

MEETING MINUTES
Olean Public Library Board of Trustees
July 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 at 5:30 P.M. by Board President Lanna Waterman. In attendance were trustees Copella, J. Mahar, McElfresh, Shumway, Tenglund, Waterman, Treasurer Wetherell, Angell, Assistant Director K. Mahar, Director La Voie, and consultant Larry Sorokes.

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 June 20--July 17:
 #952 Operating Fund: \$111,439.68
 #326 Capital Fund: \$5,111.49

Discussion:

- Bank of America checks were spread out among annual subscriptions, games for a program, etc.
- The Mazza repairs and quarterly payment for HVAC unit maintenance were included this month.

4. Review of Financial Statements

Discussion:

- The balance sheet was reconciled with the bank statements.
- There was a CD that matured last week.
- Everything else tied back to the audit reports.
- On the appropriations spreadsheet, earnings from investments reflects the monthly interest on the tax account and quarterly interest on the trust account.
- We received the Summer Reading Program grant in June.
- We will receive Love Your Library Aid this month.
- Under expenditures, the professional staff line will start to increase because one library assistant is finishing her degree and will move into a librarian line. The support staff line will continue to show lower spending due to absences and hours not being worked as budgeted.
- Benefit lines are projected to be underspent because they align with salary lines.
- The books line has been underutilized but there was a large Baker and Taylor bill in July for books. The book line should end up close to the amount budgeted.
- Fewer DVDs are purchased due to the availability of online streaming.
- Fuel and utilities lines have come in under budget for the past two years, as well as an insurance line. Insurance costs were discussed. If we reduce a few lines that are underspent, the adjustments will help cover HVAC costs.
- We are in good shape with not needing to use any appropriated fund balance as of yet.

MOTION (Tenglund, Copella): To approve agenda items 1, 3, and 4. The motion passed unanimously.

Budget Line Adjustments

MOTION (Shumway, McElfresh): To approve the following adjustments. The motion passed unanimously.

- Combine revenue lines 10006 Copy Machine Receipts & other misc. & 10008 Library Charges into one line “Library Receipts & Other Misc. for a total of \$15,000 (currently \$8,000/ea)
- Increase revenue line 10004 Gifts & Donations by \$1,000
 - \$1,000 for the reduction of combining the two lines above
- Increase Operations & Maintenance (appropriations line 404)
 - Increase by \$7,000 – HVAC repairs, carpet cleaning, parking lot seal
- Increase Office & Library Supplies (appropriation line 500)
 - Increase by \$350
 - SRP mini grant award received for \$300 from CCLS to be used for Smokey the Bear birthday party (L7410-430B)
 - \$50 donation received from Ried’s for the summer reading program (L7410-430TSRP)
- Increase Art Gallery & Exhibit Expense (appropriation line 504)
 - Increase by \$300
 - Donation of \$100 received from an exhibitor specifically for the gallery.
 - \$200 to cover gallery receptions to be held in the fall.
- Reductions on the following lines could be made:
 - Publicity & printing \$1,500 (appropriation line 505)
 - Computer Supplies \$2,500 (appropriation line 501)
 - Insurance \$1,000 (appropriation line 402)
 - Fuel & Utilities \$2,650 (appropriation line 400)

5. Director’s Report

HVAC Units

- On June 24, a Mazza tech met with a rep from our fire alarm company, FSC, to determine how best to ensure that all four units are connected to our fire alarm system so they all shut down in the event of a fire. They determined that when the new remote controls system was implemented following the installation of the two new units in 2020, the alarm system wires were left connected to the old control panel in workroom one. All units have now been connected to the new control system and are shutting down when the fire alarm is set off.
- As reported last month, La Voie met with Mazza reps and the owner of Essential Constructs, a company that works with contractors who have been pre-approved in the public bidding process by NYS and/or the federal government. Public agencies do not have to put their projects out to bid if they hire one of these pre-approved companies. La Voie contacted the directors of two public libraries that have worked with Essential Constructs and received positive feedback. Working with such a firm means public bidding requirements are eliminated, plus they assist with oversight of the contractor(s) and the project itself. Costs are contained as a part of the bidding process, and approved contractors cannot use change orders to drive up the cost of the projects after the fact.

- **MOTION (Tenglund, J. Mahar):** To authorize the director to move forward with the HVAC project through the New York State Cooperative. The motion passed unanimously.

June Gifts/Grants/Donations [Action Item]

- **MOTION (McElfresh, Shumway):** To accept, with gratitude, the following gifts and donations. The motion passed unanimously.
 - \$6,000 from the O’Connell Family Fund of the Erie Community Foundation to supplement the Frances Bean O’Connell Endowment grant received in May, which was \$4,481 (therefore, the total grant this year is \$10,481);
 - \$2,016.78 from the Marjory Burdus fund – this is a quarterly payment we receive from an endowment set up many years ago;
 - \$100 memorial donation for Daniel La Voie;
 - \$50 memorial donation for Carl McGowan;
 - \$11.24 in anonymous donations.

Frances Bean O’Connell Endowment

- As noted above, we received the first of two installments towards the annual Frances Bean O’Connell Endowment grant in May. Kevin O’Connell moved another \$150,000 into the fund earlier this year, bringing it to \$300,000. However, this was done late in the fiscal year, so the proceeds were less than expected (\$4,481). We received a call in June from the Erie Community Foundation letting us know that Mr. O’Connell moved \$6,000 out of another fund to increase the total grant for this year. A check in that amount was received on June 25. Mr. O’Connell wants “to make sure the Library receives at least \$10,000 until the entire endowment of \$300,000 is in full force.” We are so grateful for this gift to the Library, which allows us to offer amazing arts and crafts programs to patrons of all ages.

Frale Donation

- Merrill and Muriel Frable arranged a donation from the estate of Merrill’s late brother Phillip R. Frable in the amount of \$1,000, which they asked to be used to purchase books and periodicals. These were the materials Phillip made most use of during his many years visiting the Library. La Voie suggested we primarily purchase books, as we can put bookplates in them that acknowledge the gift. They were pleased with that idea. They also mentioned being very impressed by the Library’s successful teen programming, including the heavily used Teen Room.
- They also suggested we label the photographs in the Conference Room, which La Voie thought was a good idea. The photographs include most, if not all, of the Library’s previous (and current) locations. It was a pleasure to meet them.

Staff Development Day

- The annual Staff Development Day will occur on Friday, September 13. The day includes department meetings, mandatory state training, relevant library-level training, and other activities. The Board has always provided and eaten lunch with the staff that day. Staff appreciate it and enjoy the opportunity to chat with and get to know Trustees.

6. Committee Reports: No reports this month

7. Old Business

Library space needs – updates

- Larry Sorokes, Lanna Waterman, and La Voie met last Thursday. Sorokes outlined some issues where the Board should have input and guide a capital campaign.
- We do not know the final drawings and have not decided on a reasonable goal for fundraising.
- It would make sense to have a steering committee on fundraising that would interface with the Buildings & Grounds Committee. The Board should consider its representation on such a committee. They would serve as champions of the project. We should also consider Friends of the Library representation. A couple of patrons from different age groups and family types would be helpful, in addition to possibly an attorney. A financial advisor might be helpful but you cannot ask them to identify clients who are potential donors.
- Creation of a website and social media campaigning should be part of the plan. The refresh of a building is also a good time to refresh a brand.
- We also have to think about the fact that it costs money to raise money, so a budget will be needed.
- We might also want to consider a fund in the Community Foundation. They also do a lot of publicity and would help us raise additional funds. However, the library itself cannot open such a fund, but an individual(s) can do so for the benefit of the library.

Community Bank investments – Shumway/Angell

- Community Bank offers a 4.4% three-month CD. This is a good rate.
- Angell recommended a three-month CD to invest funds that will be needed later in the year.
- **MOTION (Tenglund, Shumway):** To accept the recommendation of a three-month CD in the amount of \$300,000. The motion passed unanimously.

8. New Business

Personnel – update

- **MOTION (McElfresh, J. Mahar):** To enter executive session to discuss personnel matters at 6:56 P.M. The motion carried unanimously.
- **MOTION (J. Mahar, Tenglund):** To leave executive session at 7:02 P.M. The motion carried unanimously.

Board committee assignments

- Buildings and Grounds*: Jennifer Mahar (Chair), Gretchen Copella, and Laura Whitford
- Finance*: Patty Shumway (Chair), Reed McElfresh, and Ann Tenglund
- Personnel* Ann Tenglund (Chair), Gretchen Copella, and Jennifer Mahar
 - *Lanna Waterman, Board President, is an ex officio member of all board committees

MOTION TO ADJOURN (Tenglund, Shumway): at 7:05 P.M. The motion carried unanimously.

Respectfully submitted,
Ann M. Tenglund

