

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
April 14 @ 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: Don Watkins called the meeting to order at 6:04 p.m.
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./ Paul B. moved approval. Passed unanimously.
4. Treasurer's Report. Budget Update: NYS has restored the 20% held back from 2020. We have received all that funding, which has been sent on to members as appropriate. Trying to establish contact again with prisons/ jail. HRA administrator \$\$ returned. New HRA will bill as services used. Because of NYS restoration, can roll over a CD that will soon be coming due. Evon/ Paul moved approval of financial reports. Passed unanimously.
5. Old Business
  - A. PPP Loan Update: 2020 loan completely forgiven. Have received new PPP award: \$146,662.05.
6. New Business
  - A. New Board Member: Still seeking Board member from Cattaraugus County. Don W. will try to find a possible member.
  - B. Approval of Annual Report: one change-- DLD automatically populated fields for \$\$ they gave to us, but we needed to add the waiver for Prendergast library. Jan contacted them; they fixed. Reed/ Barb moved approval of Annual Report. Passed unanimously.
  - C. State Budget Update: Library funding \$94.1, same as last year. \$34 million (approximately \$800,000 for us) in construction funds. Jan has contacted member libraries about need to begin planning. Six libraries have reached out so far. Bullet aid—discretionary funding (\$23 million) to be doled out by majority party (D), but we have been encouraged to seek support for specific requests, especially projects that are positive for community. Also libraries will be eligible for

some of the \$15 million in digital inclusion funds. Application in development. Jan has started some rough planning for using PPP and extra 20%, focusing on areas reduced. May ask for additional staffing—perhaps an administrative assistant (\$35K plus benefits), but having \$\$ beyond a year will be important. We might also need a new delivery truck (approx. \$30-35K).

7. Director's Report (Janice Dekoff): A) Starting to look at members' internet costs. E-rate contract goes through June. Need to think about how cost share works, what local needs are, and what we will do going forward. Ideal to have new contract begin in July 2022. Jan will share more information at a later meeting. B) Construction grants—Board may review/ discuss applications in July, perhaps virtually. C) Strategic planning—good progress; report due to state in October. Good response to surveys. Focus groups next. Jan's goal is to have focus group topics ready next week. She is also reviewing current goals and considering new ones, so committee has a place to start in drafting new plan. Draft plan will be shared with libraries before coming to us for final approval. Central library plan will also be reviewed. D) IT— Grateful for Board approval of extra funds. George has not agreed to come back to work, but he may do some work remotely. Jeff may do some overtime. Imaging problem has been solved. Lakewood computers and Prendergast servers are top priority. Service desk tickets will be initiated. No new/ outside IT projects will be taken on until backlog is reduced. Q about cyber security—KOHA secures patron information, checkout data, etc. Jan will check on rest. E) Jan has been asked to serve as the PULISDO representative to NYALS (NY Association of Library Systems), which provides legislative information related to libraries, focuses on advocacy, and works directly with NYLA. Time commitment about an hour per month. Will keep board apprised. F) Policy page on WWW site for member use. CCLS policies are also posted. G) Delivery—going back to 6-day delivery schedule at beginning of May. H) LJ and Jan are looking at how to handle restoration of outreach funding. May look at alternatives, e.g., trainings for working with special populations, marketing campaign for getting people back into libraries.

Date of next meeting: Wednesday June 9, 2021 – 6:00, Randolph Library (or remotely, if people are uncomfortable).

Paul/ Don B. moved that meeting be adjourned. Passed unanimously. Meeting adjourned at 7:04.