

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting
February 10 @ 6pm
Virtual via Go to Meeting

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Nancy Padak, Secretary; Don Butler, Ned Lindstrom, Evon Lloyd, Reed McElfresh, Trustees; Jan Dekoff, System Director

AGENDA

1. Meeting called to order: President Barb Kittle called the meeting to order at 6:01. Barb noted that we have three new members—Ned, Evon, and Reed.
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: Addition--Item G. under new business
 - B. Approval of minutes of previous meeting: Don B./ Don W. moved approval. Motion passed unanimously.
4. Treasurer's Report
 - A. Budget Update: End of 2020—income: additional allocations: census, LSSA and LLSA funding, and remainder of Big Read. Expenses: payroll—switched recording to show system only (grants to members shows payroll costs for local libraries). Q: \$\$ left over? Not really, although deficit was not as large as anticipated.

January 2021—new items: remainder of digitation grant, renewed domain names, auditor costs slightly higher, payroll administration for system (and member libraries). No unusual spending. Q: member libraries pick up own payroll cost? No, CCLS covers payroll for libraries of 7 or fewer employees.

Investments—CD matured: liquidated some of it and reinvested the rest. Q: did we make good return on investments in 2020? Yes. Q: How often does CCLS run at a deficit? Has been for a few years; trying to reduce it. State has cut library funding, which makes up 85% of our income. Evon/ Don W. moved approval of financial reports. Passed unanimously.
4. Old Business
 - A. PPP Loan Update: have a year to apply for forgiveness; for new loans, must be able to document 25% reduction for one quarter. CCLS is eligible. Salary, benefits, and retirement are used to calculate the loan amount. Motion (Don W./ Reed) to authorize Jan to apply for a second PPP draw. Passed unanimously.

B. Director Review and Contract – Follow up. Document included in packet. Barb commented that evaluation was thorough. Jan thought it was helpful. Process was comfortable. Contract: extend for another two years.

5. New Business

A. Board members introduced themselves.

B. Reed, Ned, and Evon took the Trustee Oath of Office.

C. New IT Assistant: Jeffrey Burt. Jan provided an overview of Jeff's qualifications. Started on February 1. Salary \$43,500. Don B./ Ned moved to appoint Jeffrey at the agreed upon salary. Approved unanimously. Paul B./ Don W. moved approval of a credit card for Jeff (\$500). Passed unanimously. Mike Jones asked that we pay a bit of Jeff's cell phone bill. Jan will work out details. Q: could we purchase plan for him? Will be less if we pay part of bill.

D. Adoption of the 2021 Library Materials Grant Plan: Formula is used to determine amounts; based on annual reports and open hours. Ned/ Evon moved approval of 2021 plan. Passed unanimously.

E. Certification that the Central Library Book Aid for the State's fiscal year 2021 was expended for adult non-fiction and foreign language materials in print, non-print, and electronic formats. Don B./ Reed moved that we certify. Passed unanimously.

F. Approval for 2021 Central Library Development Aid to be distributed to the James Prendergast Library and the Olean Public Library in their roles as co-central libraries. Formula: Prendergast receives 2/3, Olean 1/3. Reed/ Don W. moved approval. Passed unanimously. Discussion ensued about reviewing the Central Aid distribution and the Book Aid formula for distribution. The Board may undertake these projects some time this year.

G. Approval for check authorization. Don B./ Don W. moved to approve Ned Lindstrom as a check signer. Passed unanimously.

- Lynn Warner is being removed as a check signer from Northwest Bank Acct# 6692
- Ned Lindstrom is being added as a check signer to Northwest Bank Acct# 6692
- The complete current list of Northwest Bank check signers resulting from the removal and addition of signers is:
 - Acct# 2518 – Janice Dekoff, Paul Benson and Nancy Padak
 - Acct# 6692 - Janice Dekoff, Paul Benson, Nancy Padak, Donald Butler and Ned Lindstrom
- The CCLS policy requires two signers for each check.

6. Director's Report:

Barb noted that we still need a representative from Catt. County. She asked that Trustees contact her with any leads.

Report on System activities – Jan: a) Almost 50 people attended Trustee training; response has been very positive. Trustee resources web page is in development. b) Story walks may be used in Rails to Trails locations. c) Overdrive magazines—have merged with another company; new quote is \$10,000, which is beyond our budget. Circulation is currently meager. Exploring other options, including streaming services. d) community foundations are interested in supporting our libraries, perhaps opening costs or summer reading. Jan will inform us of progress. Q: could this be handled like construction grants? Best if awards benefit all libraries. e) annual reports coming in. f) Jan is working on templates for library policies. g) system calendar: have looked at options. “Timely” is user friendly and visually appealing. Quote: \$1,225. Will integrate with member calendars quickly. h) strategic planning: have had first meeting; discussing surveys for patrons, staff. Committee hopes to have completed plan to Board by August.

CCLS Trustee Notebooks are available to all. Barb commented on how complete and usable it is.

Date of next meeting: Wednesday April 14, 2021 – 6:00, location TBD

Meeting adjourned at 7:23.