

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting April 10, 2024

Randolph Library 6:00 pm

Present: Don Watkins, President; Don Butler, Vice President; Red McElfresh, Treasurer; Nancy Padak, Secretary; Steve Crowley, Sandy Blood, Barbara Kittle, Jan Dekoff

Absent: Sandy Blood, Ned Lindstrom

AGENDA

1. Meeting called to order. Don W. 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. a. Changes or additions to the agenda-- none b. Approval of minutes of previous meeting. Don B/ Reed moved to accept consent agenda. Passed unanimously
4. Treasurer's Report a. Budget Update: have received 25% from Catt. County and 75% from Chau. County. Still waiting on state budget. Perhaps next week. Bullet aid—CCLS will receive \$40,000. Quiet couple of months. Steve/ Barb moved approval of Treasurer's report. Passed unanimously.
5. Unfinished Business
 - a. 2022 Audit Report completed.
 - b. Director Evaluation. Don distributed draft. Evaluation will be complete by end of May.
 - c. Update on Prendergast improvements to the System Offices—Lighting upgrades in staff rest rooms. Also painted. Examined possibilities for adding more individual space, but there would be issues with ventilation and lighting. Sound baffles might help. Construction grant application for this next year might include loading dock upgrade.
 - d. Policy review Barb/Nancy moved approval of both policies. Passed unanimously.
 - i. Conflict of Interest policy
 - ii. Whistleblower policy
6. New Business

a. 2023 Annual Report: 4 libraries are still working on their ARs. Spread sheets will become accessible on website. Reed/ Don B moved to accept system report. Passed unanimously.

b. Trustee Paul Benson Resignation. Don B/Reed moved to accept Paul's resignation. Passed unanimously. New Trustee needed to represent Chautauqua County. Jan has reached out to North County libraries. No interest yet.

c. 2024 Construction Grants. Jan has been encouraging libraries to begin working on construction grants. Board members might visit libraries requesting \$\$ to understand project plans would be. Add language to require quotes. May get some left over \$\$ from 2023. Will go to CHQ roof project.

7. Director's Report: a. Report on System activities – Janice Dekoff. Several libraries going for 259 funding. Jan attended a very helpful PLA meeting in Columbus.

Barb/ Reed moved adjournment. Meeting adjourned at 7:01.

Date of next meeting: Wednesday June 12, 2024 – 6:00 at Lakewood Memorial Library

Respectfully Submitted,

Nancy Padak

Secretary