

MEETING MINUTES
Olean Public Library Board of Trustees
August 14, 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 5:34 p.m. by Board President Lanna Waterman. In attendance were trustees J. Mahar, Shumway, Waterman, Whitford, Treasurer Wetherell, Assistant Director K. Mahar, and Director La Voie.

Essential Constructs Presentation and Q&A

- Rob Warholc of Essential Constructs was present to explain how public bidding works through the cooperative and what his company does for the customer.
- Any public agency that's obtaining tax dollars or obtaining federal or state grants has to follow procurement laws. Anything over a certain amount has to go out to public bid.
- E.C. eliminates ambiguities, allowing the library to hire a contractor directly without going out to bid. E.C. negotiates the scope of work and allows the library to know exactly what we're going to pay before project.
- Rob currently works for seven library systems for big and small projects.
- He can provide quotes for grants and can negotiate and get a feel for a project before getting started.
- The library would be required to be a TIPS (The Interlocal Purchasing System) member, which is no cost.
- Wicks Law requires that any project over \$500,000 directly hire four separate contractors for general construction, plumbing, electrical work, and heating and ventilation. E.C. would do all the administrative work needed with having four separate primes.
- Q&A
 - What are "general conditions" on price quote after contractor's bid? Fee paid to E.C. for insurances, co-operative fees, payment applications, etc.
 - Do contractors who bid have to be pre-qualified with E.C.? Yes. Library can bring on any contractor as long as they can do public work and work with bonds. E.C. makes sure they don't have liens, that their W9s are up-to-date, etc. Contractors don't have to make any financial commitment to be considered.
 - Why does the TIPS Agreement mention Texas education law? E.C. is based in Texas but is allowed to work in other states. The governing agency is based in Texas. They have to abide by Texas educational code, which allows them to operate as a federal agency. They would have to abide by state code whichever state they operate in. E.C. has to adhere to each state's procurement laws plus procurement laws of the agency, e.g. OPL.

Discussion:

- Benefit of using E.C. is that we can use a contractor we like (e.g. Mazza) and not have to put it out to bid and use lowest bidder.
- Appears that E.C.'s fee is 15% of project.
- Michelle was only able to reach one library to ask their opinion.
- Project is funded by NYS Construction Aid, but we have to pay 25% of the project.

- Next steps: Michelle will talk to Scott Bova about HVAC units before moving forward with Mazza. However, Michelle can complete the TIPS Agreement now as it doesn't financially commit us to anything.
- Michelle sent E.C. contract to "Ask the Lawyer" but hasn't received a response yet.

MOTION (Mahar, Shumway): To approve to La Voie enter into The Interlocal Purchasing System (TIPS) Agreement with Essential Constructs. The motion passed unanimously.

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 July 17—August 14:
 #953 Operating Fund: \$92,176.58
 #327 Capital Fund: \$2,097.50

Discussion:

- Electric bill higher because it's summer

4. Review of Financial Statements

Discussion:

- None

MOTION (Shumway, Whitford): To approve agenda items 1, 3, and 4. The motion carried unanimously.

5. Director's Report

HVAC Unit Replacements

- We have to become a TIPS member if we want to go through Essential Constructs and have them manage the upcoming replacement project with Mazza, who already provided a new quote for replacing the two old HVACs.
- The Library was awarded \$253,469 in Construction Aid for the project (75 percent of the quoted amount of \$337,959) in 2021. Prices for those units have nearly doubled since then, and we had put the project on hold.

Central Library Aid

- CCLS issued a check for \$50,671.05 to OPL on July 31, which represents the majority of our Central Library Aid for 2024. The check included 100 percent of our Central Library Development Aid (\$35,139.80) and Central Book Aid (\$15,531.25).
- We received 90 percent of our Local Library Services Aid (LLSA) a little earlier this year (it was deposited on July 19), which was in the amount of \$6,900.30, along with the annual \$250 CCLS Cash Grant.
- Central Library Aid is used wherever funds are needed most, with the understanding that as a central library, we are expected to maintain a richer collection than the smaller member libraries who depend on our larger ones, as well as contribute more towards shared e-resources and provide reference services and training to member libraries as requested.

July Gifts/Grants/Donations

- This agenda item tabled until September because J. Mahar had to abstain from voting. This meant that a quorum was not met. July gifts will be included with August gifts for approval at the September board meeting.

Personnel Update

- Cherish Inman completed her MLS in May and received her NYS Public Librarian Certificate in July, so she was eligible for the Librarian I position on July 21.
- **MOTION (Mahar, Shumway):** To approve the promotion of Cherish Inman to the full-time librarian I position. The motion passed unanimously.

Staff Development Day

- Staff Development Day will be held on Friday, September 13, from 8:30 a.m. to 4:30 p.m. The Library will be closed for the entire day so staff can devote their time to training and meetings.
- The Board will provide lunch between Noon and 1:00 p.m.

Annual NYS Sexual Harassment Prevention Training

- Every year, New York State requires employers to offer mandatory sexual harassment prevention training to all employees, board members, and volunteers.
- Board members who do not receive the training through their employers can use an online option or attend the training offered on staff development day.
- Board members must submit an attestation form with proof of training to La Voie by October 15, 2024.

6. Committee Reports: None

7. Old Business

Library Space Needs – updates

- Michelle emailed the board regarding her conversation with Noah about fundraising and how it will affect paying down a bond.
- Regarding Larry's suggestion of creating a fundraising committee, Michelle suggests waiting to promote it until we have a worked out plan in place. We don't want to be in conflict with anything that the Friend's of the Library may be planning.
- Scott Bova is coming tomorrow for a walkthrough.
- Staff and trustees have submitted the library survey, and everyone seems to agree that we need more space.
- Bob Schofield emailed Michelle that we can fundraise for a capital campaign, but he wants to talk more about this with her. She called and left a message.

8. New Business

Essential Constructs Presentation and Q&A

The meeting started with this agenda item – see notes at top

- Rob Warholic of Essential Constructs was present to explain how public bidding works through the cooperative and what his company does for the customer.

Read Between the Wines

- Read Between the Wines will be held on Friday, September 6, from 7:00-9:30 p.m.
- Tickets are available at the Library or on Eventbrite for \$25 or two for \$40. Designated driver tickets are \$15.
- The board will donate a basket with the theme of “Books and Bottles.” The basket will feature two books paired with a red or white wine and book or wine-related accessories.

MOTION TO ADJOURN (Whitford, Mahar): at 6:52 p.m. The motion passed unanimously.

Respectfully submitted,
Laura Whitford