

Chautauqua-Cattaraugus Library System Board of Trustees Meeting

December 9, 2020, 6 p.m.

Virtual via Go to Meeting

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

AGENDA

1. The meeting was called to order at 6:02. Don Watkins led the meeting.

2. Public comment (3-minute limit per person): none

3. Consent Agenda:

A. Changes or additions to the agenda: no

B. Approval of minutes of previous meeting: Don B./ Rob moved to approve the minutes. Passed unanimously.

4. Treasurer's Report

A. Budget Update: Some CCLS payroll and member library payroll costs have been disambiguated. Broadband—much higher cost right now is related to additional wireless access points. Grant awards will cover some of this. E-rates will also be applied. Waiting for final 10% from state that goes to member libraries; timing is unsure. Rob/ Lynn moved to approve Treasurer's Report. Passed unanimously.

B. 2021 Proposed Budget: Don B., Don W., Rob, and Paul worked with Jan on Budget Committee. We will need to draw from our savings. Total deficit for this year \$210,000. May be additional grant funds; may also be additional PPP loan dollars.

This budget is as slim as committee could make it. Outreach and Youth Services will be merged for at least 2021, resulting in savings. LJ Martin is willing to take this on. Some final figures are unavailable, but they are direct income to direct expense (e.g., family literacy). Also, getting solid information about e-rate consulting rate. Budgeted for a FT computer technician; search will start this month. Q: can we change our rent for this year? We could inquire. Might be difficult so early in the lease. Director and all staff salaries figured at 1.5% increase (except LJ). Although this is below inflation, it's a gesture to thank Director and staff for their work this past year. Rob/ Don B. moved to accept the proposed budget. Passed unanimously.

5. Old Business

A. PPP Loan Update: NW Bank has launched the forgiveness portal. We will be invited to access the portal, although this may not be completed until after the first of the year.

B. NYS Mandatory Sick/Safe Leave Policy: New NYS sick leave/ safe leave provisions are in Governor's budget. Requires sick leave/ safe leave to be provided for all employees. Applies to

association libraries only. Policy has been adapted to reflect new provisions. Unused time can be rolled over to the next year. New policy is fully compliant with state-level changes. Does not affect budget in a significant way. Rob/ Lynn moved approval of the policy. Passed unanimously.

Jan will develop and provide template for libraries to use to develop their own policies.

C. Pandemic Operations Plan: All public libraries are required to adopt this; optional but recommended for association libraries. Has several required sections, which are outlined in sample plan. Sample plan is intended to be a template. Needs to be in place by April 1. Don B/ Linda moved to accept plan. Passed unanimously.

D. Director Review and Contract: Committee needs to discuss survey responses and meet with Jan. Should be ready to report back by February meeting. Jan's contract was for two years; needs to be replaced or extended. Will discuss in February. Jan will share copy of current contract with committee. Jan will receive 1.5% salary increase beginning in 2021.

6. New Business

A. New Board Member: Thom Torrey, Linda Edstrom, Rob Lanza, and Lynn Warner are leaving the Board. Barb thanked outgoing Board members for their service. Olean and Prendergast members will be appointed. We have two Cattaraugus County openings—Barb has some names; will have people in place by February meeting.

B. 2021 Board Meeting Dates: February 10, April 14, June 9, August 11, October 13 (Annual Meeting- tentative), December 8. Rob/ Linda moved approval of dates. Passed unanimously.

7. Director's Report: Jan reported efforts to work through COVID to help members: employee COVID exposure is a bit of a problem. Kathy G. has worked with Jan to develop sick/safe leave policy and pandemic operations plan. Strategic planning will begin soon. Committee (8-10 people) is being formed.

Jan is preparing a virtual training for trustees, which will be recorded and available to those who are unable to attend. Will be offered 2X/ year.

CCLS will be receiving CARES Act funding—\$33, 902. NYS has asked for applications to ensure proper use of funds. CCLS application focused on improving Internet access and address technology disparities among member libraries. Dollars may be spent from April 2020—July 2021. Application submitted on Monday.

Jan will be meeting with several foundations from both counties. They have been supportive in past and are interested in continuing support.

Jan is on a DLD committee to help libraries deal with reduced times open because of COVID. ("Open hours" are any time a patron can physically interact with a library staff member/receive materials—include curbside service.) CCLS will collect information from libraries and share with state.

Jan was asked to be part of an application process for a grant to improve the 211 service in western NY.

Jan has been working with delivery drivers. Deliveries to Ellington, Smith, Gowanda, and Fredonia were suspended because of positive COVID cases. Websites and KOHA were updated to reflect changes in libraries' open hours.

Youth services—tablet devices ordered for family literacy, birth—preschool. Summer reading order form for 2021 also distributed. Q: enough \$\$ to support Overdrive? Hoping member libraries can keep donations steady from 2020. Central book aid can be used to purchase the Overdrive platform for 2020 and 2021. Q: How is shared e-book relationship working? Working on program that will merge libraries and schools; other shared e-book relationships in development.

Date of next meeting: Wednesday February 10, 2021 – 6:00, location TBD

Rob/ Don W. moved to adjourn meeting. Passed unanimously. Meeting adjourned at 7:14.

Respectfully submitted,

Nancy Padak, Secretary