

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

December 13, 2023 Randolph Library 6:00 pm

AGENDA

Attendance: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer; Nancy Padak, Secretary; Sandy Blood, Steve Crowley, Trustees; Jan Dekoff, CCLS Executive Director

Absent: Paul Benson, Barb Kittle, Ned Lindstrom, Trustees

Guest: Ed Erhart

1. Meeting called to order: Don called the meeting to order at 6:03.

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: Jan—new business: policy review

b. Approval of minutes of previous meeting. Don B./ Reed moved approval of consent agenda. Passed unanimously.

4. Treasurer's Report

a. Budget Update: October and November were good months fiscally. Likely to earn \$38,000 in interest. Interlibrary loan has done better than expected. Mileage costs are high; Jeff's use of personal car contributes to this. He may use the Subaru in future. Copier contract expenses going well. Broadband project funding—about \$40,000 over anticipated cost. Part of the problem is tardy E-Rate reimbursements, some of which may be resolved by January. NYS retirement bill a bit higher than expected; will be in 2024 as well. Preliminary audit results look fine. Board may Zoom in January or wait until February meeting to approve the audit.

b. 2024 Proposed Budget: similar to 2023. Chau county has increased their contribution to CCLS by 3%; Catt county provided a 2% increase. In both cases, we asked for a great deal more. In the future, we will reach out earlier to see if we can influence the budget development process. State funding is flat, but 2024 budget has not yet been finalized. No major changes in expenses. Jail/ Prison excess from 2023 rolls over the 2024. KOHA/ILS about 3% higher than 2023. Need one staff computer. Mileage (see above); will study usage data going forward. Deleting Go To Meeting; using Microsoft Teams instead. Copier contract costs lower. Broadband should go from \$16,000 to \$13,000 because CCLS is paying difference in fees to local libraries through March. Personnel—proposing 2% across the board. Jan suggested offering more vacation days as a way to offer a bit more compensation (1 for PT; 3 for FT). Budgeted health insurance costs are accurate; staff members have selected their options. We need new delivery truck. The proposed budget shows a \$147,000 deficit. In the future, CCLS may need to transfer some of costs back to member libraries. Sandy/Steve moved approval of 2024 budget. Passed unanimously.

5. Unfinished Business

a. Updates to System Space with Prendergast Library – Heating system is now working better. JPL used grant \$\$ to fix HVAC system. JPL will make 2024 Construction Grant application to address loading dock issues. Two new security cameras on the loading dock are aimed at trucks and Subaru. Security has been updated. Lighting problem addressed. Jan will explore whether 2023 Construction Grant excesses could be spent on system office updates.

6. New Business

a. Discussion of Legal Representation: \$1200 retainer to hire Stephanie Adams (Law Office of Stephanie Adams, PLLC). Nancy/ Don B. moved change of legal representation. Passed unanimously.

b. Social Media Policy Revision: revision of 2014 policy. Reed/ Sandy moved approval. Passed unanimously.

c. Don W., Reed, and Nancy will form an ad hoc committee to evaluate Jan.

d. Policy review—most policies need to be reviewed (should be every 5 years). 2-3/person committee to review policies. Steve and Sandy will work with Jan as an ad hoc committee to review/ revise policies. Reed suggesting adding a capital reserve policy (separately or added to one of the existing fiscal policies).

7. Director's Report:

a. Report on System activities – Janice Dekoff. Proud of 259 planning and success. Book challenges in Cuba discussed. Jan discussed upcoming advocacy meeting with state politicians regarding funding.

Sandy/ Don B moved adjournment. Passed unanimously. Meeting adjourned at 7:33.

Date of next meeting: Wednesday February 14, 2024 – 6:00 Randolph Library

Respectfully Submitted,

Nancy Padak, Secretary