

MEETING MINUTES
Olean Public Library Board of Trustees
March 21, 2024
6:00 P.M. – Gallery

The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.

Call to Order at 6:35 P.M. by 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 February 22—March 21:
 #948 Operating Fund: \$93,762.40
 #322 Capital Fund: \$5,746.46

Discussion:

- Everything on the warrant sheets was standard.
- The item printout for a purchase at Askey appeared to have a typo and will be checked.

4. Review of Financial Statements

Discussion:

- Revenues were coming in a little more slowly, but that is not all that unusual at this time of year.
- Maintenance was up a bit because of repairs Mazza had to make.
- On the fund balance end of year, on the first page of the appropriations, does that figure tie to the balance sheets? Wetherell said that she and Angell are scheduled to compare the financials to the audit next week and will have a better answer next month. McElfresh recalled that the fund balance was also split between a capital and regular account.

MOTION (Tenglund, Shumway): To approve Agenda Items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

2024 Trustee Election/2025 Budget Vote

- The Trustee Election and 2025 budget vote will take place on Tuesday, May 7th, at the library from 9 A.M. to 8 P.M. Three election inspectors will work. Trustee Gretchen Copella is seeking reelection to a full 5-year term.

- Nominating petitions for OPL trustees are available at the library, along with applications for absentee, military, and early voter ballots, which NYS law now requires.
- The public budget hearing will be held in the library on April 23rd at 6 P.M., during which constituents can ask questions about the proposed 2025 budget.

NYS Construction Aid

- The security camera phase of our 2022/2023 Construction Aid project is complete, meaning we can close out the project (the lighting portion was completed in 2023). Once we receive the final invoice from FSC, which installed the lighting, La Voie will close out the project with the Division of Library Development, at which point they will release the final 10 percent of the Aid (\$3,649).

Gifts/Donations [Action Item]

- Per the new Policy on Acceptance of Gifts, Grants, and Bequests to the Library, the board must formally accept all of the above at its monthly meetings.
- **MOTION (McElfresh, J. Mahar):** To accept the following gifts and donations received in February 2024:
 - A gift of \$150 from Sherri Lothridge, which was designated for teen programs.
 - An anonymous donation of \$20 for the comfort cabinet.
 - Donations of \$1,285 in memory of Fred Eade and Julie Reynolds Majka.
 The motion carried unanimously.

Personnel [Action Items]

- **MOTION (Tenglund, Copella):** To accept the resignation of Library Assistant Abigail Meek, effective March 19, 2024. The motion carried unanimously.
- **MOTION (McElfresh, Tenglund):** To approve the hire of two new staff members: Kaedence Ault was hired as a Library Page on February 28, 2024, and Samantha Burkhouse was hired as a Library Assistant on March 18, 2024. The motion carried unanimously.

Friends of the Library

- The Friends held their annual beer-tasting fundraiser, FeBREWary, on Friday, Feb. 23rd, from 7–9:30 P.M. at the Library. Approximately 100 people attended, and the Friends raised nearly \$3,000 to benefit the Library! This included over \$1700 in ticket sales, nearly \$1,000 from basket raffle tickets, and close to \$150 from the 50/50 raffle. Four Mile Brewery was in attendance, and several other area breweries donated beer for the event. Alex Cole performed live music.
 - During closing remarks, the late former trustee Alfred Victor Eade was recognized for his work as a Library board member and president. In 1980-81, Eade was responsible for organizing the Friends of the Library group, using a \$750 Zonta grant for seed money. One of the new Friends group's first actions was to help the Library with a significant shortfall because of reduced funding by the schools and the state, which saved staff positions and programming.
- The Friends' Bookmark Awards Ceremonies will be held on Saturday, May 4th; one will be held at 11 A.M. and one at 1 P.M. The bookmarks will be displayed in the Gallery by Budget Vote Day (May 7th). They will have a table set up on 5/07 in the Library lobby for a good portion of the day to advocate for the Library and recruit new members.

- The Friends approved paying for a new/second displayer to promote library programs, as the one we currently have doesn't have enough room for everything we have going on!

News from the Library

- Due to unanticipated cost increases, the City of Olean plans to end its rural transit service, OATS. This decision will negatively affect many of the city's residents and beyond, including a number of our lower-income patrons who depend on it. We should follow this situation and consider voicing our concerns to city officials.
 - It is a financial decision because the city would need a lot of funds to keep it. The city would have to ask its funding partners for so much more that it would be impractical.
 - Could the county pick it up? We are the only county in the state that does not have a bus transportation system.
 - This will also affect St. Bonaventure University, which was a funding partner. In Tandem was a funding partner, too.
 - It was decided that the Board Secretary would email Keri Kerper, who was accepting comments, according to the news release. The statement will read: “The Board of the OPL supports having a publicly available bus system in Olean.”

6. Committee Reports: None

7. Old Business

Library space needs – updates

- The fire system company that services the library determined that the two older rooftop HVAC units are no longer tied to our fire suppression system. This might have happened when the two older units were replaced. The company proposed they come in, with Mazza, and look for the break in the line to reconnect them. The two new units have independent fire suppression systems, but the older ones would need to be automatically shut down by this connection.

2025 budget [action item]

- **MOTION (Tenglund, Shumway):** To approve the adjustments to the 2025 budget. The motion was approved unanimously.
- Discussion:
 - Lines adjusted included salaries, FICA, fuel and utilities, and insurance. The year-to-date spending for insurance was close to the adjusted amount. This action aligned the 2025 budget with changes in the 2024 budget.

8. New Business

2024 budget [action item]

- **MOTION (Whitford, Copella):** To approve the adjustments to the 2024 budget. The motion carried unanimously.
- Discussion:
 - The same budget lines were amended because the board made adjustments for this year.

MOTION TO ADJOURN (Tenglund, Shumway): To adjourn at 7:04 P.M. The motion carried unanimously.

Respectfully submitted,
Ann M. Tenglund