

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held February 22, 2016

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, February 22, 2016 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole Bryant, Vice President.

Oath of Office

The Oath of Office was administered to Nicole “Nicky” Bryant, Vice President by Mary “Elise” (Lisa) Minnich, Treasurer.

Nicky then administered the Oath of Office to Rita Quinn as a trustee and to Elizabeth “Liz” DeFonce as a new trustee.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Wallace “Wally” Day, Elizabeth “Liz” DeFonce, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville (entered at 4:32), Mary “Lisa” Minnich, and Rita Quinn

Present at Saranac Lake Free Library: Gary Alexander

Excused Absences: Fran Filshie, Scott McDonald and Charles “Kip” Thompson

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

Also present: Anne de la Chappelle, Director of Plattsburgh Public Library (PPL) and Francie Fairchild, Director of Chazy Public Library

Consent Agenda

Nicky Bryant recapped Consent Agenda as including the following items:

- Approval of today’s absences
- Approval of today’s agenda with CEFDA removed because there will be a report later in the meeting
- Approval of minutes of the January 25, 2016 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Finance, Health Plan, Negotiation, Nomination, Personnel, Property and Strategic Planning
- Communications

Lisa Minnich motioned approval of Consent Agenda with CEFDA removed, seconded by Emily Castine. Motion carried unanimously.

Financial Report

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Rita Quinn. Ewa Jankowska commented that January's reports are very typical for this time of year, with adjustments being made to the previous year. Motion carried unanimously.

Public Comment Period

There were no public comments.

Vice President's Remarks

Nicky Bryant stated that soon after the January Board of Trustees meeting Barbara Stowe's husband passed away. It was decided that since she had been a trustee for many years, having just come off the Board December 31, 2015, the Board would utilize their Sunshine Fund to send flowers and a card. Ewa Jankowska added that she attended the wake and that Barbara appreciated the thoughtfulness of the Board.

Director's Report

Ewa Jankowska reported that although she was on vacation for a period of time following the last Board meeting, her written report was fairly lengthy due to information regarding Legislative (Leg) Day in Albany which is coming up on March 2nd. CEFLS has staff members who will be driving to Albany in the Equinox with two available seats for anyone who would like to attend. Ewa will be going to Albany a day earlier to attend Pre-Leg Day events. Trustees are encouraged to write to legislators to request increased funding and more money for library construction. As usual, we are asking to have funding brought up to at least what it was in 2007 and to comply with NYS Education Law. Although funding has come up some since then, it is still 8 or 9 percent short.

As stated in Ewa's written report, Anja Bouchard applied for and received a grant for almost \$3,000, Emergency Preparedness for Libraries and Communities in Clinton, Essex and Franklin Counties, from the National Library of Medicine (NLM). A representative from the NLM will provide training to CEFLS staff to maximize the use of three interactive kiosks that were purchased. The kiosks will be rotated among member libraries that wish to participate and will enable patrons of all ages to find resources for the types of natural disasters that occur in the North Country.

Every year we do a survey of member libraries at annual report time in order to evaluate our services. This is basic to our outcome-based evaluation. Responses were received from 29 libraries. Basically, the survey shows us that there is some tweaking to be done, especially in the area of electronic resources. Libraries will also need our help with the application for e-Rate funding, which is a federal government program. With e-Rate in the past, libraries have been able to apply for a discount on internet and telephone services. The telephone service discount is being eliminated so we need more training to help libraries get the discount for Internet service. In past years, libraries were applying as part of the System, but according to notification we have received, they now have to apply as part of a consortium. Ewa explained that a System is now being defined as a library with branches, such as New York Public. However, our members are independent, so they are more like a consortium. We don't know yet how this will affect the funding.

Julie Wever has written a grant application to Adirondack Foundation for the Summer Reading Program. In the past, we always received some funding from New York State for the member

libraries' Summer Reading Program, and we distributed it to them as small grants, with the larger libraries getting a little more money. This year's state funding is call Family Literacy Grant and it will focus on early literacy only, so we applied to Adirondack Foundation for additional funding so that we can support libraries offering programs for different ages.

Plans are being made for another trustee training to be held on Friday, May 13, 2016 at Saranac Lake Free Library. There will be two training sessions so that those who work can at least attend one. The first will be from 3:00 to 5:00 and the second will be from 5:00 to 7:00. Mr. Robinson's workshop in Plattsburgh in December covered basic trustee training with some emphasis on finances. For the May 13 training, basic training will be repeated because a lot of people who did not attend the first workshop will hopefully attend this one. For the evening session, Ewa would like the focus to be the 2013 Revitalization Act and the importance of enforcing a Conflict of Interest Policy.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported on the following:

A new contract with the staff has been negotiated. There will be pay increases and overtime has been addressed.

Anne met with Chris Rosenquest and Tracy Vicory of Conroy's Organics about creating a coffee bar in the library. It will likely be located near the computer center.

Anne met with Margaret Gibbs of Lakes-to-Locks Passage in regard to an all-day training that will be held at PPL on May 20th. There will be two training components; regulations and requirements for nonprofits set forth by the Revitalization Act and training on registering with the New York State Database for Granting as it is now required in order to apply for a lot of grants. PPL will contribute \$500 to go toward the expenses of Margaret. Gibbs, and Lakes-to-Locks Passage will cover everything else.

The dates for the upcoming LTA Institute at PPL are May 6 and 7.

The Friends of PPL group will be sponsoring a workshop toward the end of April on how to revitalize a friends group

PPL did apply for e-Rate funding for this year and expects to receive a discount of about \$4,000.

PPL will be receiving bids on brick work to remedy two exterior corners that are failing.

The new youth services librarian has started and is working on the Maker Program, beginning with a Lego wall downstairs. The immediate goal is to get things going for the afternoon middle schoolers. A space downstairs is being carved out specifically for them.

The elevator installation is proceeding ahead of schedule. The smoke and fire system all has to be revamped so that sensors throughout the building can talk to the elevator and there has to be a dedicated phone line for the call button. Also, the utility room has to be fireproofed.

CEFDA Report

Francie Fairchild, Director of Chazy Public Library, reported that CEFDA will be meeting for the first time this year on April 22 at PPL. Ewa Jankowska will be there to present the CEFLS Service Plan.

Old Business

There was no old business to come before the Board at this time.

New Business

There was no new business to come before the Board at this time.

Executive Session

Lisa Minnich moved to enter into Executive Session to discuss the Director's evaluation, seconded by Emily Castine. Motion carried unanimously. The Board entered into Executive Session at 4:52 p.m.

Return to Regular Session

Lisa Minnich moved to reconvene to full Board at 5:03, seconded by Phyllis Magnus. Motion carried unanimously.

Nicky Bryant recapped Executive Session:

- Lisa Minnich motioned approval, seconded by Emily Castine, to provide the Director with an 8 percent increase to include salary and benefits retroactive to January 1, 2016. This is a 4 percent market adjustment and a 4 percent performance increase. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:06 p.m.

Respectfully submitted,

Gary Alexander
Secretary