

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting

April 8, 2020 6:00
Electronic Meeting

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday April 8, 2020, with Barbara Kittle presiding. The meeting was held electronically, via Go To Meeting and phone.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Nancy Padak, Secretary; Paul Benson, Don Butler, Linda Edstrom, Thom Torrey, Lynn Warner, Trustees; Jan Dekoff, System Director. Absent: Rob Lanza

AGENDA

1. President Barb Kittle called the meeting to order at 6:01 p.m.
2. Barb announced the purpose of the meeting: to support the Director's request to apply for a paycheck protection loan approval program.

Jan explained: funds are distributed through the Small Business Association. The program allows small businesses to apply for 2.5X monthly cost for payroll and other fixed costs (e.g., rent, utilities). Payroll funds are 100% forgivable. For other costs, CCLS anticipates paying back 25%.

Northwest Bank, with whom we do business, is an approved lender for this program. The bank provided the application and a checklist. Jan and Kathy worked on the loan calculations. The average monthly cost for payroll = \$52,765 [salary and benefits for 12 FTE] is multiplied by 2.5 for a total request of \$131,913. Rent for 2 months= \$9,333 will be able to be paid for using loan funds. Board members had no questions about the program.

3. Paul/ Don B. moved to approve the following motion:

Resolved: That Executive Director, Janice Dekoff, will submit an application for the Small Business Administration's Paycheck Protection Program and sign on behalf of the Chautauqua-Cattaraugus Library System.

Vote by roll call vote. Motion carried unanimously.

4. Motion for adjournment (Linda/ Lynn) passed unanimously. Meeting adjourned at 6:15.

Respectfully submitted,
Nancy Padak, Secretary