

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
November 8, 2023  
**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 at 5:30 p.m.** by Board President Lanna Waterman. In attendance were trustees Copella, J. Mahar, Shumway, Tenglund, Waterman, Whitford, Treasurer Wetherell, 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 for October 19—November 8:  
#943 Operating Fund: \$84,430.13

Discussion:

- There was an Eric Jones pumpkin-carving class, paid for by a grant.
- There were no capital warrants this month.

4. Review of Financial Statements

Discussion:

- The bank statements were not received when the reports were prepared, but everything matched the online banking information.
- There were no major changes from last month.

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

5. Director's Report

NYS Construction Aid

- We received a quote for the data wiring needed to move forward with the security camera project, for which we recently received a Construction Aid award. Fortunately, it sounds like the wiring will be E-Rate eligible.

HVAC Maintenance and Quotes

- The fourth quarter maintenance was completed in October. All heating systems were operating correctly on the two older rooftop units. Basic maintenance was done on the two new ones and the boiler.
- Quotes have been received for HVAC maintenance according to the procurement policy.

Friends of the Library

- The Friends are participating in Giving Tuesday again this year on November 28.

#### News from the Library

- The full-time librarians and library assistant continue visiting other regional libraries annually. They visit libraries that are either newly built or have had an expansion and/or substantial renovations in recent years.
- Programs continue to do incredibly well.
  - Our arts and crafts programs, partly sponsored by the Frances Bean O’Connell endowment, are consistently filling up quickly, and almost all have waiting lists. We sometimes offer a second class if it’s feasible to schedule it and if it is not too costly to offer a second one.
  - The Teen Room continues to attract more and more teens. In October, 380 teens visited the room between 3 and 6 p.m. on weekdays.

### 6. Committee Reports

#### Finance Committee (Shumway)

- Heather and Michelle presented wage scenarios. The approved budget for 2024 included a 2% increase in wages. The committee looked at different percentages and recommended a 3.5% increase for 2024 wages. This figure was arrived at after examining inflation and government adjustment rates. Other employers are doing these types of increases as well.

### 7. Old Business

#### Library space needs – update

- **MOTION (Copella, Shumway):** To go into executive session at 5:32 p.m. to discuss space needs. The motion passed unanimously.
- **MOTION (Tenglund, Copella):** To leave executive session at 5:56 p.m. The motion passed unanimously.

#### Community Bank investments

- Paperwork was signed to move funds from the trust to the bank side.
- Some CDs are expiring soon. The bank will be able to offer the same rate for reinvesting those.
- The board decided that those CDs should be reinvested as the others were.

#### Personnel

- The library assistant will pursue her degree completion. She will soon be starting to work full-time.

#### Adopt 2024 Budget [Action Item]

- Heather recommended a few other adjustments: increasing operation and maintenance for boiler and HVAC, professional fees, and library supplies. Decreases would be taken in insurance and rental equipment. Salary and wage lines are actually down because some positions were not filled. This was in line with actual spending.
- **MOTION (Whitford, Tenglund):** To adopt the amended 2024 budget. The motion carried unanimously.

8. New Business

2024 tax levy check

- The 2024 tax levy check will be received soon.

2025 budget planning

- Work on the 2025 budget will begin soon. It will be approved in March to have the April budget meeting and the May vote.

**MOTION TO ADJOURN (Copella, Shumway):** at 6:27 p.m. The motion carried unanimously.

Respectfully submitted,  
Ann M. Tenglund

Next meeting: December 20, 2023