

Chautauqua-Cattaraugus Library System Board of Trustees Meeting
Randolph Library, Randolph, NY
December 12, 2018
Minutes

The Board of Trustees of the Chautauqua-Cattaraugus Library System met on Wednesday, December 12, 2018 with Barb Kittle presiding.

Attendance: Barb Kittle, President; Don Watkins, Vice President; Paul Benson, Treasurer; Karen Dennerlein, Secretary; Don Butler, Rob Lanza, Linda Edstrom, Ronda Pollock, Lynn Warner, Trustees; Valle Blair, Interim Director; Kathy Gustafson, Business Manager; Tina Scott, Prendergast Library Director.

Public Comment: None.

Consent Agenda:

Resolved: That the Consent Agenda including minutes from the October 10, 2018 meeting be approved. (Watkins/Warner). Carried.

New Business:

- **Resolved:** That Janice Dekoff be hired as Executive Director of the Chautauqua-Cattaraugus Library System. (Edstrom/Lanza) Carried Unanimously. Kathy Gustafson will type up a contract stating her terms of employment.
- **Resolved:** That effective January 16, 2019:
 1. Valle Blair and Karen Dennerlein are being removed as check signers from Northwest Bank Acct# 2518 and Acct # 6692.
 2. Janice Dekoff and Nancy Padak are being added as check signers to Acct #2518 and Acct# 6692.
 3. The complete list of check signers resulting from the removal and addition of signers by Acct# (last four digits only)
 - Acct#2518: Janice Dekoff, Paul Benson and Nancy Padak
 - Acct#6692: Janice Dekoff, Paul Benson, Nancy Padak, Lynn Warner and Don Butler.
 4. CCLS maintains its policy of requiring two signers for each check. (Lanza/Watkins) Carried.
- **Resolved:** That the New York State Sexual Harassment Policy, the Complaint Form, and the changes to the current “Anti-harassment Policy and Complaint Procedure” section of the CCLS Employee Manual as presented be approved. (Lanza/Benson) Carried.
- **Resolved:** That the CCLS Board Meeting time be moved back to 6:00 pm. (Pollock/Lanza) Carried.

An informational report was given by Tina Scott and Valle Blair regarding the phone call received from the Department of Library Development at the State Library and the Failure of Maintenance of Effort in which the City of Jamestown did not fulfill its funding obligation according to State Education

Law. Although a waiver may be granted by the commissioner once in five calendar years for a period of three years, it could result in a 25% State funding cut for Prendergast. It could also result in a funding cut for the System if the total system level was reduced by the same formula.

Director's Report:

The Director's report on system activities was presented and well received. Kudos were given to the staff for a job well done in stepping up and fulfilling the duties of several vacant positions.

Treasurer's Report: (Kathy Gustafson)

Resolved: That the Treasurer's report as presented be approved. (Lanza/Butler)
Carried.

The Proposed Budget for 2019 was presented and discussed in detail. At this point, Edstrom moved to go in to Executive Session for the purpose of discussing personnel and salaries. Seconded by Benson. See separate minutes of the executive session.

Warner moved to close the executive session. Watkins seconded. The regular meeting then continued.

Resolved: That line item 6432.08 be increased by \$10,000 (ILS Support)
That line item 6840.10 be increased by \$2000 (Professional Staff)
That the proposed 2019 budget with the above changes be approved.
(Lanza/Warner) Carried unanimously.

Meeting adjourned. The next meeting will be held on Wednesday, February 13, 2019 at 6:00 pm at the Randolph Library.

Respectfully submitted by Karen Dennerlein