

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

October 14, 2020

Immediately following CCLS Business Meeting

Prendergast Library/Virtual via Go to Meeting

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. Absent: Thom Torrey, Trustee. Guest: Diane Carey

AGENDA

1. Meeting called to order at 4:46.
2. Public comment (3-minute limit per person): none
3. Consent Agenda:
  - A. Changes or additions to the agenda: add committee formation under new business.
  - B. Approval of minutes of previous meeting: Don Watkins/ Linda to approve. Passed
4. Treasurer's Report
  - A. Budget Update: keeping costs as low as possible. Have received funding from both counties and state. Have also received support for Central libraries (\$41,739 in central library aid, held back from Prendergast in 2019), outreach, and correctional facilities. Grant for \$5000 from public library association for technology (not yet funded). Received \$60,891 for NYS Catt County census funds; most flow through, but CCLS received \$3000 for administration.  
  
Budget amendments were shared. Don B., Don W., Rob, and Jan worked on them. Most expenses were trimmed a bit. Youth services and IT positions will not be filled until 2021, so 2020 shows some personnel savings. Likely deficit \$37,432. Counties have asked for rationale for NOT cutting so much, which Jan is providing. (Chautauqua County cut 17.5% across the board.) Nancy/ Don W. moved to adopt revised budget. Passed unanimously.  
  
Looking at CDs for short-term investment. Jan will send revised budget to all later this week.
5. Old Business
  - A. NYS Construction Grants: announced in business meeting
  - B. PPP Loan: still waiting for access to forgiveness portal. Bank says they're waiting for more guidance from the federal government.

- C. Conflict of Interest/Sexual Harassment: Board members need to submit Conflict of Interest forms to Jan. Board members must also complete sexual harassment training, complete a form, and submit the form to Jan. Jan will send link to online sexual harassment training.
  - D. JPL Central Library Status: Prendergast will become a Central library again on 1/21/21. Board will look at a) how to split aid between Olean and Prendergast and b) recommendations for spending. May need a committee to help make these decisions.
6. New Business
- A. NYS Mandatory Sick Leave Policy; private employers must provide sick time to all staff. Association libraries must comply. Different standards based on size. If > 5 employees, must offer up to 40 hours annually. For part-time employees, 1 hr. of sick time for every 30 hours worked. Law became effective 9/30, so calculations begin now, but time cannot be used until January. Hours carry over to following calendar year.  
  
If a library's current policy meets/ exceeds new state policy, no changes will be necessary. Jan will help members figure this out. Board will discuss again at December meeting.
  - B. Disaster Plan: A new state law requires public employers to create plan for communicable diseases. A list of items that must be addressed are part of the law. Jan will recommend that all libraries do this, although it's not required of association libraries. Plans are due and must be posted by April 1.
  - C. Director Review and Contract: Jan's contract is up this year. Need a personnel committee to evaluate Jan's performance and update her contract. Barb, Lynn, Don W., and Nancy volunteered.
  - D. Budget committee formed (Don B., Don W., Paul, and Rob). Hope to have 2021 budget ready in December, along with recommendations for raises. Some discussion about raises: standard of living? Merit? Across the board? Extra if someone takes on more responsibility? Will need director recommendations too. Board seemed to favor flat raises this year because of COVID.
7. Director's Report: Jan reported that current conversations with Directors include what to do if a COVID issue arises related to library, how to use (or not) meeting rooms. Jan has encouraged Directors to contact county health departments with questions. CCLS will be receiving just under \$34K in CARES act funding; more information forthcoming. Will likely receive a tech grant for \$15K through the Northern Chautauqua Community Foundation. Jan has made Trustee education available to local libraries. Consultants are working hard. New CCLS Board members will begin in January. Jan will make info packets for them. Linda E has a possible Board member.

8. Date of next meeting: Wednesday December 9, 2020–6:00, location TBD. Don W./Rob moved that the meeting be adjourned. Passed unanimously. Meeting adjourned at 5:39.

Respectfully submitted,

Nancy Padak, Secretary