrestricted, so we can use the money wherever it is needed most. A thank you letter was sent to the Foundation thanking everyone involved.

#### Friends of the Library

- The Friends held their annual business meeting on June 12. The Library had no requests for funding in June, after receiving \$5,683 in April for the annual programs gift, cabinets for the children's department, and a shelf for our Manga collection, and then \$1,608 in May for the annual Summer Reading Program gift and flowers for the outside planters. The flowers were planted by a volunteer, Walter Schultz, who takes care of the garden at the Olean Food Pantry. He also fixed one of our broken planters, and donated many flowers from his garden. We sent him a thank you note.
- The Friends annual winetasting event will take place on Friday, September 8

#### News from the Library

- The Library was visited by a First Amendment auditor on Wednesday, June 7.

### 6. Committee Reports

#### CCLS Board meeting (McElfresh)

- The CCLS Board met at Prendergast Library.
- Construction Aid will remain the same.
- They are getting \$6,000 from the Love Your Library License Plate Fund. This money is distributed to member libraries.
- The second book plan payment went out.
- The new book delivery truck is still not in.
- The Building Committee has been looking at space.
- The Bemus Point and Fluvanna votes passed. This will allow them to become publicly funded libraries.
- Libraries are pushing for sustainable funding to secure funding through the taxpayers.
- The annual meeting will be in Cattaraugus County this year.
- The CCLS Roadtrip has started.
- The Division of Library Development visited ten CCLS libraries, including Olean. They were pleased to see all of the progress in the region and the need for Construction Aid.
- The CCLS Board will meet in Cattaraugus in August.

### 7. Old Business

#### Library space needs – updates [Strategic Plan Goals 1&3]

- **MOTION (J. Mahar, Whitford):** To enter executive session to discuss library space needs at 5:32 pm. The motion carried unanimously.
- **MOTION (Tenglund, Whitford):** To leave executive session at 6:23 pm. The motion carried unanimously.

### 8. New Business

#### Slate of Officers

**MOTION (Sorokes, Whitford):** To appoint the following officers for 2023-24. The motion carried unanimously.

- Lanna Waterman, President
- Reed McElfresh, VP
- Ann Tenglund, Secretary
- Patty Shumway, Finance Officer

Personnel Matters

- **MOTION (Tenglund, McElfresh):** To approve the appointment of Kyle Brooks, part-time building monitor, whose first day of employment at the Library was June 12, and Kaele Saal, library assistant, who started employment on June 21. The motion carried unanimously.

Outgoing board member Larry Sorokes and treasurer Kathy Elser were thanked for their exemplary service to the Board and the library.

**MOTION TO ADJOURN (Sorokes, McElfresh):** To adjourn at 6:33 pm. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund