

**MEETING MINUTES**  
Olean Public Library Board of Trustees  
April 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** by Board President Lanna Waterman at 5:30 p.m. In attendance were trustees Copella, J. Mahar, Shumway, Tenglund, Waterman, Whitford, Treasurer Wetherell, Assistant Director K. Mahar, and Director La Voie. Excused: trustee McElfresh.

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 March 21—April 17:  
    #949 Operating Fund: \$86,024.89  
    #323 Capital Fund: \$18,250.00

Discussion:

- The second quarterly payment to Mazza for HVAC has been made.
- The Friends pay for the brown bag book club refreshments.
- Everything was in order on the warrant sheets.

4. Review of Financial Statements

Discussion:

- We received more than budgeted from the PILOT payment.
- Earnings from investments did not include the interest for the CDs maturing later in the year.
- The library system grant and additional state and local aid installments will come in August.
- O'Connell money will be coming in soon.
- Friends of the Library used-book money donation comes later in the year.
- We received a dividend from our workers' comp policy.
- Library charges are slightly lower because services such as the fax machine have decreased.
- Regarding some expenditures coming in under budget, we have not yet had a three-payroll month, which will adjust that. There have also been some staff transitions where we have not rehired yet. Plus, there has been a staff member out for a long period of time. Benefits are related to salary, so those are down accordingly.
- Book expenditures are still lower, in part because young adult books have not yet been purchased. Periodicals renew in December.
- Fuel and utilities are under budget, which is good.
- There were some HVAC repairs prior to the maintenance contract kicking in.
- The cost of gallery receptions has increased, so that line is up a bit.
- Printing is lower because the newsletter is no longer sent to everyone in print.

- Wetherell is still reviewing the balance sheet vis-à-vis the 2023 year-end audit.
- Other lines are on track.

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

## 5. Director's Report

### 2024 Trustee Election & 2025 Budget Vote

- The election is on Tuesday, May 7, at the Library, from 9 am to 8 pm.
- Trustee Gretchen Copella is seeking reelection to a full five-year term.
- Popular programming will run that day, including Story Time with Percy the miniature horse, a therapy dog team, crafts, snacks, Investigation Stations, and evening craft programs.
- There is a public hearing in the Library on April 23 at 6 pm for constituents to ask questions about the proposed 2025 budget.

### PILOT Check

- We received the 2023-24 PILOT check from the school district in the amount of \$1,942.80.

### 2023 Annual Report to the Community [Action Item]

- The 2023 Annual Report to the Community was mailed to trustees in March so it could be reviewed before release to the public.
- The report is produced yearly, providing highlights, statistics, and other information about the prior year so the public knows how their tax dollars are used. It always includes a Return on Investment (ROI) section, letting the public know what a bargain they get in return for their library taxes.
- Much of the information comes from the Annual Report to the state that libraries complete every February.
- **MOTION (Tenglund, Shumway):** To approve the 2023 Annual Report to the Community. The motion passed unanimously.

### March Gifts and Donations [Action Item]

- Per our Policy on Acceptance of Gifts, Grants, and Bequests to the Library, the Board must formally accept the following donations to the Library. In March, we received a donation of \$100 from John MacRoy to help pay for his art reception held in the Gallery (artists do not normally contribute, so it was a very nice gesture of support). We also received another \$500 in memorial donations for Fred Eade. The Eade memorial is close to \$2,000 at this point.
- **MOTION (Whitford, Copella):** To accept, with gratitude, the following donations to the Library in March: \$100 from John MacRoy to help pay for his Gallery art reception and \$500 in donations as a memorial for Fred Eade. To also accept, with gratitude, the Friends of the Library annual gift of \$4,000 for programming presenters and supplies, and \$279.92 to purchase four new long white tables. The motion passed unanimously.

### Friends of the Library

- At their April meeting, the Friends approved the annual gift of \$4,000 to the Library to assist with paying for programming presenters and supplies. They also approved

\$279.92 for purchasing four new long white tables, as some of our current ones are getting old and are in disrepair. The Board needs to vote to approve both gifts.

- The Friends participated in National Library Week activities earlier this month by hosting a table in the Library lobby on Thursday, April 11, the day dedicated to library advocacy. They gave out winning bookmarks from last year's bookmark contest and encouraged people to sign up for their newsletter and become members. People who signed up for either received a ticket for a free book from their book sale.

#### News from the Library

- The Library celebrated National Library Week last week with activities such as a Baby Farm Animal Petting Zoo, a basket raffle featuring three different library-themed baskets, a Library-wide scavenger Duck Hunt for all ages, and "Patron Appreciation" giveaways including Library pens and pencils, button pins, bookmarks, magnets, and keychains. There was also a "Celebrate Your Freedom to Read" #ReadEverywhere social media campaign.
- We asked patrons to snap a photo or video showcasing where they were reading and post them to Instagram or Facebook (tagging the Library in the posts). Participants were entered to win a prize.
- We also celebrated National Library Workers Day on Tuesday with treats in the breakroom and a Tim Horton's gift card for each staff member. Board President Lanna Waterman also brought cookies.

#### 6. Committee Reports

##### CCLS Board meeting (McElfresh)

- No report, as McElfresh was unable to attend.

#### 7. Old Business

##### Library space needs – updates

- **MOTION (Whitford, Copella):** To enter executive session at 5:51 pm to discuss library space needs. The motion passed unanimously.
- **MOTION (Whitford, Tenglund):** To leave executive session at 6:04 pm. The motion passed unanimously.

#### 8. New Business

##### Special Board meeting to certify budget vote and trustee election results

- A special board meeting on May 8 at 1:00 pm will be held to certify the budget vote and trustee election results.

**MOTION TO ADJOURN (Tenglund, Shumway):** at 6:05 p.m. The motion carried unanimously.

Respectfully submitted,  
Ann M. Tenglund