

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
April 10, 2019 6:00 p.m.  
Randolph Library

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday April 10, 2019, with Barb Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Nancy Padak, Secretary; Don Butler, Ronda Pollock, and Lynn Warner, Trustees; Jan Dekoff, System Director; Kathy Gustafson, Business Manager; Tina Smith, Director, Prendergast Library

Absent: Robert Lanza, Linda Edstrom, Trustees

1. Barb called meeting to order at 5:59.
2. Public comment (3-minute limit per person): none
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion.

A. Changes or additions to the agenda: See below

B. Approval of minutes of previous meeting: Don W. / Lynn moved approval. Passed unanimously.

4. Treasurer's Report: Jan and Kathy reviewed budget information. Suggested that we should find out when counties prepare budgets and reach out to give/ get information. Jan reviewed aspects of state budget (see below). NYLA lobbied for \$\$ to conduct census, which will predominantly be digital. Meeting to be held on 4/18 at Waterfront Elem School in Buffalo.

Don B./ Don W. moved to accept budget figures. Passed unanimously.

Later discussed 50K budget deficit. Syndetics offers more information about books than Koha has. \$7500 annual cost. Discussion about possible purchase to continue next meeting. Possibility of asking member libraries to contribute.

5. New Business
  - A. Update Corporate Resolution for Business Credit Card Signers. Complete list of authorized persons for Northwest Bank business credit card agreements are Janice Dekoff, Paul Benson, Nancy Padak, and Donald Butler. CCLS maintains its policy of requiring two authorizers for each credit card agreement. Motion to approve Resolution: Paul/ Lynn; passed unanimously.
  - B. Meeting Location: June and August. Jan will contact Allegany and Dunkirk.

C. Lease Agreement: lease expired in 2018. Square footage and range of rental costs have been determined. Tina has spread sheet explaining all. Committee: Don W., Paul, Rob, Barb, and Jan. Jan will coordinate.

D. Koha Update: reviews mixed. Carolyn H. learning how to do reports. At least one person at every member library has been trained to do fast cataloguing. Goal is for these people to teach others. Looking at ways to increase volume of cataloguing.

E. Library Directors group has been reconstituted. Hope to meet quarterly. Group might send a representative to our meetings. Some conversation about how to support the group and the role that Jan/ system people can play.

F. State Budget Update: \$5 million Library Aid added back in to state budget; same funding as last year. Construction aid = \$14 million, down from \$34 million last year.

G. Staff Update: Salamanca has new director; Dunkirk's applications closed on Friday.

1) System—outreach coordinator. Jan wants coordinator of outreach and special projects. Wants cross-department work, which this person could do. Jan will distribute copy of job description, which will reflect these changes.

2) IT—Discussion about status of the IT Assistant position, including salary vs. hourly and how to handle mileage reimbursement. Suggestion to consider fixed travel stipend per month and to look at how other libraries handle such situations. Jan will inform IT personnel that Board needs more time to think about this. Jan will also develop summary email and guesstimate what a monthly stipend might be.

3) Don W. / Lynn moved to change the Technical Services Clerk position from hourly to salaried at same rate of pay with same benefits. Passed unanimously.

H. Variance for Library Director (Randolph): Variance signed and submitted.

6. Director's Report: Annual reports almost all submitted. System report being prepared. Board members need to take sexual harassment training. Online version to be explored. Jan/ Barb will follow up. Family literacy and Adult literacy grants submitted. New library cards, including ones for children, are being ordered.

7. Date of next meeting: Wednesday, June 12, 2019 – 6:00, location TBD

8. Lynn/ Don W. moved adjournment. Adjourned at 7:55

Respectfully Submitted.

Nancy Padak, Secretary