

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
December 30, 2019 6:00pm  
Randolph Library

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday December 30 2020 with Barbara Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Don Butler, Rob Lanza, Linda Edstrom and Lynn Warner, Trustees; Jan Dekoff, System Director, Michelle Lavoie, Director, Olean Public Library; Tom Torrey, Portville Free Library

Absent: Nancy Padak

**AGENDA**

1. **Meeting called to order:** President Barb Kittle called the meeting to order at 5:58pm.
2. **Public comment** (3-minute limit per person): none
3. **Consent Agenda:**  
**Resolved:** That the Consent Agenda including minutes from October 9, 2019 meeting be approved. (Edstrom/Watkins). Carried
4. **Treasurer's Report** (Jan Deckoff)
  - A. **Budget Update**  
**Resolved:** That the report as presented be approved (Butler/Lanza) Carried
  - B. **2020 Proposed Budget**  
The proposed budget for 2020 was presented and discussed in detail. Lanza moved to go into Executive Session for the purpose of discussing personnel and salaries. Seconded by Edstrom. See separate minutes of the executive session. Butler moved to close the executive session Lanza seconded. Carried. The regular meeting then continued.  
**Resolved:** That line item #6490.12 be decreased \$3250.00 (Continuing Education Grants)  
That line item # 684.10 be adjusted to reflect salary changes as approved by the board in executive session (Professional Staff). That lines reflecting Rollover Funds and Net Income without Rollover Funds are removed from the budget. The proposed 2020 budget with the above changes be approved. (Watkins/Benson) Carried
5. **Old Business**
  - A. **Central Library Aid/Prendergast MOE**  
**Resolved:** In order to preserve state funding, to suspend co-central library status of the Prendergast library pending either approval of submitted wiver or passage of 259 vote, tentatively to be held in May concurrent with Jamestown City Schools Budget vote . Olean will be the CCLS central library and take on duties therein and the subject will be revisited at the end of 2020. (Watkins/Lanza) Carried
  - B. **Lease Agreement**  
Barb reported that at their October, 17 2019 meeting the James Prendergast Library Association Board of Trustees voted on and approved the terms of lease between the JPLA & CCLS for the rental of office space for the CCLS within the JPLA building, . Prior to signing the lease, Barb reviewed the terms which includes maintenance and utilities and no annual increase during the terms of the lease which commences January 1, 2020 for three years, at \$56,000 per year.

6. **New Business**

**A. New Board Member from Cattaraugus County,**

**Resolved:** Thom Torrey, Portville Free Library Trustee, be appointed CCLS Board of Trustees to fulfill Rhonda Pollock's term expiring December 2020. (Edstrom/Lanza) Carried. Thom was thanked and welcomed to the board.

**B. Director Annual Review**

A committee was formed consisting of Don W., Nancy P & Lynn W to conduct first annual review for Jan Deckoff, hire date 1/16/2019 through year ending 12/31/2019 with a report to be submitted at the February, 12, 2020 meeting of the board.

**C. System-Wide Health Care**

Discussion was held regarding the possibility of providing health care to system library staff who do not currently have health insurance through their library. It was determined that Jan would speak with the CCLS system insurance broker and also reach out to other library systems similar to CCLS to determine if there are options available. Report will be made to the board when information is obtained for further discussion.

**D. Overdrive Shared Expense**

Discussion was held regarding the system library's individual pledge for shared cost of OverDrive vs. YTD billings spent by members resulting in a request from the board for further review in order to have charges shared more equitably.

**E. Change of Meeting Time for CCLS Board**

A discussion was held to determine if the time for the monthly CCLS board of trustees should be changed. It was determined that retaining the current meeting time of 6:00 pm is favored by the majority of trustees.

**F. 2020 Board Meeting Dates**

Reviewed - all meetings will be at the Randolph library with the exception of the June and August meetings as noted and the October annual meeting, location TBD.

February 12

April 8

June 10 (possibly at Olean)

August 12 (At a Chautauqua County Member Library - TBD)

October 14 (Annual Meeting - Tentative)

December 9

7. **Director's Report**

The Director's report on system activities was presented and well received.

8. **Date of Next Meeting:** Wednesday, February 12, 2020 - 6:00 Randolph Library

10. **Resolved:** to adjourn meeting at 7:53 pm. (Watkins/Benson) Carried

Respectfully Submitted,

Lynn Warner, Acting Secretary