

**TENTATIVE AGENDA**  
Olean Public Library Board of Trustees  
January 17, 2024  
**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**

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 December 21-January 17:  
    Operating Fund:  
    Capital Fund:
4. Review of Financial Statements

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

5. Director's Report
6. Committee Reports
7. Old Business  
    Library space needs – updates  
    Community Bank investments  
    Personnel  
    2025 budget planning  
    2023 annual audit
8. New Business  
    2023 annual audit  
    Review and adopt the Schedule for the Trustee Election and 2024 Budget Vote  
    Conflict of Interest forms  
    Trustee Training  
    Motion to authorize the Treasurer to pay utilities, insurances, equipment leases, periodical renewals, payrolls and payroll withholding taxes as they become due in 2024  
    Motion to authorize the treasurer to maintain the following accounts for 2024:  
        Tax Fund Account – Community Bank  
        General Operating Fund Checking – Community Bank  
        Capital Fund Checking – Community Bank  
        Investment Holdings Checking – Community Bank  
        State Aid Fund Account – Community Bank

Adjournment

**Reminder:** CCLS Executive Director Jan Dekoff will attend our January Board meeting. If anyone has questions you'd like me to send to her ahead of time or topics you'd like her to address, please let me know and I will send them along to her so she has a chance to prepare.