

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

**Call to Order**

The Board of Trustees meeting was called to order at 3:00 p.m. on Monday, October 27, 2015 in the Community Room of Schroon Lake Town Hall, 15 Leland Avenue, Schroon Lake, New York, by Charles “Kip” Thompson, President. The Schroon Lake Public Library is located in this building.

**Tour of Schroon Lake Public Library and Introduction of Guests**

Members of the Schroon Lake Public Library Board of Trustees and members of the public introduced themselves. Kip Thompson invited them to take copies of the meeting packet to follow along. Kip then adjourned the meeting briefly at 3:02 so that CEFLS trustees could take a short tour of Schroon Lake Public.

**Meeting Reconvened**

The meeting reconvened at 3:09 p.m.

**Roll Call**

Present: Gary Alexander, Nicole “Nicky” Bryant, Wallace “Wally” Day, Fran Filshie, Dorothy Latta, Thomas “Tom” Mandeville, Mary “Lisa” Minnich, Rita Quinn, Barbara Stowe and Charles “Kip” Thompson

Absent: James “Jim” Bennett and Emily Castine

Staff Present: Ewa Jankowska, Executive Director; Dawn Recore, Administrative Assistant; and Michael Spofford, Finance Manager

Others Present: Jane Bouchard, Director at Schroon Lake Public Library; the following Schroon Lake Public Library Trustees: Laura Dewey, Diane D’Amico, Anne Durkee, Kathy Granger and Ralph Cooke; Michel Mickelsen Lee, former President of The Friends of Schroon Lake Public Library; and Meg Wood, Town of Schroon Lake Trustee

**Consent Agenda**

**Approval of Excused Absences**

**Approval of Agenda**

**Approval of Minutes of September 28, 2015 Meeting**

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

**CEFDA Report**

**Approval of Consent Agenda**

Lisa Minnich motioned approval of Consent Agenda, seconded by Fran Filshie. Motion carried unanimously.

## **Communications**

Dawn Recore read a letter of resignation from Donna Fulkerson who has been a CEFLS Trustee, representing Franklin County. A thank you card to Ewa Jankowska from Lora Langston, Director of Elizabethtown Library, was read, followed by four cards to Julie Wever. Each card expressed appreciation for the role that CEFLS had in helping to arrange the Healthy Aging Series that was recently presented by Lynn Edmonds at Elizabethtown Library. Julie's cards were from Lora Langston, Carla Hendrix, Marilyn Schultz and Mary Lou Grimmis.

## **Financial Reports**

Lisa Minnich motioned approval of the Financial Reports prepared by Michael Spofford as presented, seconded by Nicky Bryant.

The following Financial Reports were provided for review prior to this meeting:

- Preliminary Over and Under Report for period ending September 2015
- Accounts Payable and Receivable Quarterly Report
- Budget-To-Date as of September 2015
- Balance Sheet as of September 30, 2015
- Revenues vs. Expenditures Comparison Report

Michael Spofford reported that on the Revenue and Expenditure Comparison on page 34 of the Board packet, a good share of the ancillary State aid, \$304,000, was received this month. \$82,500 was Bullet Aid from Senator Betty Little which is pass-through money for member libraries and reading centers. This money is also included under Grants-Member Libraries, as a \$132,000 expenditure, of which \$50,063 is Local Libraries Service Aid.

Motion to approve the Financial Reports as presented carried unanimously.

Lisa Minnich recapped a request by Michael Spofford to move the following reserve funds totaling approximately \$51,000 from the Operating Money Market Account to the Reserve Money Market Account.

Compensated Leave Reserve	Litigation Reserve
Vehicle Reserve	Phone System Reserve
Plant Reserve	Unemployment Insurance Reserve

Some of these expenses will not occur for months and years, so it makes sense to have them to a less active account where they will earn a higher rate of interest. Lisa Minnich motioned approval to move the aforementioned Reserve Funds from the Operating Money Market Account to the Reserve Money Market Account, seconded by Fran Filshie. Wally Day inquired whether reserve funds can be accessed by Board action at any time, to which Lisa responded that they can. Motion carried unanimously.

## **Public Comment Period**

Michel Michelson Lee expressed gratitude for inter library loan service that she uses often, citing that it works very well given the distances involved.

## **President's Remarks**

On behalf of Emily Castine who could not be present for this meeting that we do have Sunshine Funds coming due at the beginning of the year. In 2015 four trustees contributed. The fund has a balance of \$265 currently. Kip has no concerns regarding this fund for the remainder of this year, so he suggests that contributions be made by January for 2016. He also reminded trustees of Leadership Campaign, explaining that the envelope addressed to Michael Spofford, Finance Manager, that they each received upon arrival at today's meeting is to simplify the process of contributing to each of these funds. Kip stated that \$80 was the average contribution in 2015, suggesting that the average for 2016 be raised to \$100.

Kip explained the thank you letter to Senator Betty Little that was circulated for signatures at the start of the meeting. It is for the Bullet Aid amounting to \$2,500 that was received by each member library and reading center this fall. Kip hopes that the libraries are sending their own individual thank you letters or cards also.

Kip spoke about communications he had with Ewa Jankowska and Anne de la Chappelle prior to sending a letter to CEFDA on October 13, 2015. Kip formally requested CEFDA's help by providing a reserve list of their own trustees for when CEFLS has sudden turnovers that cannot be filled by our own existing list of potential trustees.

Kip had a discussion with Cali Brooks with regard to Adirondack Foundation investing funds for CEFLS. She explained that Adirondack Foundation is really not interested because of the purpose we would have set for the funds. If we requested all of our funds back right away, it would require the approval of the Adirondack Foundation Board. They have begun to skew all of their requests for utilization of their investment expertise towards larger nonprofits, established institutions, and essentially they want a dividend return from a permanent endowment type of fund. This is really not what we had in mind when considering this foundation.

Kip would like to have a Finance Committee meeting in November to talk about the suggestion Rita Quinn made last month. This involved having a standing authorization to use some portion of our line of credit in the event that a Board meeting could not take place due to weather conditions or lack of quorum.

## **Director's Report**

In addition to her written report, Ewa Jankowska reported on the following:

System staff had an unusual opportunity to participate in the New York Library Association Conference in Lake Placid last week. Because our conference budget is very limited, different sets of people traveled back and forth for the four days. It was a unique opportunity and although it was tiring, everyone was very enthusiastic.

Ewa is very excited about the *maker space* presentation at NYLA. Basically libraries are creating maker spaces where children and or adults create things. A lot of people in the library arena think that maker space is what will save libraries in the future. Today we have Google and e-books, and book circulation is declining catastrophically in some libraries. Leah Hamilton, who had a presentation at the NYLA Conference, is willing to do a workshop on maker spaces for our member libraries. Julie Wever will try to get a grant to fund it.

There is a new edition handbook for library trustees. A copy will also be sent to each library. We hope to have some trustee training in December and as an incentive to participate, we will provide a handbook to those who attend. Training on financial responsibilities, the role of trustees versus the roll of the director, and not-for profit management in general will be done by Andy Robinson who is very well known in not-for-profit businesses and organizations. Ewa has learned from Cali Brooks that Adirondack Foundation is very interested in helping with the training expense.

We are doing research to determine the actual land boundaries for CEFLS with regard to future improvements on the property.

CEFLS owns two vans, a newer, white one that is used for ILL deliveries to member libraries and an older, maroon one that is used only as a back-up. Sometimes both the newer van and the Equinox are in use, and an additional vehicle is needed. At times, a personal vehicle is used, and at other times the older van is used. The older van has more than 200,000 miles on it, has some engine issues and probably needs new brakes. Ewa does not feel that it is viable to do the repairs and to continue to insure it, nor is a replacement vehicle warranted. We hope to get a new van in 2017, while keeping the white one to use as a back-up. She would like to have the Board's approval to sell the older van. Lisa Minnich motioned approval to seek sealed bids to sell the older, maroon van for the best price possible, reserving the right to reject the highest bid if it is not reasonable, seconded by Barbara Stowe. Discussion ensued regarding the need for a back-up van, which mainly happens around the holidays when multiple deliveries are done at the same time. Until such time that a new van is purchased, the Equinox can be used as the back-up vehicle, and if the white van went down for repairs, it would be feasible to rent a vehicle. Motion carried unanimously.

Ewa will be doing a presentation on November 13 in Saranac Lake for the Workforce Development Board. She will speak on job related materials and databases that CEFLS can provide.

Earlier this year, Jesse Feiler, who used to be the Board president of PPL and on the Library Trustee Association (LTA) Board, offered to organize and host the next yearly LTA seminar in Plattsburgh. Ewa was not asked whether CEFLS would help, and she met with the director of LTA without any commitment. Definitely CEFLS cannot help financially. Jesse has now resigned from the boards of PPL and LTA. Last week at the NYLA Conference in Placid, the LTA director indicated that he wants to speak with Ewa in the near future. Also at NYLA, a trustee of LTA asked Ewa if she could get 50 trustees to come to the seminar, to which Ewa responded that she would try but cannot guarantee it. The associated cost of attending an LTA seminar seems to be a deterrent. Anne de la Chappelle, Director of PPL, has said that she now feels responsible for the seminar because it was her Board president who initiated it, but Ewa does not know whether there were any further discussions.

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

Ewa Jankowska reported for Anne de la Chappelle, who could not be present:

Creative Expressions Art Group, sponsored by NAMI, is a new weekly program that meets in the library's auditorium and is open to the public.

A new smart projector will be installed by the City IT Department and Primelink will install new network drops in the Smart Room.

Contract negotiations continue with the next session scheduled for November 12<sup>th</sup>.

The positions of Page and Librarian have been advertised with encouraging results. The Page selection process is underway. Librarian applications are due by November 30<sup>th</sup>.

CEFLS is asking member library trustees to consider serving on their board while on the member library board to help CEFLS meet their quota of five trustees from each county.

An application for the 2015-16 Construction Grant in the amount of \$74,605 was submitted to CEFLS. CEFLS allocated a 43% match due to the volume of grant submissions from member libraries this year.

A 90 percent award check was received for the 2014-15 Construction Grant. A contract with Otis has been signed with a start date of January 7, 2016. Additional matching grants for technology for a smart projector, tablets and electronic maker kits for the Smart Room were obtained from Lake Placid Education Foundation and the Charles R. Wood Foundation, each in the amount of \$2,500.

Work began on October 20 on the front entrance demolition and concrete/heating unit installation. This is the result of the 2013-14 Construction Grant.

The final 10 percent (\$2,250) of the 2012-2013 Construction Grant has been received, closing that file.

A brief discussion ensued regarding the construction projects, from grants past and present, which are taking place at PPL. Fortunately, the City Engineering Department provides some help.

More and more libraries have been applying for Construction Grants since the funds are 75-25 percent matches. Kip Thompson stated that having to raise only 25 percent is not going to last forever, so it is good that libraries are taking advantage of it. Ewa added that the application process is extremely cumbersome causing many libraries to become discouraged, so Julie Wever does much of it for them.

Kip passed around a color photo from a recent Press Republican taken during the demolition of the old steps at PPL earlier this month. The new steps will have an internal snowmelt system to help keep them clear in the winter.

## **Committee Reports**

### **Nominating Committee**

In Emily Castine's absence, Nicky Bryant recapped the status of the search for potential trustee candidates. The biographical information of two candidates, both from Essex County, was distributed prior to this meeting. One is Scott McDonald, a retired Director of Probation for Essex County. The second one is Phyllis Magnus, a retired social worker. Scott McDonald would be eligible to fill an immediate vacancy on the Board, and effective January 1, 2016 the seat that is currently filled by Barbara Stowe will be vacant when she steps down after having served two five-year consecutive terms. Nicky Bryant motioned to send the names of Scott McDonald and Phyllis Magnus to the Essex County Board of Supervisors to request consideration of their appointments, seconded by Lisa Minnich. Motion carried unanimously.

Gary Alexander pointed out that we had several potential candidates surface as a result of a church newsletter that Dorothy Latta sent to Gary's church in Saranac Lake. Three people have approached Gary to learn more. Barbara Stowe stated that years ago the trustee coming off the Board was

responsible for finding a replacement, to which Kip responded that Donna Fulkerson did just that. Her potential candidate, from Franklin County, has stated that she will submit her resumé the first week in November. Currently, there are two vacant seats in Franklin County.

### **Old Business**

There was no old business.

### **New Business**

Now that we know that investing with Adirondack Foundation is not a viable option, Rita Quinn asked what our options are. Kip Thompson responded that he is open to suggestions for creating a plan for future improvements of the plant infrastructure.

Barbara Stowe complimented the charts and graphs in this month's Board packet. She noted that there are many more e-books being downloaded than audiobooks. Ewa explained that there are two reasons for this. One, the collection of e-books is much bigger and more and more people are better equipped to download them. Two, downloading audiobooks is a little more cumbersome and requires more technology training. Most of the e-books have been purchased with Central Book Aid (pass-through money) by the Central Library. Originally CBA was meant for nonfiction and reference materials that would be available to member libraries. Fortunately, CBA can now be used for databases and e-books, but the e-books must be adult nonfiction, and still must be available to everybody. Ewa expounded a bit on the difficulty, relating to purchase price, encountered with buying nonfiction e-books. We are trying to get more money for fiction because that is very popular. A typical price for an individual for a fiction book for Kindle is up to \$12 while the price for the same book for a library is around \$85. Also, with a lot of publishers, there are time limits so after a year whether a book was taken out, CEFLS loses it and it has to be repurchased. Ewa stated that at a recent Member Libraries Advisory Council meeting, it was decided that it is probably better if some of these nonfiction books are purchased in paper because the libraries keep them. She said there is another model that may be fairer. It is based on number of checkouts, so for instance if an e-book was checked out 35 times, we might want to purchase it again. The committee looked at a list of nonfiction books that were never checked out.

### **Adjournment**

There being no further business to come before the trustees, Kip Thompson adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Gary Alexander  
Secretary