

## Chautauqua-Cattaraugus Library System Board of Trustees Meeting

June 10, 2020 6:00

Virtual via Go to Meeting

### AGENDA

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

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: Don B./ Linda moved approval of minutes. Passed unanimously

#### 4. Treasurer's Report

A. Budget Update: Jan reported that system is trying to be fiscally conservative. Have received payments from both counties. Chautauqua County will be reducing future support (17.5%). Additional cuts may also be coming. Uptick in use of and member library support for e-books/ audiobooks. Have been waiting since end of April for information about state budget cuts; Governor appears to be waiting for some news about federal support. Without it, 14-20% cut is likely.

Paycheck Protection Plan rules have changed: extended from 8 to 24 weeks. We should be able to spend entirety of loan without paying anything back. For budget planning purposes, using this award as income. Also looking at other potential changes. Jan explained some budget lines. For planning purposes, using 20% cut across the board. Overall reduction may be \$100,000; could be more. Will probably do a virtual annual meeting.

B. Personnel: two retirements, one coming soon. Altered staff budget to reflect this, both salary savings and new hires. Deficit of \$83,568.11, in addition to previously approved deficit. Questions: should we not make new hires? Could someone be part time? Such a decision would eliminate benefits, an additional savings. Jan will put PT/FT comparison together for Board to peruse. We may need more information and to have an online discussion. Question: what are our priorities? Outreach? Is Catt County being appropriately served? Can LJ take on more, since some outreach activities are being reduced?

Also received \$5000 grant from Chautauqua County Community Foundations to provide cleaning products, counter shields, etc. Catt County Community Foundation is

also expected to do this. May be an additional \$25,000 grant coming through the Chautauqua County Community Foundations that could help with these costs.

5. Old Business

A. COVID-19: very busy supporting member libraries, including some legal issues and staff changes. Weekly directors' calls have been helpful. Five libraries have not yet opened. Counter shields should arrive soon. Regular deliveries may begin when all libraries are open. Hoping for before end of June.

B. PPP Loan: [see above]

6. New Business

A. Reopening CCLS and Member Libraries: [see above]; this week and next, 50% staff level in building. Staff still encouraged to work from home if possible. Back in office full time by end of month, ideally.

B. NYS Construction Grants: We do not believe construction grant funding will be cut. Jan has been encouraging libraries to think ahead. Will need to alter the review process. Applications probably due to state early October. Board would like to see grant requests; may discuss in a special July meeting.

C. OverDrive Reciprocal Lending Arrangement: Jan reviewed process, previously shared with Board. No cost; can leave with 30 days' notice, if wanted. Don W./Linda moved approval of involvement with the arrangement. Passed unanimously.

7. Director's Report:

A. Report on System activities – Janice Dekoff: [see above]. Proud of staff involvement in keeping libraries and patrons connected. Barb commented about strength of staff and suggested that we might find a way to express our appreciation.

8. Date of next meeting: May also be a July meeting. Next regular meeting Wednesday August 12, 2020 – 6:00, location TBD, likely Olean. Meeting adjourned at 7:16.

Respectfully submitted,

Nancy Padak, Secretary