

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting February 25, 2025
Randolph Library, Randolph 6:00 pm

Attending: Reed McElfresh, President, Steve Crowley, Treasurer; Nancy Padak, Secretary; Cassie Blakeslee, Sandy Blood, Barb Kittle, Cody Whitten, Trustees

Absent: Don Butler

Guest: Ed Erhart

AGENDA

1. Meeting called to order. Those present introduced themselves. Reed called meeting to order at 6:01.

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. Sandy/ Cassie moved to approve. Passed unanimously.

a. Changes or additions to the agenda—will add to new business discussion of Assistant Director.

b. Approval of minutes of previous meeting

4. Treasurer's Report. Budget Update: ended 2024 in the black; most bullet aid passed on to member libraries. ILL has been working well. 2025—quiet so far, 2% raise from Catt County; 3% increase from Chautauqua County. Cody/ Sandy moved to accept update. Accepted for filing.

5. Unfinished Business a. Steve/ Barb moved begin an executive session to discuss a personnel issue. Summary of last meeting's conversation. No action taken. Cody/ Cassie moved to adjourn from the executive session. Passed unanimously.

6. New Business

a. Approval and Oath of Office: Cassie Blakeslee. Sandy/ Cody moved approval of Cassie as a Trustee. Passed unanimously (Vote held prior to Consent Agenda)

b. Check signers: New Check Signers approval for Northwest Bank and Five Star Bank accounts as presented. Two signers are required for all checks. Cody and Cassie have agreed to be check signers for Northwest Bank. Nancy and Don as signers for the Northwest Bank account that is infrequently used to write checks. CD approvals—Nancy

and Reed. Steve/ Cassie moved approval of new signatories. Passed unanimously.
Summary of check signers:

- **Acct#6692 – 5 Signers:**
 - Janice Dekoff, Executive Director
 - Donald Butler, Vice President
 - Nancy Padak, Secretary
 - Cody Whitton, Trustee
 - Kathleen Blakeslee, Trustee
- **Acct#2518 – 3 Signers:**
 - Janice Dekoff, Executive Director
 - Donald Butler, Vice President
 - Nancy Padak, Secretary
- **Five Star Account**
 - Janice Dekoff, Executive Director (current signer)
 - Nancy Padak, Secretary (current signer)
 - Reed McElfresh, President

c. Conflict of Interest Forms: Members present signed Conflict of Interest forms.

d. Phone System Replacement: Mike Jones explained the weaknesses of the current phone system and offered an alternative. System cost-- \$109 plus hardware. Total cost will be much the same as it currently is. Cody/ Cassie moved approval of new phone system. Passed unanimously.

e. Potential Assistant Director—Jan has explored possibilities of adding an Assistant Director with a couple of other systems. Jan wishes to do more advocacy. Also, she wishes to offer more support to member libraries re: strategic planning and 259 work, do more grant work, and offer more trustee training for member libraries. LJ asked to be considered for this position last fall. An Assistant Director, could a) be sounding board for Jan, b) develop a PD program for members, c) oversee consulting program, d) prepare data updates and stories for local government officials, e) manage NYLA travel grants, f)

help develop budget, g) schedule director meetings, h) oversee trustee education, i) develop policies, and j) become a part of the construction grant process. Jan suggested a salary increase of \$10,000. Jan will send an outline of proposed changes. Board will act on this proposition at the next meeting.

7. Director's Report: a. Report on System activities – Janice Dekoff. Jan developed Fast Facts for legislators; Governor added a bit to state library funding; hoping Senate and Assembly will build on this. Governor's budget reduced construction aid by 10 million; may be added back by Senate and Assembly. Annual reports going well. CCLS and JPL are splitting cost of mats over slippery tiles inside delivery area. Randolph Library and Myers Memorial Library going for 259.

Cody/ Sandy moved adjournment Adjourned at 7:56.

Next meeting: Wednesday April 9, 2025 – 6:00pm, Randolph Library, Randolph

Respectfully Submitted,

Nancy Padak, Secretary