

**Chautauqua-Cattaraugus Library System  
Board of Trustees Meeting**

December 18, 2024  
Randolph Library, Randolph  
6:00 pm

**Minutes**

1. Meeting called to order at 6:02 PM
  - a. Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer, Ned Lindstrom, and Cody Whitton Trustees; Jan Dekoff, Executive Director
  - b. Absent: Nancy Padak, Sandy Blood, Barb Kittle, Steve Crowley
  
2. Public comment (3-minute limit per person)
  - a. No public present
  
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
    - i. Added Personnel Matters and accept changes in Employment statuses under New Business
  - b. Approval of minutes of previous meeting
  - c. Motion to accept the consent agenda items by Don B/Second by Ned L; all in favor
  
4. Treasurer's Report
  - a. Budget Update
    - i. 2024 Budget is uneventful. We have received the final payment from both counties for the year. Change we made to how IT services get to libraries has worked well. We paid out the final book plan payment to ML. The NYS retirement bill payment was made early to receive a slight discount. Not forecasting any major issues in December that will impact budget.
    - ii. Motion to accept update made by Reed/seconded by Ned; all in favor
  - b. 2025 Proposed Budget
    - i. Finance committee reviewed the proposed budget earlier in December. Main proposed change is 3% increases in salaries for 2024. Additional budget notes are available with the board material posted online.

Budgeted with projected 2% increases in funding from Cattaraugus county and 3% from Chautauqua county but we haven't received the final budget figures yet. Budgeted flat NYS funding into 2025 until we know the final amount in April/May. The position of Administrative Assistant was eliminated. The projected budget deficit for 2025 is \$89,839.86, the lowest in several years.

- ii. Motion to accept 2025 budget by Don B/seconded by Cody; all in favor

## 5. Unfinished Business

### a. Lease Negotiations with Prendergast Library

- i. Both parties negotiated in good faith. Highlights include this is a 3-year lease with 2% increases per year. We have negotiated two additional parking spots for staff in the Prendergast lot. Additionally, there is a new 'out' clause that will allow us to terminate the lease with 45-day notice.
- ii. Motion to accept lease by Reed/seconded by Don B; all in favor

## 6. New Business

### a. Seneca Nation Library Variance

- i. Due to an increase in population based on the 2020 census the Seneca Nation Library director is now expected to have an MLS degree. The current director is grandfathered in, however future directors will need to meet the education requirement. We were asked to approve a variance accepting the grandfathering.
- ii. Motion to approve variance by Cody/seconded by Ned; all in favor

### b. 2025 Meeting Dates

- i. February 12 - Randolph Library
- ii. April 9 - Randolph Library
- iii. June 11 - Location TBD
- iv. August 13 - Location TBD
- v. October 8 – Annual Meeting Location TBD
- vi. December 10- Randolph Library
- vii. Motion to accept proposed 2025 meeting dates by Don B/seconded by Reed; all in favor

### c. Employment Changes:

- i. The following changes in Employment Status have (or will) occur:
  - Accept the resignation of Dan Rowicki effective 12/31/2024
  - Accept appointment of Chet Shields effective 12/18/2024
  - Accept resignation of Emric Taylor effective 11/15/2024

- ii. Motion to accept the above changes by Reed/seconded by Don B; all in favor
  - d. Personnel Matters
    - i. Motion to enter Executive Session to discuss the employment of particular person made by Reed at 6:35 PM/seconded by Cody; all in favor
    - ii. Motion to exit Executive Session by Ned at 6:47 PM/seconded by Cody; all in favor
    - iii. No action taken
  
- 7. Director's Report:
  - a. Report on System activities – Janice Dekoff
    - i. Great news from NYLA: our members will be getting free access to Amazon Business Prime in 2025! A training will be forthcoming.
    - ii. Ellington/Farman Library 414 vote passed in November! This is the second library in our system that has had a successful 414 vote.
    - iii. Sometime soon, we'll need to transition to a different phone system. Mike Jones is investigating options including Voice over IP options (VOIP) may be eligible for ERATE funding.
  
- 8. Motion to Adjourn Meeting made by Cody at 6:58/seconded by Ned; all in favor

Respectfully submitted,  
Reed McElfresh—acting secretary