

**Chautauqua-Cattaraugus Library System**

**Board of Trustees Meeting**

**February 14, 2024 Randolph Library 6:00 pm**

**Present:** Don Watkins, Steve Crowley, Sandy Blood, Barbara Kittle, Reed McElfresh, Jan Dekoff

Guest: Ed Erhart

Absent: Don Butler, Nancy Padak, Ned Lindstrom

Unexcused absence: Paul Benson

Meeting called to order at 6:01 by President Don Watkins.

Approval of Consent agenda, motion by Steve/Sandy All approved.

1. Budget for 2023 ended with a fund balance higher than anticipated and the deficit lower than anticipated. Contributors to the fund balance include the Interest from our CD's, The Love Library Fund from the State, and the Summer Reading Grant.
2. The Balance Sheet has a new line titled Prepaid Expenses.
3. The 990 has been filed by the Auditor. A meeting can be held with the Auditor to and the audit committee.

A motion by Steve, 2<sup>nd</sup> by Reed to accept treasurer's report approved.

Discussion of the needed upgrades to the System Offices included upgrades to the lighting, painting the bathroom and temporary walls. Prendergast offered to have their Facilities manager to come look at our space to make recommendations. Prendergast will confirm the square footage of the System workspace. The lease with Prendergast expires at the end of the year.

Policies and Procedures: Jan withdrew discussion of the Whistleblower Policy as she wants to do a little more work on it. The discussion of the Conflict-of-Interest policy centered on participation by Board Members in Construction Fund Grant selections. The Policy Committee will revisit the policy. The Retiree Health Insurance Policy was approved after a motion from Sandy and a second by Barb.

System Director's Report: Jan announced that she will be the President of the Board of WNYLRC for 2025. An overview of her report followed.

Currently our 2017 delivery truck is out of service with repairs not expected any time soon. Jan will be looking into purchasing a new vehicle.

Meeting adjourned at 7:05pm.

Respectfully Submitted by substitute recorder Barb Kittle