

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

August 12, 2020

Via Go To Meeting

AGENDA

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

1. Meeting called to order: President Barb Kittle called meeting to order at 6:01.
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: Linda/ Paul moved acceptance of minutes. Passed unanimously.
4. Auditor's Report: Rob Kocur explained his detailed review; said requested changes were made. Audit Committee also reviewed audit results. Rob provided a summary for Trustees. No issues or concerns. Rob L./ Don W. moved to accept audit. Passed unanimously. Don W./ Lynn moved to approve 990 draft. Passed unanimously.
5. Treasurer's Report
 - A. Budget Update (Jan): System has received several grants (reopening costs, summer reading grants, ALA for census). 80% of basic aid from state is likely coming this month or next. The DLD granted Prendergast a waiver to recoup funds cut for its co-Central Library status; we will receive last year's funding (timing uncertain). Other state aid is still uncertain.

Expenses: Discretionary spending frozen. Reopening supplies, etc. from grants. Jan will be trying to negotiate with KOHA to avoid expected 3% hike in costs. Cannot use central book aid \$\$ for Overdrive platform.

At this point, our budget is likely to be accurate for the rest of 2020. May need to amend individual line items. PPP Loan: forgiveness portal has been developed. Banks will eventually make this available to clients. When loan is forgiven, can put \$\$ into budget.

Budget for 2021 will likely be flat. Jan has been questioning libraries about essential services. Databases (e.g., Ancestry) were least valued and may be eliminated. Added a donation page on website for patrons to support e-books. Committee to work with Jan on budget amendments and

2021 budget: Paul, Don W., Rob. Jan and Barb will discuss process and share with rest of Board.

Need to hire new Youth Services Coordinator and IT Support person; this will wait until 2021. Linda/ Paul moved to accept budget. Passed unanimously.

6. Old Business

A. NYS Construction Grants: Already approved projects—Process has been slow; \$\$ seems to be secure. Jan has shared what info she has with libraries whose projects were approved.

New projects: Dunkirk, Frewsburg, Sinclairville. As these are capital funds, should not be subject to budget cuts. CCLS has \$336,772 available. (\$60,800 will go unused. This will go into a state pool to fund other projects.) If other CCLS libraries want to apply for the 60K, there's still time, although Board may need to have a special meeting. Jan will reach out to see if applicants can spend additional funds or if other libraries wish to apply for funds (due Friday 8/21). Rob/ Don W moved to accept the 3 projects for the Construction Grants. Passed unanimously.

B. PPP Loan: see above

7. New Business

A. Re-appointing Trustees –Don Watkins, Nancy Padak, Thom Torrey: New reviewers for Annual Reports have new concerns—date oath of office taken and date oaths filed. Oaths have not previously been filed but now must be. Chautauqua County will file these oaths. Linda/ Rob moved to reappoint Watkins, Padak, and Torrey. Passed unanimously,

B. Conflict of Interest: Came in meeting packet. Sign and return to CCLS

C. JPLA –Central library status (Jan): No additional loss of Central Library funds. Olean anticipates that current funding protocol will remain for the 2020 year. Linda/ Don W. moved that as of January 1, 2021, Prendergast be reinstated as a co-Central Library. Motion passed unanimously.

D. Annual Meeting: Should be October. Barb outlined a possible revision: eliminating workshops and programs. Meet in person, if possible, for Board meeting and have a virtual Annual Business Meeting. Discussion ensued about timing, possible agenda items. Jan will survey Directors for preferences and will report back to Board.

8. Director's Report:

A. Report on System activities –Janice Dekoff: Much information already addressed above. Libraries have been working carefully to open, keeping community needs and preferences in mind. Deliveries have begun. Protocols working well.

Census funds: state was going to give \$\$ to counties; changed after COVID. Chau and Catt getting about half of expected funds. Have already partnered with Chau. Catt asked for

proposal to spend 75% of funds they rec'd from state. CCLS will work in partnership with United Way and other nonprofits in Catt County.

9. Date of next meeting: Wednesday October 14, 2020–6:00, location TBD

Don W./Paul moved to adjourn. Meeting adjourned at 7:50.