

**Chautauqua-Cattaraugus Library System
Board of Trustees Meeting**

June 12, 2019 6:00
Dunkirk Public Library

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday June 12, 2019, with Barb Kittle presiding.

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

Absent: Don Butler, Ronda Pollock

AGENDA

1. Meeting called to order: President Barb Kittle called the meeting to order at 6:01.
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. None
 - A. Changes or additions to the agenda: none
 - B. Approval of minutes of previous meeting: Motion to approve by Don W./ Linda passed unanimously.
4. Treasurer's Report: Jan reported on NYS system aid – adult/ family literacy support will be the same. The rest of state support down \$11,476.

Discussion of Prendergast's problems with Maintenance of Effort; likely 25% cut to book aid and library development to central libraries. These dollars have been distributed to Prendergast (2/3) and Olean (1/3). Update and further discussion in August, including what's needed to become a central library.

Overall, budget is in good shape. Balance Sheet: cash in good position; Motion to approve Treasurer's Report: Paul/ Don W. passed unanimously

- A. Budget Amendment: will be discussed at August meeting
5. Old Business
 - A. Lease Agreement: subgroup (Don, Rob, Barb, Paul) met. CCLS currently pays no rent for the 8300 sq. ft. space. We do pay about \$40K/ year for custodial (\$27K), utilities (\$10K), and cleaning supplies (\$2K). Average annual rents (per Vince deJoy): \$41,750 (@\$5 per sq. ft.), \$62,250 (@\$7.50), \$83,500 (@\$10). For future consideration: a) to determine if other expenses,

such as custodial and cleaning supplies, could be cut to make room for rent. Jan will determine how much it would cost to hire our own – dedicated only to CCLS; b) to meet with Prendergast Board to see where they are/ what they would like; and perhaps c) to check per square foot cost from another agency.

B. Staff Update

1. Outreach coordinator: current job description fits flexibility. This person would not need to travel out of system to conduct trainings. Motion to begin hiring process: Don/ Ron. Approved. Search committee: Barb (and Nancy) wants Board member on committee; others less sure. Search committee to include (at least) Outreach Council rep.; Jan; local library director.

2. IT: Other systems pay IRS standard mileage for travel; this person will use system vehicle if possible. Motion to approve salary and benefits as specified (Ron/Don) passed unanimously.

6. New Business

A. Annual Meeting Location: October 9. Workshops: one for library personnel; one for trustees/ directors. Jan and Kathy checked Doubletree and Harbor Hotel. Latter preferred. Plate charge (about \$29/ person) includes cost of room. \$50 to set up cash bar; \$50 for screen and projector; can have Board meeting there. Workshops would still be at Prendergast.

B. IT Proposal: Discussed a plan to provide more IT support for Olean and Prendergast-- providing dedicated IT support for a particular price – maybe \$160/200 per day. Questions raised/ discussed: Why only co-central libraries? Would the plan take CCLS IT personnel away from helping other libraries? How to determine what's normal and what's above and beyond? Do we need a time study? Can we determine how many hours each library gets each year for free? Should all libraries pay for IT support? Would be good to know how much each library uses IT. Need standardization for equipment. Discussion to continue.

7. Director's Report:

A. Report on System activities: Jan reported that new state librarian has been named; experienced and active; will start in August. Annual reports all in. Testing Slack [like IM; it's free]. Visiting libraries. New law about no smoking 100' from doors in libraries beginning 6/19. Construction grant presentations on 7/27 will begin at 9 (come in through loading dock); 7 libraries have expressed interest. Working on reviewing videos to create online portal for sexual harassment training. Developing welcome packet for new directors; also new director training. Census information for libraries coming soon. Adventure passes coming soon. Overdrive use up 13%. Fast cataloguing – up to 30 new items. Backstage is working well. Beta testing now; working w/ companies to figure out details.

B. Rob asked for details about the new auditor. Are we in same contract? Auditor can only be hired by Board. Who executed a contract/ engagement letter? What is implication of our contract w/ former auditor? Kathy will send PDF of letter. Discussion to continue.

8. Date of next meeting: Wednesday, August 14, 2019 – 6:00, location Allegany Public Library.

9. Motion to adjourn meeting (Lynn/ Don) passed unanimously. Meeting adjourned at 8:03.

Respectfully Submitted,

Nancy Padak, Secretary