

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
October 9, 2019  
Harbor Hotel, Celoron, NY  
**Minutes**

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday October 9, 2019 with Barb Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Robert Lanza, Don Butler and Lynn Warner, Trustees; Jan Dekoff, System Director  
Absent: Nancy Padak, Linda Edstrom, Ronda Pollock

1. Meeting called to order: President Barb Kittle called the meeting to order at 5:14pm.
2. Public comment (3-minute limit per person): none
3. Consent Agenda: Consent agenda items are routine and are acted on with one motion.
  - a. Changes or additions to the agenda: none
  - b. Approval of minutes of previous meeting:  
Motion to approve by Don B/ Paul Approved.
4. Treasurer's Report: Balance sheet general discussion, no major issues.  
Motion to approve by Rob/Don W Approved.
5. Nominating Committee
  - a. Proposed Slate of Officers:
    - i. President - Barb Kittle
    - ii. Vice-President - Don Watkins
    - iii. Treasurer - Paul Benson
    - iv. Secretary - Nancy PadakMotion to approve by Don B/Don W Approved.
  - b. Nomination of Don Watkins to serve a full five-year term  
Motion to approve by Rob/Lynn Approved.

Barb noted that for personal reasons, Rhonda will be leaving the board at the end of 2019. Her term is up in 2020 and a search will begin for someone from Cattaraugus County to fill the term.
6. Unfinished Business
  - a. Central Library Aid/Prendergast Maintenance of Effort  
JPLA may be able to get a waiver from the state. Their board is working on a compliance plan.

b. Lease Agreement

3-year lease agreement beginning in January between JPLA & CCLS will be voted on at JPLS October 17 regular meeting will not include an annual 2% increase.

c. Construction Grants

Jan reviewed construction grant allocations approved by committee. Sherman had a last-minute reduction in the scope of their submitted project. Funds were re-allocated for replacement of flooring resulting from the flooding at Little Valley

7. New Business

a. LJ Martin -Credit Card

Jan requested approval of credit card for new Outreach Coordinator with a \$2000 limit as per other staff credit cards. Motion to approve Paul/Don W Approved.

b. 2019 Cleaning Contract

With pending approval of new lease agreement with JPLA, 2019 will conclude previous lease agreement terms.

c. Delivery Driver Changes

Long time delivery driver Alton "Bub" Phillips leaving for personal reasons. Dave hall has accepted offer of 14 hours per week pending drug and background check. Discussion of Bub maintaining vehicles for approximately 8 hours per month at \$18 per hour. Board not in favor - no formal vote requested.

8. Director's Report:

a. Report on System activities -Jan reported that Little Valley library has been shut since July's flood and they are hoping to re-open November 4. LV receiving assistance from CCLS staff, community and NYLA disaster relief.

Outreach Coordinator LJ Martin started September 3 and has been busy visiting the member libraries and putting together an application for next year's Big Read.

The member libraries will be very busy with the 2020 Census. \$88,000 in grant monies has been received by the Empire State Library Network for training and marketing funds will be allocated as well.

9. Date of next meeting: Wednesday, December 11,2019 at the Olean Library

10. Motion to adjourn meeting Paul/Lynn Approved. Meeting adjourned at 5:48pm

Respectfully Submitted,  
Lynn Warner, Acting Secretary