

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting August 10, 2022
Gowanda Free Library 6:00pm

MINUTES

Attendance: Present: Barb Kittle, President; Nancy Padak, Secretary; Paul Benson, Sandy Blood, Don Butler, and Ned Lindstrom, Trustees; Jan Dekoff, CCLS Executive Director

Absent: Don Watkins, Vice President; Reed McElfresh, Treasurer

Guest: Hayley Wilkins

AGENDA

1. Meeting called to order. Barb 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/ Sandy moved approval of consent agenda. Passed unanimously
 - A. Changes or additions to the agenda
 - B. Approval of minutes of previous meeting
4. Treasurer's Report: About half of our state funding has been received. Categorical aid coming soon. We received the third payment from Catt County.

Baker and Taylor now charging for access to book reviews. We just paid for a year of ILL service, which has been very popular. Will adjust hardware line to account for purchasing staff computers (ordered last year but came in this year). Members have received a variety of fiscal support. E-Rate will change: router rates will change (90% coverage). A form will be submitted to USAC 2X year with eventual reimbursement.

Budget changes— Several budget amendments will be proposed in the near future: income line will better reflect what actually comes in; expense line will change to update to actual costs; increase hardware line (6K); may save some \$\$ on software line; workers' comp in budget is wrong and will be corrected. Paul/Ned moved approval of Treasurer's report. Passed unanimously.

5. Old Business

- A. New Board Member: Cattaraugus County – still need one; Paul will keep looking
- B. Book Plan Formula: Barb, Don W., Nancy, and Jan reviewed current formula (see Director's report). Categories to determine support, which will be weighted, include circulation, OverDrive/Libby circulation, ILL out to members. Planning to provide a lump sum to co-central libraries and a flat sum to member libraries, with the categories above as add ons. Jan and Kathy have been working on this, looking at various scenarios. Committee will meet again soon. Need to decide by December for changes in effect for 2023.

C. Rental Agreement with James Prendergast Library: \$58,500/ year for 3 years. Contract needs to be drawn up and signed. Nancy/Sandy moved approval. Passed unanimously.

D. 2022 Construction Aid:

\$454,292 in requests; will still have about \$300,000 to spend. Patterson, Blount, and Prendergast may have projects. Dunkirk library approved for 90%. Delevan is looking at the possibility of asking for 90%. Blout and Fluvanna may also be eligible for 90%. Nancy/ Sandy moved approval of applications received as of August 10, 2022. Passed unanimously.

6. New Business

A. 2021 Audit: preliminary meeting with Rob on 8/12.

B. Building Search Committee: We will begin looking at alternative sites. Annie (Prendergast Director) is aware. Building search committee: Barb, Paul, Don B. Barb will ask Pete Holt to meet with committee.

C. Phone System – CCLS and Members: Mike Jones has been looking at Internet-based phone system; being piloted at Dunkirk. Will be cheaper and more stable.

7. Director's Report:

A. Report on System activities – Janice Dekoff Annual meeting—everything from last year is moving forward to this year. Workshops, including one for trustees. Sexual harassment training cannot be used for trustee education. To begin in 2023. Central library standards are being revised. Construction grant funding—up to 50% for 90/10 split. Website development underway for member libraries and CCLS. IT report might need a bit more detail. Sandy reported a 2.5-year-delay in IT related work for Cattaraugus.

Meeting adjourned at 7:10. Paul/Sandy moved adjournment. Passed unanimously.

Date of next meeting: Wednesday October 12, 2022 – 5:15, Harbor Hotel, Celeron