

**Chautauqua-Cattaraugus Library System
Board of Trustees Meeting**

October 13, 2021

Immediately following CCLS Business Meeting (4:00 pm)
Prendergast Library /Virtual via Go to Meeting

MINUTES

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

Guests: Yvonne Maki and Shannon Donovan; Rob Kocur

Absent: Don Butler, Ned Lindstrom

1. Meeting called to order: Barb called meeting to order at 4:45.
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: Add 5 C. quick update to plan of service, under Old Business
 - B. Approval of minutes of previous meeting: Don/Reed moved approval. Passed unanimously.
4. Treasurer's Report
 - A. Budget Update: Jan reported that budget looks good. CCLS made a little Give 716 \$\$\$. Have received ¾ of Chautauqua County payment. 4th quarter payment will be contingent on data provided. Final 10% of LLSA LSSA funding from state still outstanding. Jails and Prisons funds being spent. Deposit for Annual Meeting is rolling over to 2022. Use remainder of dollars budgeted for this year's Annual Meeting to create care packages for libraries. Q: do we express support for staff dealing with family emergencies/ deaths of loved ones? A: Would be difficult to manage this across the system. Eight people will attend NYLA in person; 6 will attend remotely. Might want to encourage sharing. Paul noted that PPP \$\$\$ is like "fools gold." Q: can we make our \$\$\$ work harder for us? Jan will look into possible investment ideas. Reed was added to Budget Committee.
5. Old Business
 - A. New Board Member: Cattaraugus County. Still need 2 representatives. Don will keep trying.
 - B. Audit Review: Rob Kocur summarized audit results. Major—differences from past audits: PPP loans and cuts in state/ county funding. PPP loans forgiven in 3/21 and 7/21. Audit revealed that the system is in excellent financial position. No internal control issues. No

difficulties with management or personnel. 990—Qs: why is Cattaraugus County contributing more to CCLS than Chautauqua County? A: received census grant for 60K from Cattaraugus County in 2020, which was added to normal annual funding.

C. Quick update to plan of service: 2 Qs on report—an edit and move a goal. Very minor.

6. New Business

A. Direct Order and Donation Cataloging Policy: Revision of Gift Book Policy. Member libraries can catalog themselves, but this policy refers to non-system purchased items for the system to catalog. Nancy/ Reed moved approval. Passed unanimously.

7. Director's Report: Jan is participating in the Fund Development Boot Camp about developing a culture of philanthropy, by gathering resource stories and identifying needs. She is using Lakewood as a case study. Project runs through late December. Association libraries can fundraise independently. Trickier for public libraries.

Palmer School Advanced Library Certificate—this is a 3-year program through Long Island University that offers post-masters level work on librarianship. Three people completed the program; response was positive. Costs about \$1500/ semester—could be covered (at 50% for three people) through continuing education line.

CARES funding is focusing on telehealth and other patron-friendly bundles. System needs external wireless access, but installation is not covered.

Administrative assistant hiring process: good applicant pool; decision soon. IT Department in general is progressing well; feedback has been positive.

Meeting adjourned at 5:45.

Date of next meeting: Wednesday December 8, 2021 – 6:00, TBD