

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting

June 12, 2024 6:00 p.m.

Lakewood Memorial Library

AGENDA

Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer; Nancy Padak, Secretary; Sandy Blood, Barb Kittle, Ned Lindstrom, and Cody Whitten (as of 6:29), Trustees; Jan Dekoff, Executive Director

Absent: Steve Crowley

Guests: Cody Whitten (before 6:29), Shannon Taylor, Mike Bobsine, Susan Parker

1. Meeting called to order at 6:01 p.m.

2. Public comment (3-minute limit per person) Mike Bobsine introduced himself. Shannon shared 2022 disaster and importance of state construction aid to LML

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/ Sandy moved acceptance. Motion approved unanimously.

4. Treasurer's Report a. Budget Update: overall, budget report is positive. We have received 2nd quarter payment from Catt. County. Mileage spending has stabilized. The second round of materials plan support has been distributed to local libraries. Truck: chassis may be available for new truck. Jan should have pricing and timeline information soon. Bullet aid will be used. State funding coming this summer. Reed/Barb moved approval of the Treasurer's report. Passed unanimously.

5. CCLS Office Update: Restrooms repainted. A couple of new light fixtures installed. Jan asked Annie about lease—it's with their lawyer now. Next, their lease committee will discuss. After that, our lease committee will be involved, although we may want to begin internal discussions before that.

6. Unfinished Business

a. New Trustee Candidate: Chautauqua County. Cody Whitten SW elementary librarian and President of Kennedy Board. Nancy/ Sandy moved to add Cody to our Board. Passed unanimously.

b. 2024 Construction Grants—12 expressed interest. Intent to apply due 7/12. Trustees can do site visits. Jan will develop template. Decisions will be made at the August Board meeting.

7. New Business

a. Annual Meeting Update – meeting will be held 10/9 at Harbor Hotel in Celoron. Main speaker will be Executive Director of NYLA. Jan and staff are developing several breakout sessions.

b. Update Retiree Health Insurance policy. Recommended policy change to allow retirees to stay on CCLS vision and/or dental plan, as long as doing so does not cost the system. Nancy/Don moved approval of the clarifying statement. Passed unanimously.

c. Update Corporate Resolution for Business Credit Card Signers. Complete list of authorized persons for Northwest Bank business credit card agreements are Janice Dekoff, Reed McElfresh, Nancy Padak, and Donald Butler. CCLS maintains its policy of requiring two authorizers for each credit card agreement. Motion to approve Resolution: Reed/Ned. Accepted unanimously.

d. Credit Card Policy revision – minor changes suggested. Reed/ Ned moved approval. Passed unanimously.

e. Jeff Beish – increase credit card limit to \$1,500. Sandy/ Nancy moved approval. Passed unanimously.

8. Director's Report: a. Report on System activities – Janice Dekoff. Successful library votes applauded. Several more to be held later in the year. All Annual Reports from member libraries have been approved. Minor questions about the system report are being addressed. Annual Report information is available on the CCLS website. CCLS will relaunch its consulting program this year. CCLS staff and member libraries will develop coaching/ problem-solving relationships. Goals are to enhance communication and provide need-based services.

Reed/Don B. moved adjournment at 7:03. Passed unanimously.

Date of next meeting: Wednesday August 14, 2024 – 6:00 Ellicottville Memorial Library

Respectfully Submitted,

Nancy Padak, Secretary