

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting Minutes

December 14, 2022

Randolph Library 6:00 pm

Attendance:

Present: Barb Kittle, President; Don Watkins, Vice President; Reed McElfresh, Treasurer; Nancy Padak, Secretary; Ned Lindstrom, Trustee; Jan Dekoff, CCLS Executive Director

Absent: Paul Benson, Sandy Blood, Don Butler

AGENDA

1. Meeting called to order: Barb called meeting to order at 6:00

2. Public comment (3-minute limit per person): none

3. Consent Agenda: Consent agenda items are considered routine and are acted on with one motion.

A. Changes or additions to the agenda: add Construction Grant request

B. Approval of minutes of previous meeting – Don/ Reed moved to accept the consent agenda. Passed unanimously.

4. Treasurer's Report

A. Budget Update: moving forward. More interest income than expected. Full funding from both counties. \$30,000 ARPA is pass-through for Olean. Auditor expenses came in under budget. One van needed some repairs. No new truck yet. Balance sheet is straightforward. Some CDs were reinvested.

B. 2023 Proposed Budget: Total income is estimated at \$1.49 million. Estimates are similar to 2022, except for a) slight increases in ILL fees and b) ARPA funds, which flow through to Olean. Jan estimated a 2% increase in state aid.

Expense estimates show minor increases in some areas and minor decreases in others. Staff members will receive 4% raises. Expense estimate is \$1.59 million.

The budget committee (2 Dons and Reed) explained how the raise percentage was calculated.

Nancy expressed concern about expenses exceeding income. The Board decided that if additional state aid is forthcoming, the dollars will be used to reduce the deficit, unless some need arises for that money to be spent elsewhere.

Don/Ned moved to accept 2023 budget as presented. Passed unanimously.

5. Unfinished Business

A. New Board Member: Cattaraugus County—Don W has a lead and will follow up.

B. CCLS Lease Agreement – Barb and Don met with a couple of members of Prendergast Board. They're willing to work with CCLS to make the office suite more workable. The group agreed to a two-year lease agreement w/ committee of Prendergast and CCLS people to oversee. Construction grants

could fund renovations. Prendergast would submit the grant request. The CCLS Board will continue to look at other options for the System Office while working with Prendergast on the updates to the current offices. Don/ Nancy moved that terms of lease be changed from three years to two years. Passed unanimously.

C. Book Plan formula – new plan—Co-centrals get \$10,000 each. Rest of members capped at \$5,000. Beyond that, every member library gets \$2000; additional resources allocated via 3-year averages of physical (40%) and e-circulation (40%) and ILL out (20%). Don/Ned moved acceptance. Motion passed unanimously.

D. CCLS Holiday Schedule—Jan reported that a majority of the staff were in favor of adding Juneteenth to the CCLS Holidays observed. The idea of losing an existing holiday was not well received. The Board decided that holidays will stay as they are for 2023. The whole compensation package needs attention.

E. Construction Grant-- Olean requests additional funds for exterior lighting. We have the funds available. Nancy/Reed moved approval of additional funding. Passed unanimously.

6. New Business

A. Open Meetings Law change regarding the use of video conferencing: State regulations recently changed such that Boards can now permit members to participate virtually “in extraordinary circumstances.” The Board President will decide if situation is “extraordinary.” Don/Ned moved that we accept the change under Open Meetings law, allowing remote attendance under extraordinary circumstances. The specifics of the plan need to be developed, will be reviewed, and may be altered in the future. Passed unanimously.

Board members who need to miss a meeting should notify both Board President and Director.

7. Director’s Report: A. Report on System activities – Janice Dekoff: CCLS will begin developing New Director Handbook in 2023. New Directors will also have formal mentors. CCLS is refreshing member library photos. 259 planning for Bemus Point, Fluvanna and Sherman is going well so far. System website redesign is moving forward. The physical structure will be revised first, followed by reconsideration of internal pages. WNYLRC elected Jan as Treasurer again.

Meeting adjourned at 8:26.

Respectfully Submitted.

Nancy Padak, Secretary

Date of next meeting: Wednesday February 8, 2022 – 6:00, Randolph Library