

## Chautauqua-Cattaraugus Library System Board of Trustees Meeting

August 11, 2021, 6pm, Olean Public Library

### Meeting Minutes

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

Guests (all staff or Board members from Olean Public Library): Linda Edstrom, Michelle LaVoie, Jen Mahar, Kim Mahar, Ann Tenglund, Lanna Waterman

1. Meeting called to order at 6:01 by Barbara Kittle.
2. Public comment (3-minute limit per person): Linda thanked the Board for retirement gift (stone).
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. Don W./ Reed 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

A. Budget Update: Good chunk of state money has arrived. PPP loan has been forgiven. Extra spending on e-materials (CARES grant); vehicle maintenance costs higher than normal; book plan \$\$ out to member libraries.

B. Budget Amendments: Budget committee met w/ Jan to go over current budget— Trial year of core collection books plan purchased. Increased lines for \$\$ out to senior centers, etc.; increased allocation to e-materials; workforce development line back to where it previously was; 'regular cash grant'—increase to \$1000.00 per member library; continuing education grants for conference attendance for member libraries; outreach mini-grants to help libraries diversify materials (or bring in speakers to address diversity issues); admin asst. to work with all CCLS staff, esp. IT.; \$40,000 for new truck. (Jan will work with Schulz to order; may take 6 months for delivery.) Closing year with a surplus! Will use some of surplus for next year. Paul/ Don W. moved to approve budget update and budget amendment. Passed unanimously.

#### 5. Old Business

A. New Board Member: Cattaraugus County; Reed has a possible candidate; will give Barb contact info.

B. Approval of

1. Strategic Plan: Jan summarized process and major changes. Q: how often evaluated? Should be annually. Ned/ Don W. moved approval. Passed unanimously.

2. Free Direct Access Plan: plan has not changed much. Q: what is 'unserved'? Person who lives outside boundaries of a member library. Don/Paul moved approval. Motion passed unanimously.

3. Co-Central Library Plan: change—establish co-central library committee to help determine how \$\$ is used (has been a DLD recommendation for some time). Evon/Reed moved approval. Motion passed unanimously.

C. Book Plan Formula: revision not yet ready. Exec. Committee still working on it.

D. 2021 Construction Aid Applications: \$\$ does not carry over; Jan recommends funding all projects as specified. Don/Paul moved approval of all applications. Motion passed unanimously.

## 6. New Business

A. Olean Concerns: Barb outlined process; Q: rationale for individual speakers? Fair to speakers; changed to group speakers. Nancy/Ned moved that the Board move into executive session to discuss a personnel issue. Passed unanimously. Executive session convened @ 7:11. Adjourned 8:21.

B. Staff Appointment: Jeff Beish, IT Assistant. Reed/ Don moved to appoint Jeff. Passed unanimously.

C. Staff Appointment: Dennis Johnson, PT, temporary IT Assistant Carpenter. Nancy/ Don moved to appoint Dennis. Passed unanimously.

D. Credit Card: Jeff Beish @\$500.00 Ned/Paul moved approval. Passed unanimously.

E. Audit: had preaudit meeting in July.

F. Airborne Infectious Disease Exposure Prevention Plan: Nancy/Reed moved approval. Passed unanimously.

G. Interlibrary Loan Policy: clean up of old policy to reflect new working partners. Don/Ned moved approval. Passed unanimously.

## 7. Director's Report:

A. Report on System activities – Janice Dekoff: American rescue plan \$\$ to state library; our region will receive approximately \$420,000 for tech and museums. To do—policy review schedule, which should be on a 5-year review schedule. Jan is planning trustee and director training—finances and law. Don will chair the IT standards committee. He and Jan will form committee. Reed and Paul will also join. Don offered to develop the IT website, but he needs content. Had a brief conversation about whether the annual meeting should be entirely virtual, given the spread of Covid. Will decide within the next month.

Ned/Paul move adjournment. Passed unanimously. Meeting adjourned at 8:42.

Date of next meeting: Wednesday October 13, 2021 – 6:00, Harbor Hotel, Celeron, NY