

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

June 9 @ 6pm Randolph Library

Meeting Minutes

**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

1. Barb called meeting to order at 6:05.
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. Don W./Paul moved approval of consent agenda items. Passed unanimously.
  - A. Changes or additions to the agenda: none
  - B. Approval of minutes of previous meeting

4. Treasurer's Report

A. Budget Update: quiet two months. Extra family literacy \$\$ went to launch pads for families (kept at system for member libraries to check out), sensory music items in clear plastic back packs to libraries for check out, and some professional books about family. Jan wants to meet with Finance Committee (Paul, Don, and Don) about how to spend the 20% 2020 cut that was returned to library: perhaps a) contract with company to support text messages to Verizon library users and b) OCLC's World Share ILL (\$2100) flat rate for outside the system interlibrary loans; will try to limit searches to those available without fees. Questions about per item charges, mailing expenses (including insurance/liability), where books are sent. Jan will find answers to these questions and report back to Board. Once Jan determines if there are additional costs related to the \$2100, we may need to look at the viability of the OCLC program.

Lots of 20% is earmarked; \$174,000 is general aid. Jan wants to hold some of this general aid money back, perhaps for new delivery truck, more large-print books and audio books for nursing homes, and pointed outreach focusing on developing more robust diversity titles in libraries. The Finance Committee will provide guidance on these decisions.

Don W./ Ned moved to use Twilio for texting patrons (see [a] above) for a year and revisit in April, 2022. Passed unanimously.

Don W./ Evon moved that we appropriate no more than \$4000 to OCLC subscription. Passed unanimously.

5. Old Business

A. New Board Member: Cattaraugus County member still needed. Jan will check with Directors.

B. Book Plan Formula: \$130,000 est. annually. Goal: to supplement member libraries' book acquisition funds. Formula may need to be revised. Very complex. No other systems have formulas like ours. Circulation figures and other factors might be considered. Zoom meeting or in person meeting needed with Exec. Committee to devise recommended changes.

## 6. New Business

A. 2021 Construction Aid Applications: 13 libraries have expressed interest. Applications due to state early October. Intent to Apply due mid-July; meetings late July (7/21 starting about 3 p.m.). At August meeting Board will officially approve projects. Then libraries with approved projects will complete full applications.

## 7. Director's Report:

A. Report on System activities – Jan has been visiting libraries again. Andy Goodell has \$25K for bullet aid. Will give to Jan, who will distribute to libraries who requested bullet aid resources. Mask mandates under discussion. Strategic planning—good meetings, data gathered (survey, focus groups). Draft of new plan is prepared and will be distributed to member libraries and trustees for feedback. Co-central plan is being developed; a couple of changes—purpose statement, creation of advisory committee made up of directors, who will advise about expenditures, and direct access plan.

Chautauqua County funding is same as last year. Will get 75% up front with remainder in the fall after quarterly reports are submitted. Catt County funding same.

Jeff B. (IT Department) has resigned. Mike and Jan have some other candidates in mind.

Saturday deliveries are working well.

Date of next meeting: Wednesday August 11, 2021 – 6:00, location TBD (Jan will ask directors if they're willing to host us.)

Meeting adjourned at 7:41.