

**Chautauqua Cattaraugus Library System Board of Trustees Meeting  
Salamanca Public Library  
August 8, 2018  
Minutes**

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday, August 8, 2018 with Barb Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Karen Dennerlein, Secretary; Don Butler, Rob Lanza, Lynn Warner, Linda Edstrom, Trustees; Eli Guinnee, System Director; Tom Vitale, System Outreach Coordinator; Kathy Gustafson, Business Manager; Valle Blair, Youth Services and Delivery Coordinator (Interim System Director); Tina Scott, Director Prendergast Library.

Public Comment: None.

Consent Agenda:

**Resolved:** That the Consent Agenda including minutes from the June 13, 2018 meeting be approved. (Butler/Watkins) Carried.

New Board Member: Linda Edstrom, Olean, was welcomed and signed the oath of office. Board President Barb Kittle witnessed.

Treasurer's Report:

**Resolved:** That the Treasurer's Reports including the June and July Balance Sheets and the budget report to date be approved. (Benson/Warner) Carried.

Committee Reports:

- a) Nominating Committee (Barb Kittle): The Board was asked to submit suggestions for board replacement of Karen Dennerlein whose term ends Dec. 31, 2018. Also needed will be a Board Secretary.
- b) Lease Committee, consisting of Barb Kittle, Rob Lanza, and Don Watkins. It was agreed that measurement of the actual space utilized by the System be taken and a fair rent figure yet to be determined be accepted by both the System and the Prendergast Library.

Unfinished Business:

An update on the Annual Meeting was presented by Eli. It will be held in Frances Hall at St. Bonaventure University in Olean on Wednesday, October 10, 2018. Workshops will be scheduled from 1:00 to 5:00. The CCLS Board will meet at 5:15 followed by the annual business meeting at 6:00, followed by dinner at 6:30. A keynote speaker is yet to be determined.

New Business:

- a) **Resolved:** That the Construction Grant Allocations as recommended by the board be approved, (See Attached). (Lanza/Benson) Abstain: Warner, Edstrom, and Watkins) Carried.
- b) **Resolved:** That Valle Blair be appointed as interim director beginning Sept. 1, 2018 for as long as needed by the CCLS system at a salary of \$65,540 per year. This is an increase of \$1600 per month over her current salary of \$46,340 as Youth Services and Delivery Director.  
(Butler/Lanza) Carried.

- c) The following is required to update CCLS check signers at Northwest Savings Bank (NWSB):

**Resolved:** That Eli Guinee be removed as a check signer from Acct #2518 and Acct #6692.

That Valle Blair be added as check signer to Acct# 2518 and Acct# 6692.

The complete current list of check signers resulting from the removal and addition of these signers by Acct # (last four digits only) is as follows:

- Acct # 2518- Valle Blair, Paul Benson and Karen Dennerlein
- Acct # 6692-Valle Blair, Paul Benson, Karen Dennerlein, Lynn Warner and Don Butler

CCLS maintains its policy of requiring two signers for each check.  
(Benson/Warner) Carried.

The following is required to update CCLS authorized persons for business and credit card agreements.

**Resolved:** That the complete list of authorized persons for NWB business credit card agreements are:

- Valle Blair, Paul Benson, Karen Dennerlein, and Don Butler

CCLS maintains its policy of requiring two authorizers for each business credit card agreement.

(Watkins/Lanza) Carried.

The following is required to update CCLS check signers for the Five Star Bank Checking and Money Market Accounts:

**Resolved:** That Eli Guinee be removed as a check signer from Acct # 1960 and Acct # 1979.

That Valle Blair be added as a check signer to Acct # 1960 and Acct # 1979.

The Complete current list of check signers resulting from the removal and addition of signers by Acct # (last four digits only) is as follows:

- Acct # 1960-Valle Blair, Paul Benson, and Karen Dennerlein
- Acct # 1979-Valle Blair, Paul Benson and Karen Dennerlein

CCLS maintains its policy of requiring two authorizers for each check.  
(Butler/Benson) Carried.

The following is required to update the CCLS authorized persons for the Five Star Bank CDARS Deposit Placement Agreement:

**Resolved:** That Eli Guinee be removed as a signer from the Five Star CDARS Deposit Placement Agreement.

The complete current list of signers resulting from the removal of signers

- CDARS-Paul Benson and Karen Dennerlein

CCLS maintains its policy of requiring two signers for each transaction. (Benson/Edstrom) carried.

- d) Executive Director Search Committee discussion. It was agreed that ideally the committee makeup would include, but not be limited to one trustee, and one director from Chautauqua County, one trustee and one director from Cattaraugus County, and Kathy Gustafson from the CCLS staff. The board was asked to submit suggestions to Barb Kittle. This committee will begin as soon as possible.

Directors Report: Eli's report on System activities was presented, discussed and warmly received.

Adjournment:

The next meeting will be held at the Annual Banquet in Frances Hall, St. Bonaventure University in Olean on Wednesday, October 10, 2018 at 5:15 pm.

Respectfully submitted by Karen Dennerlein, Secretary.