

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting
February 12, 2020 6:00
Randolph Library

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday February 12, 2020, with Barbara Kittle presiding.

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

AGENDA

1. President Barb Kittle called the meeting to order at 5:56.
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: Motion by Don W./ Don B. to approve passed unanimously.
4. Treasurer's Report: 2019 ended with a very small balance. Jan will seek additional information about cell phone use and possibly adjust the reimbursement process for 2020 for the IT staff. 2020 spending is on track. Motion [Nancy/ Don W] to approve Treasurer's Report passed unanimously.
5. Old Business
 - A. Director Annual Review (Committee: Barb, Don W, Nancy): Jan completed a self-evaluation. Committee met with her to discuss. Conclusion: Jan has had a successful first year. Next year's evaluation should probably be conducted earlier, perhaps beginning in late summer.
 - B. OverDrive shared expense: Jan will share a handout reflecting the use and amount each member library contributes to OverDrive with Library Directors (and perhaps Board Presidents). Goal is to fund OverDrive fairly but keep local library contributions voluntary. Jan could offer explanations to member library boards

electronically (e. g, podcast or moodle) or visit libraries at the request of boards or directors. Central funding may be used to support some OverDrive purchases.

6. New Business

- A. Thom Torrey took the Trustee Oath of Office.
- B. Adoption of the 2020 Library Materials Grant Plan. Same formula as previously used. Question: Can book plan \$\$ be used for e-books/ OverDrive contributions? Motion to approve [Linda/ Lynn] passed unanimously.
- C. Certification that the Central Library Book Aid for the State's fiscal year 2020 was expended for adult non-fiction and foreign language materials in print, non-print, and electronic formats. Motion to approve [Nancy/ Rob] passed unanimously.
- D. Approval for 2020 Central Library Development Aid to be distributed to the Olean Public Library. Motion to approve [Don B./Don W.] passed unanimously.
- E. IT Purchasing for Members: Currently, IT personnel must seek Jan's prior permission for using system credit card for tech-related purchases for local libraries. Motion to approve a change so that if local director approves a tech-related expense, purchases up to \$500 do not need Jan's approval [Don W./ Linda] passed unanimously.

7. Director's Report:

A. Report on System activities – 1) Jan has been working with Olean. Question: how will central library \$\$ adjust if Prendergast passes 259? Answer: will be determined later. Governor's budget proposes cuts to libraries both in book aid and in construction grants; Senate may restore some or all of this. Andy Goodell will visit Hazeltine Pubic Library (Busti) on 2/28. 2) Annual Reports due 2/19. 3) Census 2020—each library can have a census kiosk that is set up for use. Laptops for circulation will also be available, beginning 3/12. 4) A possible staff retirement was discussed.

8. Date of next meeting: Wednesday April 8, 2020 – 6:00, location Randolph Library. Motion to adjourn {[Linda/ Lynn] [passed unanimously. Meeting adjourned at 7:24.

Respectfully submitted,

Nancy Padak, Secretary