

Chautauqua Cattaraugus Library System Board of Trustees Meeting
Patterson Library, Westfield, NY
June 13, 2018
Minutes

The Board of Trustees of the Chautauqua Cattaraugus Library System met on Wednesday, June 13, 2018 with Barb Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Karen Dennerlein, Secretary; Paul Benson, Treasurer; Don Butler, Rob Lanza, Trustees; Eli Guinnee, System Director; Tom Vitale, System Outreach Coordinator; Kathy Gustafson, Business Manager; Mike Corey, Auditor; Pam Brown, Michelle Henry, Chautauqua County Local History Museums Representatives.

Public Comment: None.

Consent Agenda:

Resolved: That the Consent Agenda including Minutes from the April 11, 2018 meeting be approved. (Butler/Benson) Carried.

Treasurer's Report:

a) The audit report was presented by Mike Corey, and discussed. There were no recommendations at this time, and he reported that the financial affairs of the System are in excellent condition.

Resolved: That the auditor's report be accepted with praise for Kathy Gustafson, Bookkeeper, for her excellent work. (Lanza/Benson) Carried.

b) **Resolved:** That the Treasurer's Report be approved. (Watkins/Lanza) Carried.

Unfinished Business:

a) Pam Brown and Michelle Henry presented and discussed their final report including recommendations following their audit of local libraries in Chautauqua County.

Resolved: That this final report be accepted. (Benson/Watkins)

b) Tom Vitale presented and discussed the updated application process for the NYS Construction Grants, including several deadlines. Preliminary applications are due in to Eli by July 15. Presentations will be made to the System board on July 28. Final vote for the allocations will be made at the Aug 8 System Board Meeting. Online applications should be completed by Sept. 1.

c) **Resolved:** That the contract with Koha Bywater (ILS Provider) be approved and signed. (Butler/Watkins) Carried. The Go Live target date is October 29. Training workshops will be held at the Prendergast Library.

d) A new committee was formed to update the terms of a lease agreement with Prendergast. This new committee will consist of Barb Kittle, Don Watkins, Rob Lanza and Eli.

New Business:

- a) Annual Conflict of Interest Policies were distributed and signed by the members of the Board of Trustees.
- b) **Resolved:** That the mid-year Budget Amendments and Adjustments be approved. (Benson/Watkins) Carried.
- c) Tom Vitale presented a review of Outreach Grant applications and recommendations for approval by COSAC.
Resolved: That the recommendations by COSAC for approval be accepted and approved. (Butler/Watkins) Carried.
- d) The location of the Annual Meeting will be held at St. Frances Hall at the St. Bonaventure University in Olean. A similar schedule to last year will take place. Board members were asked to think about keynote speakers.

Director's Report:

Eli's report on System Activities and future plans was presented and warmly received.

Adjournment: (Benson/Butler) Carried.

The next meeting will be held on Wednesday, August 8 at the Salamanca Library with the time yet to be determined.

Respectfully Submitted by Karen Dennerlein, Secretary