

**Chautauqua-Cattaraugus Library System**

**Board of Trustees Meeting**

**February 9, 2022**

**Virtual via Go To Meeting**

Attendance: Barb Kittle, President; Don Watkins, Vice President; Reed McElfresh, Treasurer; Nancy Padak, Secretary; Don Butler, Trustee; Jan Dekoff, System Director

Absent: Paul Benson, Ned Lindstrom

**AGENDA**

1. Meeting called to order. Barb Kittle called the meeting to order at 6:00.
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./ Don B. moved acceptance of the consent agenda. Passed unanimously.
  - A. Changes or additions to the agenda: none
  - B. Approval of minutes of previous meeting:
4. Treasurer's Report
  - A. Budget Update: Year end—we received bullet aid (\$50,000). Of this, \$25,000 went to Little Valley; the remainder went to seven Chautauqua County libraries who had requested bullet aid. There was a small amount of carryover funds from 2021 for the jails and prisons. Some money budgeted for the annual meeting was used to purchase “gratitude gifts” for member libraries. System is currently having problems with Spectrum and E-Rate, which Kathy G. is working on.  
  
2022: Purchased Syndetics, which offers book covers, about-the-author information, readalikes in the online catalog, as well as rotating book carousels for member websites, when using the online catalog. Some purchases to ease of use online catalog. Insurance paid in full; includes Directors and Officers coverage. ARPA grant approximately \$100,000; purchased a 6-month subscription to the Niche Academy Training package, which offers online tutorials for a variety of endeavors. Question: status of new truck—on order, may be delivered by May; already in budget
  - B. Possible copier replacement: Color copy machine can no longer be fixed. Jan is working with Mike Jones to select new copier. Jan wants permission to spend up to \$8500 from reserve fund to purchase the new copier. Don W./Reed moved approval. Motion passed unanimously.
5. Old Business
  - A. New Board Member: Two new Board members needed for Cattaraugus County.

B. Increasing Internet Speed- CCLS/Member Library Costs. Estimates of an increase in shared costs have been met with support from member libraries. Members also appreciated CCLS Board's decision to pay for the additional charges for the period July-December 2022.

## 6. New Business

A. Oath of Office: Reed and Ned need to take the oath of office. Reed took the oath; Ned will do so later.

B. Adoption of the 2022 Library Materials Grant Plan: Possible revisions were discussed but not approved last year. Jan recommends using status quo for this year. Don B./Don W. moved that we adopt the 2022 Library Materials Grant Plan. Passed unanimously. Barb will reconvene the committee to recommend changes in the equations for awarding support.

C. Certification that the Central Library Services 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. Jan verifies that all state funds were used for these stated purposes. Nancy/Don W. moved to certify. Passed unanimously.

D. Approval for 2022 Central Library Services Aid to be distributed to the James Prendergast Library (2/3 of aid) and the Olean (1/3 of aid) Public Library in their roles as co-central libraries. Reed/Don B. moved approval. Passed unanimously. The Co-Central Library Steering Committee will meet on 2/10/22.

E. Collection Development Policy: current policy has not been reviewed since 2004. Revisions to streamline and update, also to provide a structure for addressing materials challenges, if they arise. Jan wants this policy to be a template for members to use, if they wish. Barb would like paper copies of all new policies and procedures so that we can update our notebooks. Don W./Don B. moved to approve the new Collection Development Policy. Passed unanimously.

F. Rental agreement with Prendergast: Committee: Jan, Barb, Don W., Reed to begin process, as current agreement will expire in a year.

7. Director's Report on System activities – Janice Dekoff. Starting work on CCLS website and templates for member libraries' websites. Goals—more streamlined and user friendly, ADA compliant. Annual reports due soon. Jan is looking into the issue of "First Amendment audits," where people video record what they perceive as violations of free speech. Member libraries need a good Patron Code of Conduct policy, as well as photo/ recording policies. CCLS newsletter has been reinstated; will be monthly. ARPA funding approved 2/2/22. A) Niche (see above). B) 100 Kindles for training purposes for OverDrive/ Libby. Amazon denied the order, so will now go with a small tablet setup. C) Accessibility equipment—keyboards, monitors, mice on order. D) Telehealth project is moving ahead. E) Shared project with Fenton.

Meeting adjourned at 6:54. Date of next meeting: Wednesday April 13, 2022 – 6:00, in person at Randolph.