

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
August 14, 2019 6:00  
Allegany Public Library  
**AGENDA**

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday August 14, 2019 with Barb Kittle presiding.

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

Absent: Don Watkins

1. Meeting called to order at 6 p.m. by President Barb Kittle
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: none

B. Approval of minutes of previous meeting: Rob/ Linda moved approval. Approved.

4. Auditor's Report: The audit report was presented by Rob Kocur [Saxton/ Kocur] and discussed. He recommended the Board form an Audit Committee. He is reasonably satisfied with the financial affairs of the System.

990 draft circulated. Minor changes made. Rob/ Lynn moved to approve the 990. Passed unanimously.

5. Treasurer's Report

A. Budget Update: Jan—finances steady, where we need to be. Construction \$\$ from last year released today.

Looking at \$2887 increase in deficit due to decreases in state aid. Deficit total: \$55,809 [previous deficit: \$52,922]. Brief discussion about additional sources of \$\$, perhaps from counties. Noted that Board has not approved budget as presented in meeting packet.

CCLS received \$6490 for Broadband—rebate for e-rate funding. Recommendation made to change budget to reflect rebate. This would reduce overall deficit to \$50,809. Rob/ Linda moved to reduce e-rate budget line by \$5K, which will also reduce budgeted deficit by \$5K. Passed.

Rob/ Paul moved to adopt the proposed amended budget. Deficit is \$50,809. Possible personnel savings were noted (when hiring took place, etc.) Motion passed.

Balance sheet: general discussion. No major issues.

## 6. Old Business

A. Central Library Aid/Prendergast MOE: 25% cut is coming from state for Central Library Status. Questions: will Olean get original amount? Will Prendergast go for 259 or School Library status, if their board approves? Could we temporarily remove central library status from Prendergast and have Olean be the only one? Could we appoint another central library? What about the 25% cut for this year? Nancy/ Rob moved to approve the cut to Jamestown not Olean for 2019. Linda and Lynn abstained; motion passed.

B. Lease Agreement: Barb and Rob attended meeting. Barb thought the initial amount was too high. CCLS currently pays about \$40K/ yr. to be in building. The proposal from Prendergast is \$8/sq. ft. CCLS currently pays \$4.78/ sq. ft. Jan reported that in-house cleaning would be \$8,000 – \$9,000 for 2 days per week. Linda/Rob moved to return proposal to Prendergast with a 3-year offer of \$48,000 plus CCLS does its own cleaning. Motion approved. Lynn abstained.

C. Staff Update: Telephone interviews with Outreach Coordinator candidates have been conducted. Two candidates have been invited for interviews. Decision soon. Barb asked that Board be notified of decision.

## 7. New Business

A. George Kennison needs a credit card for incidental expenses (\$500 max.) Ronda/ Lynn moved to approve this request. Motion passed.

B. Outreach Grants: committee met and recommended about \$4800 to 7 libraries. Don/ Linda moved approval of committee's recommendations. Motion passed.

C. Construction Grants: Available Board members met with 2019 Construction Grant applicants in late July. Jan explained the process and the group's recommendations. Paul/ Linda moved to accept construction applications from 6 libraries (p. 1 of Jan's handout) for \$336, 772. Motion approved. Recommendations for use of additional funds will be made at another time. For future competitions Board wants a) a breakout of incidentals and b) multiple bids. Jan will develop list of known contractors.

D. Conflict of Interest: forms signed

E. Sexual Harassment Training: must be completed annually by staff, volunteers, Board, (waiver form available). Needs to be completed by end of October. By early September, CCLS website will include documents, recommended phases, and activities for libraries to use.

8. Director's Report:

A. Report on System activities – Jan reported that the annual meeting will be held at the Harbor Hotel. Possible small group sessions: someone from JCC talking about volunteers; device roundtable; a tour of Prendergast maker space; info about census. Two new directors have been appointed. CCLS staff has been busy. Brief discussion of local history project for Catt. County. KOHA records submitted to Backstage for records clean up; should be loaded next week.

9. Date of next meeting: Wednesday, October 9, 2019 – 5:15, location: Harbor Hotel, Celoron. Linda/ Rhonda moved to adjourn meeting at 8:37. Motion passed.

Respectfully Submitted,

Nancy Padak, Secretary

pending approval at the October meeting