

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

December 8, 2021

Virtual via Go To Meeting

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

Absent: Don Watkins

AGENDA

1. Barb Kittle called the meeting called to order at 6:01.

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: Paul/ Reed moved approval. Motion passed unanimously.

4. Treasurer's Report

A. Budget Update: Final payment from Chautauqua County arrived. E-materials a bit over budget; \$\$ came from unused dollars in another expenditure line. Jail/ prison line—unspent funds will be rolled over to 2022. KOHA charge came in as expected. Annual meeting— unspent dollars used to express appreciation to member libraries: bouquet of cookies and tumblers. Have a bit of credit in broadband line. Benefits: NYS retirement cost was a bit higher than anticipated; rates for 2022 should be lower. In all, we are not overextended, thanks in part to PPP loans.

B. 2022 Proposed Budget: state funding will be uncertain until April, when state budgets are created. Population loss may also affect funding. Vendor databases line reduced because the Core Collection will be discontinued. Restoration for headquarters books and several other areas to past budget amounts. Extra 20% received from state allowed higher budget lines for outreach activities; new budget reflects past practices. Raise in ILL for 2022—good use; need extra \$\$ for postage. Will replace staff computers for those in need. Workforce development line is less because Covid may affect travel. Much in the Grants to Members section will match funds we receive and past availability of funds. Broadband upgrades are still a bit uncertain (more in February; budget may need to be adjusted). Q: PPP \$ in 2022—probably \$175,000; no specific window of time for spending. Q: how much fund balance are we using? \$151,500. May want to look at one-time 'thank you' bonuses to staff after we know more about state funding. Don B./ Paul B. moved approval of 2022 budget. Passed unanimously

C. Delivery Truck Purchase Approval: Truck in “pipeline.” Still waiting on actual cost, probably \$34,528. Jan wants authorization for up to \$36,000 to purchase truck. Ned/ Don B. moved authorization. Passed unanimously.

5. Old Business

A. New Board Member: Cattaraugus County. Barb encouraged anyone to give her suggested Board members.

6. New Business

A. New Hire Approval – Emric Taylor, Administrative Assistant. Working with Jan and other professional staff, including Mike Jones. Face lift to web site. Nice asset to team. Reed/ Paul moved to approve Emric’s hiring. Motion passed unanimously.

B. Credit Card Approval – Emric Taylor. Standard procedure for employees-- \$500. Don B./ Paul moved approval. Motion passed unanimously.

C. Increasing Internet Speed- CCLS/Member Library Costs: CCLS started providing internet service for member libraries 5-6 years ago. Members now need much more speed (currently 50-100 MB for most). Goal is for costs to be shared 50/50 (member library/ CCLS). Waiting for good pricing from Spectrum—bids for 200 and 500 MB. Mike will put bids out for e-Rate in January. Jan will have more information in February. Looking at the possible need to raise fees for member libraries. Or CCLS may allocate additional funds for this purpose, especially for this first year (July—December). This is not yet in the budget but could be drawn from fund balance. Process of switching over may take some time.

7. Director’s Report:

A. Report on System activities – Janice Dekoff. Projects for 2022—IT Committee and Central Library Committee to begin activity in 2022. Working on site visit form. New trustee training in the works—finances, law. Mentoring program may be reinstated. Fund development boot camp has been interesting; Jan has created a fund development plan for the Lakewood Memorial Library, which may ultimately become a template for other libraries. Palmer certificate program starts in fall 2022—2 librarians are interested. CCLS will cover half of their tuition. Q: Any rumors about requiring directors to be vaccinated? No. Most libraries are recommending masks. Q: Need to establish fund balance funds in different categories? Could budget committee do this? Jan—great idea. Board discussed possibility of changing the charge (and name) of Budget Committee to a more inclusive Finance Committee.

Meeting adjourned at 7:05.

Date of next meeting: Wednesday February 9, 2022 – 6:00, Randolph Public Library