

**MINUTES**  
Olean Public Library Board of Trustees  
December 20, 2023  
**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, 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 November 9-December 20:  
    #944 Operating Fund: \$240,017.50  
    #319 Capital Fund: \$665.00

Discussion:

- Many larger bills were due, including the Retirement System, periodicals and electronic resources, which have all been paid.
- We purchased 18 desktops and monitors to replace old equipment.
- For snowplowing, it is a flat fee per month, regardless of the number of plow times.

4. Review of Financial Statements

Discussion:

- Payroll will be under budget due to staffing changes.
- There was nothing unusual in the statements.
- A six-month CD would be a good idea for half of the tax payment since it won't be spent immediately, and we could garner some interest on it. Interest rates are high now, so it would be prudent to act quickly.
- **MOTION (Tenglund, Shumway):** To invest half of the annual tax payment in a six-month CD. The motion carried unanimously.

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

5. Director's Report

HVAC Maintenance Update

- The agreement with Mazza for annual HVAC system maintenance, including a lifetime protection package for all repairs during the year, has been signed. This is more economically prudent and allows the library to budget for maintenance.
- Mazza will repair the three failing crankcase heaters in the rooftop units. They found two other repairs.

### Property Tax Check

- The property tax check in the amount of \$1,098,796 was received and deposited on November 14.
- Our 2024 PILOT amount will be \$1,942.80 and should be received in late December or early January.

### NYS Retirement System Bill

- The bill for our retirement system payment is \$65,097. A prepayment saves us approximately one percent, or close to \$500. We budgeted \$65,100 for this payment.
- We are hopeful that the estimate for the 2025 bill, which will be paid in 2024, was overestimated.

### Collection Development Policy and Reconsideration Form

- Since collection challenges are common nationwide, the Board reviewed the Collection Development Policy, which is posted on the library's website.
- The Board also reviewed the Request for Reconsideration of Library Materials form.

### 2023 Central Library Book Aid (CBA)

- We have approximately \$11,895 remaining in CBA money after renewing several databases. This is more than we usually have left and is partly due to CCLS taking care of the payment for Ancestry.
- If NOVEL-NY is not funded by the State Library next year, we may have to pay a significant portion of our CBA funds to subscribe to databases to compensate for that loss. However, if it is funded, we can decide how to spend the CBA funds in the best way.
- This year, we are using leftover CBA funds for an Overdrive credit. Our library dedicates a significant portion of CBA towards Overdrive, which benefits everyone in the system. We will be able to fill patron requests and holds and use the money to supplement our e-resources budget. We have more flexibility on how we spend CBA because the state changed the rules that used to require it to be used only for nonfiction resources.

### Hamlin Bank Donation

- We received the annual gift of \$1,000 from Hamlin Bank and Trust Company. As in the past, it came with the request that the funds be used for programs that service low to moderate-income individuals. La Voie sent them a thank you letter detailing some of the programs and services provided over the past year.

### Appraisal of Coughlin Donation

- The Royer family, who donated over 20 paintings to the library by local artist Marion Coughlin, had requested that the gift be appraised for tax purposes. The library does not usually provide appraisals of gifts of artwork. However, Coughlin was a well-known local artist. Her work is still popular.
- Mikel Wintermantel was willing to appraise the work because it was a substantial gift. The appraisal will be helpful to the library as well. Wintermantel did the work free of charge, although he suggested we give a gift to the Tri-County Arts Council instead of payment.
- He appraised the collection at approximately \$13,000 and will provide a letter to the Royer family with this information. He gave an individual price estimate for each painting, which we have documented in case it ever becomes helpful for insurance purposes. Some of the paintings had price tags on them from years ago.
- The library has a donor acceptance policy.

### Friends of the Library

- Once again, the Friends participated in Giving Tuesday this year and did better than ever! They won their Power Hour between 6 and 7 P.M., getting a \$500 prize sponsored by the Hedley Brook Agency. Tom Jacobs interviewed programming staff members Cherish Inman and Amy Chaffee during the Friends Facebook Live event during Power Hour. They raised \$4,770!

### News from the Library

- La Voie emailed Board members about the crowds lined up at the Library doors at opening time on December 1, and the phones ringing off the hook with people trying to register for both adult and children's arts and crafts programs. The programs filled up within a couple of hours. They have a maximum of two people per signup (unless it is the parent of multiple children). They have noticed that it is often the same people signing up, so starting in January, people can sign up for one program and be waitlisted for others.
- La Voie told Kevin O'Connell of the popularity of the programs sponsored by the endowment he and his wife created for the library.

## 6. Committee Reports

### CCLS Board Meeting (McElfresh)

- Some Spectrum eRate reimbursements are still due to CCLS.
- Their retirement bill is higher than expected.
- They did 2% raises and added three vacation days for full-time people and one for part-time to make up for the fact that they could not keep up with inflation.
- There were some positive movements with space in the Prendergast Library.
- Some of the other library systems did not use all of their construction aid, so they are hoping to reallocate that.
- A director review committee has been established for the annual review.
- They also established a policy review committee.
- They discussed the sustainability of funding for libraries that encounter book challenges. CCLS will encourage funding through cities or school districts.

## 7. Old Business

### Library space needs – updates

- **MOTION (Copella, Shumway):** To enter executive session at 6:00 P.M. to discuss Library space needs and personnel matters. The motion carried unanimously.
- **MOTION (Tenglund, Shumway):** To leave the executive session at 6:06 P.M. The motion carried unanimously.

### Personnel

- Cherish Inman has accepted the full-time position. She has a good rapport with the teens.

### 2025 Budget Planning

- The director and treasurer have been working on a draft budget, which must be approved by March.
- The draft budget will be presented to the Board in January.

8. New Business

2023 annual audit

- Preparation for the annual audit has begun.

**MOTION TO ADJOURN (McElfresh, Whitford):** To adjourn at 6:15 P.M. The motion carried unanimously.

Respectfully submitted,

Ann M. Tenglund