

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held April 27, 2015**

**Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, April 27, 2015 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Charles “Kip” Thompson, President.

**Oaths of Office – Trustee**

Kip Thompson, President, administered the Oath of Office to Mary Elise Minnich as a Trustee of the Board.

**Roll Call**

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Wallace “Wally” Day, Donna Fulkerson, Dorothy Latta, Thomas “Tom” Mandeville (entered 4:32 p.m.), Mary “Lisa” Minnich, Rita Quinn and Kip Thompson

Excused: Gary Alexander, Fran Filshie and Barbara Stowe

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 February 23, 2015 Meeting**

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

**Communications**

**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 Nicky Bryant.

Over and Under Report for period ending February 2015

Budget-to-Date Report from 01/01/15 to 2/28/15

Balance Sheet as of 2/28/15

Revenues vs. Expenditures from 2/28/15  
Grants/Non-Current Aids Status Report as of 2/28/15  
Preliminary Over and Under Report for period ending March 2015  
Accounts Payable and Receivable Quarterly Report  
Budget-to-Date Report from 1/1/15 to 3/31/15  
Balance Sheet as of March 31, 2015  
Revenues vs. Expenditures for the month of March 2015  
Grants/Non-Current Aid Status Report as of March 31, 2015

Michael Spofford stated that things are going as planned with no surprises. We are looking for a person to replace the Library Clerk who left to work for another agency. We now have a page for four hours per week and a temporary person part-time to help fill the Library Clerk gap. At the beginning of April, a part-time driver returned to CEFLS and now rotates in the schedule with two other part-time drivers.

Kip commented that in the Revenues vs. Expenditures Report for March, Personnel Expenses, Employee Benefits and Health Insurance are large expenditures yet expenses have been kept down. Michael stated that we are paying for health insurance for a person who retired in December 2014 and conversely, there are two other retirees who have recently reached age 65 so now for Medicare Part B we pay \$104.90 each, per month.

Ewa Jankowska stated that it is possible that CEFLS will have to use the line-of-credit this year.

Kip inquired about the increase in Maintenance & Repairs to which Michael replied that he does not recall the reason for this. He will research it and get back to the Board.

Motion approved unanimously.

### **President's Remarks**

Kip Thompson commented on the following topics:

- New trustees are asked to consider serving on committees. Advocacy Committee is a good one though advocacy is something that all trustees need to do. Some committees are more active than others. Personnel Committee is an active one.
- Negotiations went well so there will be a new four-year contract in place once its language is agreed upon.

### **Director's Report**

Ewa Jankowska spoke on these topics:

- She thanked Anne de la Chapelle for the wonderful e-books she is ordering. Ewa then explained Flipster, a new system initiative that offers an incredible selection of 40 periodicals that are free to access on reader devices through the websites of CEFLS and the member libraries. A library card number is all that is needed. Ewa provided a brief and very interesting demonstration using a laptop computer and the projector screen.

- She introduced Anja Bouchard. Anja spoke briefly about her varied background that has preceded her arrival at CEFLS.
- Anja and Betsy Brooks are working on a new, cleaner website home page for CEFLS. Soon Lib Guides will be renamed Hot Topics. Anja has developed a new Hot Topic on the subject of autism.
- Although we still do not know how much funding we will receive from the State, in a recent phone conference Ewa learned that it looks like we will get a little more than earlier believed.
- As can be seen in the March department reports, the number of e-book titles has more than doubled, in large part due to the ordering that has been done by the Central Library.
- We are working on a NNYLN grant for making short training videos. Karen Hildebrand, a theater coach, is working with our staff on presentation skills.
- Our new lawn provider for the 2015 season is David Armsden of Armsden Landscaping.
- On May 14, we will be hosting a training at CEFLS on The Mechanics of Safe Lifting. The trainer is from Injury and Health Management Solutions of Colchester, Vermont. It is made possible by a grant received by North Country Chamber of Commerce. CEFLS trustees are invited to attend.

### **Plattsburgh Public Library (PPL) Report**

Anne de la Chapelle reported:

- PPL is in the first stages of their new website live. A link to Flipster is highlighted on their home page.
- The Corrective Action Plan submitted by PPL as a result of their OSC Audit has been accepted. PPL will be asking for their Board's approval of the new Cash Management Policy.
- CBA spending is up-to-date and per allocation of material type. The CBA budget has been approved by their Board.
- PPL will host a series of workshops on Nonprofit Fundraising by Martha Spear on the first Fridays of May, June, July and August.
- The meeting room construction is in progress. Construction on the north door replacement will begin soon.
- Marketing consultants are being interviewed.

### **CEFDA**

Anne de la Chapelle reported:

- CEFDA held two meetings in March. The first was held without the presence of CEFLS. Among the many topics of discussion were rotating collections and appreciation for all that CEFLS does for member libraries. The directors would like to have CEFLS trustees attend their Board meetings and also their special events.
- The second CEFDA meeting was a farewell and thank you to Elizabeth Rodgers who retired from CEFLS in December.

Kip Thompson commented that he would like to see the System and member libraries work together to reduce their budget deficits, to which Anne responded that each library signs an automation contract with CEFLS, but each functions separately with their own Board of Trustees. Working together without relinquishing autonomy is important to them.

### **Old Business**

There is no Old Business at this time.

### **New Business**

#### **Annual Report – 2014**

Donna Fulkerson motioned approval, seconded by Lisa Minnich, of the CEFLS 2014 Annual Report. Kip Thompson thanked everyone for their contributions to it. Motion carried unanimously.

#### **CBA Budget 2014 (Revised) and 2015 / CLDA Budget 2015**

Rita Quinn motioned approval of the CBA Budget 2014 (revised) and 2015 as presented, seconded by Emily Castine. Ewa Jankowska explained that CBA is really System money to be used to serve all libraries with purchases of adult non-fiction materials in all formats. Motion carried unanimously.

Rita Quinn motioned approval of the CLDA Budget 2015 as presented, seconded by Wally Day. Ewa Jankowska explained that all CLDA expenses for PPL staff and program must be approved by CEFLS. Motion carried unanimously.

#### **Auditor’s Quote**

Lisa Minnich motioned approval of the quote submitted by Martindale Keysor for auditing services for three years, seconded by Emily Castine.

Michael Spofford stated that 34 letters were mailed out to certified public accountants offering a chance to quote. On April 1, 2015, Martindale Keysor’s quote was received as follows:

- FYE 12/31/2014       \$5,200
- FYE 12/31/2015       \$5,450
- FYE 12/31/2016       \$5,700

Martindale Keysor has performed the CEFLS audit for many years and has a good understanding of nonprofits. No other quotes were received. Motion carried unanimously.

#### **Anti-Nepotism Policy**

Nicky Bryant motioned approval of the Employment of Related Persons (Anti-Nepotism Policy), as presented, seconded by Jim Bennett. Due to concern of possible conflict of interest, Ewa Jankowska had this policy reviewed by the CEFLS attorney. Motion carried unanimously.

### **Purchasing Policy and Grants**

Ewa Jankowska recounted that recently approval was received by e-mail consensus from the Board for a purchase above \$2,000 that was deemed necessary. Discussion ensued regarding purchases that will be covered under a grant or other such designated funds, such as CBA. Ewa will prepare a purchase policy for the June 1 Board of Trustees meeting.

### **Sunshine Funds**

Sunshine Funds are donated by trustees to be used for cards or small gifts, such as flowers or candy, at the time of ailing, grieving or celebrating. In 2015, so far, \$60 has been received from three trustees. There is no set amount expected from each trustee. Lisa Minnich stated that she feels that the president should be informed when there is a need and should direct the expenditures. At Kip Thompson's suggestion, Emily Castine will write a policy to explain the fund's uses. She will present it at the next Board meeting.

### **Leadership Campaign**

Michael Spofford stated that all trustees are encouraged to participate in this campaign. Funds can be donated in memory of a loved one or in honor of someone. Bookplates can be inserted into books or into the cases for audiobooks, and for e-books a notation can be inserted into the Horizon record. At the request of a trustee, the use of donated funds can be left to the Director's discretion.

A discussion ensued regarding a request that Ewa Jankowska made for a \$50 donation to Rotary Radio Day. In the past, the funds for this have come from Leadership Campaign. Ewa stated that Rotary supports Take a Bite out of Books (TABOB) and has supported some endeavors of Literacy Volunteers. Lisa Minnich motioned to reimburse Ewa Jankowska for the \$50 donation to Rotary Radio Day, with Rita Quinn adding that this can be a yearly donation if the Director requests. Rita Quinn seconded the motion. Motion carried unanimously.

### **Location of "Away" Meetings**

Every year between spring and autumn, three Board of Trustees meetings are held at three member libraries. A list of "away" locations over the past six years was reviewed. Suggested locations for this year's meetings are Belden Noble Memorial Library in Essex, Saranac Lake Free Library and Sarah A. Munsil Free Library in Ellenburg Depot. The directors of these libraries will be contacted to set up a schedule that will be shared as soon as possible.

### **Future of CEFLS Fund Balance**

Tom Mandeville requested a discussion of the future of CEFLS in regard to the expected increase in State funding and the fact that the Union contract has been agreed upon. Kip Thompson stated that such a discussion would be appropriate for a Finance Committee meeting. Topics that might be included are planning for the replacement of the plant roof, filling in of the tunnel and paving of the driveway. Ewa Jankowska reminded everyone that although CEFLS will receive more funding from the State this year than first anticipated, there is still a deficit of approximately 9 percent from what we should be getting per Education Law. The need for advocacy efforts by trustees is huge and she encouraged them to write letters to our legislators.

## **Executive Session**

### **Civil Service Job Description**

#### **Management Confidential and Executive Director's Salaries**

Lisa Minnich motioned, seconded by Wally Day, to go into Executive Session at 5:54 p.m. for the purposes of discussing amending a Civil Service job description and the salaries of Management Confidential staff and the Director. Motion carried unanimously.

## **Return to Regular Session**

The Board returned to Regular Session at 6:20 p.m. at which time Jim Bennett excused himself.

## **Report on Executive Session**

### **Civil Service Job Description**

Kip Thompson reported on a discussion that took place between the Board and Ewa Jankowska with regard to changing a Civil Service employee's job title and description. Ewa will investigate the matter further.

### **Management Confidential and Executive Director's Salaries**

Lisa Minnich motioned, seconded by Rita Quinn, approval of a two percent salary increase for Management Confidential staff with an additional \$750 one-time payment contingent upon final approval of the Union contract. Motion carried unanimously.

Lisa Minnich motioned, seconded by Rita Quinn, approval of a two percent salary increase for Ewa Jankowska with an additional \$1,000 one-time payment contingent upon final approval of the Union Contract. Motion carried unanimously.

### **Response to Kip Thompson's Earlier Question on Increased Maintenance Figures**

While the Board was in Executive Session, Michael Spofford was able to research the reason for the increase in maintenance figures shown in the Revenues vs. Expenditures Report for the month of March 2015. There are two reasons:

- A new firewall was purchased.
- Snow removal expenses were more than planned.

## **Adjournment**

There being no further business to come before the trustees, Kip Thompson adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Gary Alexander  
Secretary