

**Chautauqua-Cattaraugus Library System**  
**Board of Trustees Meeting**  
**April 12, 2023**  
**Randolph Library 6:00 PM**

Attendance:

Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer; Paul Benson, Sandy Blood, Trustees; Jan Dekoff, CCLS Executive Director

Absent: Nancy Padak, Barb Kittle, Steve Crowley, and Ned Lindstrom

Guests: None

Agenda

1. Meeting called to order. Don called the meeting to order at 6:38
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/Don B. moved to approve consent agenda. Passed unanimously.
4. Treasurer's Report
  - a. Budgeted Update: \$2200 in interest this month. More than we expected for 2023. Funding received for digitalization grant. Olean Times Herald subscription paid. Renewed webhosting service. Had to buy software for wireless access points to install in member libraries. Will be paying for insurance deductible to fix damage to system Subaru, fortunately we have a low deductible on our policy. Need to start thinking about replacing other truck based on lead times. Jan was directed to start a discovery phase to determine what our needs are so board can act in June. Ancestry database subscription paid for using central library funds. Quarter one book plan money was distributed to almost all member libraries. Sandy/Reed moved to approve treasure's report. Passed unanimously.
5. Unfinished Business: Paul signed his Oath of Office at the meeting.
6. New Business
  - a. CCLS Annual Report Approval Paul/Don B moved to approve CCLS Annual Report with the two changes noted below. Passed unanimously.
    - i. Adding date of approval (April 12, 2023)
    - ii. Adding the date of Paul's oath (April 12, 2023)
  - b. June/August Board Meeting Locations: Determined in June we will meet at the James Prendergast Library in Jamestown, New York and in August we will meet at the Cattaraugus Public Library. Jan will work with the library directors to arrange meeting space.

- c. CCLS Director Evaluation: Jan's evaluation and self evaluation were reviewed. Don W., Reed, and Nancy had previously reviewed the results with Jan. The evaluation suggested there is room to improve in communication and delegation. Jan will ruminate on how the Board can do to help her improve in these areas. Don B/Reed moved to accept evaluation results. Passed unanimously.
  - d. 2023 Construction Grants: We don't know the exact amount of funds that we will receive from NYS until they pass a budget. Members have been encouraged to start thinking about possible projects and requesting quotes from contractors. CCLS will be hosting Zoom meetings to discuss application process and sharing the recordings with all member libraries. Board agreed we will not be requiring in person presentations from member libraries for construction grant proposals this year.
  - e. Sustainability: need to consider a multifaceted approach in terms of funding and sharing knowledge of what value CCLS provides to citizens of our service population. Board encourages Jan to look at setting up reserve funds to divide the fund balance into specific categories (for example Capital Project Reserve). Jan and the staff will start to look at the potential for a marketing campaign to share knowledge about CCLS' activities as well as the activities of our member libraries.
7. Director's Report:
- a. Report on System activities—Jan Dekoff. Jan is running for a Councilor at Large Position with NYLA, she's excited for the potential to increase representation for library systems in general and for the western portion of NYS. We're waiting to finalize four member library annual reports, the rest of our members have submitted to NYS. CCLS will submit after receiving approval at this meeting. Three of our libraries will have their 259 votes prior to our next meeting. At least three additional libraries are exploring holding votes next year. CCLS and Jan are ready to provide any assistance that is required. ARPA Projects are wrapping up we should have the rest of the funds shortly. Jan and a team of nine directors are working on the New Library Director Workbooks. The committee is eager to get a workbook assembled and build training modules to supplement it.

Sandy/Reed moved to adjourn at 7:51. The motion passed unanimously.

Date of next meeting: Wednesday June 14, 2023—6:00 PM James Prendergast Library, Jamestown, NY

Respectfully submitted,

Reed McElfresh