

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held February 23, 2015

Call to Order

The Board of Trustees meeting was called to order at 4:34p.m. on Monday, February 23, 2015 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary “Lisa” Minnich, Treasurer.

Oaths of Office – Trustee and President

Mary “Lisa” Minnich, Treasurer, administered the Oath of Office to Nicole “Nicky” Bryant as Vice President of the Board. Nicky then administered the Oath of Office to Gary Alexander as Secretary of the Board, and to Dorothy Latta as a new Trustee of the Board.

Roll Call

Present: Gary Alexander, James “Jim” Bennett (entered at 4:36), Nicole “Nicky” Bryant, Emily Castine, Donna Fulkerson, Dorothy Latta, Thomas “Tom” Mandeville, Mary “Lisa” Minnich, Rita Quinn and Barbara Stowe

Excused: Wallace “Wally” Day, Fran Filshie and Charles “Kip” Thompson

Staff Present: Ewa Jankowska, Executive Director; Dawn Recore, Administrative Assistant; and Michael Spofford, Principal Account Clerk

Others Present: Anne de la Chapelle, Director of Plattsburgh Public Library, and David Minnich

Consent Agenda

Approval of Excused Absences

Approval of Agenda – As distributed prior to this meeting

Approval of Minutes of January 26, 2015 Meeting

CEFDA – There is no report at this time.

Committee Reports - Advocacy, Development, Executive, Health Plan, Negotiating, Nominating, Personnel, Property and Strategic Planning Committees have no reports at this time.

Approval of Consent Agenda

Lisa Minnich motioned approval of Consent Agenda, seconded by Rita Quinn. Motion carried unanimously.

Financial Reports

Lisa Minnich motioned that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Donna Fulkerson.

- Budget-to-Date Report from 01/01/15 to 1/31/15
- Balance Sheet as of 1/31/15

- Revenues vs. Expenditures from 1/1/15 to 1/31/15
- Grants/Non-Current Aids Status Report as of 1/31/15

Michael Spofford stated that as of the end of January, we are under budget. He is working on finalizing the 2014 bills with no big changes to report for January.

Motion approved unanimously.

Public Comment Period

Dave Minnich recounted a time back in July during the 1970s when he was the only staff person at Wead Library in Malone. The town was deserted. A gentleman came in looking for an automotive garage that was open. Mr. Minnich didn't know of any, but provided a wrench, with which the man did his own repair, so even 40 years ago, Wead was a full service library!

Director's Report

Ewa Jankowska thanked everyone for coming, particularly those who would normally attend by video conferencing from remote locations. A new computer firewall that was recently installed at CEFLS is causing difficulty with video conferencing. Betsy Brooks is addressing this with the company that provides the service.

In addition to Ewa's written report which was previously distributed, she reported that she will be driving to Albany tomorrow for Pre-Advocacy Day. She will attend a PULISDO meeting with other systems' directors and another meeting with the directors of all types of libraries including schools who will work together to prepare a message to legislators to request restoration of aid. The following day is Legislative Day, when library advocates speak with their legislators regarding funding. Betsy Brooks will be driving the System's Equinox to Albany with Jane Bouchard, Director of Schroon Lake Public Library. There is room in the car for anyone who would like to attend with them.

The van that is used for regular deliveries will be going to the garage tomorrow for a problem that seems to be related to the extreme weather we have been experiencing. The old van and the Equinox are being used as a back-ups to deliver materials to member libraries.

We are working to fulfill a component for an adult literacy grant from the state that requires the System to help with job searches. On Friday, Ewa will be meeting with Sylvie Nelson, the new Executive Director of North Country Workforce Investment Board. Ewa will show her the databases that we have available and discuss how libraries are useful as employment tools.

Ewa met with Karen Glass, Director of Keene Valley Library Association, who is organizing a run to be held in Keene Valley, on June 21, Father's Day. Funds raised will be used to buy e-books for the whole system.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported:

Soon PPL will roll out their new website that they have been developing with Adworkshop. Matt Rock is a new clerk at PPL.

Negotiations with their AFSCME Union leadership will begin soon.

They are working on their Annual Report that is due to CEFLS on March 1.

In March they expect to receive the results of their recent audit. It will provide recommendations for internal controls.

They are following up on grants, including the elevator grant for which they expect approval in late May, and the grant for brickwork on the new front steps which will be scheduled with the City Engineer to be done in the Spring or Summer of this year.

They will be providing 3D Printer information to their Board.

The next PPL Board meeting will be tomorrow, February 24 at 4:30.

Vice President's Remarks

Nicky Bryant, Vice President, commented on the following:

Nicky encouraged trustees to let Dawn Recore know if they are or are not coming to meetings so that a quorum can be determined. Currently, the monthly agendas contain a request for an RSVP by 2 p.m. on the Thursday prior to meetings. After a brief discussion, it was decided that Dawn will send out an e-mail on the Wednesday before meetings, requesting an RSVP by the following day.

Nicky read an e-mail from Trustee Wally Day who earlier in February experienced a horrific fall resulting in an arm injury and hip surgery followed by a rehabilitative stay at Meadowbrook. Nicky read an e-mail from Wally's son, Eric Day, who said that if therapy continues to go well, they are hopeful that Wally will be sent home in a week or so.

Committee Reports

Finance Committee

The Finance Committee met earlier today. On its behalf, Lisa Minnich reported on the following:

Proposed Budget for 2015

Lisa Minnich motioned approval of the Proposed Budget for 2015, prepared by Michael Spofford, with one amendment. She recapped that a tentative budget was approved earlier for submission to the counties, but that was before there was a tentative union contract. Michael has now provided figures with regard to the union's requests and an actual budget for 2015. The Finance Committee requested a change on page six of the budget, under e-books, having to do with Basic Aid. Central Book Aid should be listed beneath that, with Basic Aid listed at \$5,250, then Central Book Aid at \$3,000. Michael will provide an updated copy of page six. Emily Castine seconded the motion.

Lisa stated that changes were necessitated when either major funding was changed or a clause removed or added, including the proposed changes in contract salaries and benefits. Ewa stated that funding from local sources, the three counties, had to be adjusted because we were asked to request a five percent increase but we didn't get it. We prudently kept the State funding figure flat, as it was last year.

Gary Alexander questioned CBA. Ewa explained that it is basically what CEFLS gets for the Central Library. The reason the budget shows such a big decrease in CBA is because of the increase in spending on databases which are available to everyone 24-7, and which is a state-wide trend for all systems. She stated that on page seven of the proposed budget, for Electronic Databases/Serials, you can see that CBA has an increase of 22.3 percent because of spending it on electronic databases and serials. Ewa further explained that Basic Aid for regular books in 2014 showed an increase because some previously unspent funds were added; then in 2015, we went back to the original number.

Motion passed unanimously.

Horizon Fee Structure

Lisa Minnich motioned, seconded by Rita Quinn, that Ewa Jankowska and Michael Spofford revise member library contracts for the Horizon fee schedule to include a five percent increase for each member library per year for three years and to remove the language that refers to insurance that member libraries must pay since it is no longer necessary.

The main reason for requesting the increase is that when CEFLS moved Horizon to the cloud with North Country Library System, CEFLS incurred an additional expense of \$6,000 a year. That was covered by a grant in 2014; this year it will be an expense to the System. We do not know how much their fees will increase in the future. Additionally, SirsiDynix, the company that makes Horizon, increases their fees five percent annually. The current contract with member libraries contains a clause that says that in order to increase Horizon fees, notice must be given by January of the previous year. The wording will be amended so that the contract can be changed to five or six months into the year for the following January.

Rita Quinn expressed concern that the increase is not enough. Ewa responded that it probably will not cover our Horizon expenses, but the member libraries do not have a lot of money, so starting with five percent is not too drastic and hopefully it can be increased a little every year. She is concerned about raising fees too much, particularly in light of the fact that one library just agreed to become automated in 2014.

Motion carried unanimously.

Old Business

There is no Old Business at this time.

New Business

There is no New Business at this time.

Executive Session

Emily Castine motioned, seconded by Gary Alexander, to go into Executive Session at 5:15 p.m., for the purposes of discussing the Director's evaluation and the status of contract negotiations. Motion approved unanimously.

Due to additional commitments, Donna Fulkerson and Emily Castine had to leave during Executive Session; Donna at 5:30 p.m. and Emily Castine at 5:55 p.m.

Return to Regular Session and Adjournment

The Board returned to regular session at 6:05 p.m. and there being no further business to come before the trustees, Nicky Bryant adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Gary Alexander
Secretary