

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held April 25, 2016

Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, April 22, 2016 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Charles “Kip” Thompson, President.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville (entered at 4:48), Scott McDonald, Mary “Lisa” Minnich, Rita Quinn and Charles “Kip” Thompson

Excused Absences: Gary Alexander, Wallace “Wally” Day, Fran Filshie and Phyllis Magnus

Gary Alexander and Phyllis Magnus were at Saranac Lake Free Library where they intended to attend via video conferencing. However, internet services were down so they were not able to attend.

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

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

Consent Agenda

Kip Thompson recapped Consent Agenda as including the following items:

- Approval of today’s absences
- Approval of today’s agenda
- Approval of minutes of the February 22, 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
- CEFDA

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

Financial Report

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Nicky Bryant. Because there was no meeting in March, financial reports for two months were distributed prior to this meeting. Michael Spofford reported that we are within the budgeted amounts to date and although we have heard that state funding will be increased, nothing has been received yet. Michael is working on clearing some of the grants and aids.

Lisa Minnich asked, referring to the Revenue vs. Expenditures as of March 31, 2016 Report, why Member Library Purchases are so high, as compared with March of 2015. Michael responded that

CEFLS has made many purchases for member libraries and as reimbursement is received, the actual amount will be reduced.

In regard to Personnel Expenses and Employee Benefits being down from what they were in 2015 due to a long-time librarian retiring, Kip Thompson asked about this line item status for the future. Michael explained that with the hiring of the new librarian in March, some of the savings carried over into 2016.

Motion carried unanimously.

Public Comment Period

There were no public comments.

President's Remarks

At the suggestion of Ewa Jankowska, Kip Thompson proposed that Plattsburgh Public Library in Clinton County, Keene Valley Library Association in Essex County and Chateaugay Memorial Library in Franklin County host the 2016 “away” Board of Trustee meetings. Ewa will communicate with the directors of those libraries to determine their willingness to host the meetings and dates will be established. Lisa Minnich requested that Plattsburgh Public Library be the final “away” meeting of the season and earlier meeting times are desired if possible.

Kip requested that trustees please respond as to whether they will be able to attend meetings. This helps in determining a quorum ahead of time and potentially saves trustees from making the drive to Plattsburgh only to learn that the meeting has been cancelled due to lack of quorum.

Jim Bennett has spoken in the past about using Sturgis, a method for conducting meetings, versus Robert's Rules of Order, saying that Sturgis is less complicated and is used by several professional library memberships. Kip asked Jim to prepare a short presentation on Sturgis for the May meeting.

Director's Report

Ewa Jankowska stated that the Board will be asked to approve the 2016 CEFLS Annual Report later in this meeting. Though completing it requires a lot of effort of the entire staff, it is not much different from what was reported last year.

CEFLS recently hosted a demonstration of the Niche Academy platform. For an all-inclusive subscription fee, this platform includes a set of ready-to-use tutorials for common library services such as OverDrive. It includes video instruction, printable step-by-step guides, mobile-responsive user interface and it can be easily customized for a library's individual needs. You can create your own tutorials that can be presented in a variety of online settings, such as embedded in your own website, with direct links from Facebook, your newsletter and more.

Kim Fletcher and Ewa attended a recent meeting for the revival of Northern Adirondack Library Association that was also attended by Emily Castine and Jim Bennett. This once thriving professional group representing all types of libraries is being reestablished.

Last week CEFLS hosted a successful training entitled *Emergency Planning for Libraries* with Kate Flewelling, MLIS, from Pittsburg, Pennsylvania. Anja Bouchard put a lot of time and effort in

preparing this very well-received training. The kiosks that Anja prepared will soon be rotated into member libraries.

Ewa attended a NNYLN meeting with BOCES system library directors and Steve Bolten, Director of North Country Library System.

Ewa spent considerable time telephoning several member library directors for updates on their libraries.

- Mooers Free Library is doing well. Their search for a new director is progressing nicely. They have four well qualified applicants.
- Susan Sullivan at Rouses Point Dodge Memorial Library is doing very well.
- Ewa is trying to arrange, with Alison Mandeville at Champlain Memorial Library, an appointment to meet with the superintendent of Northeastern Clinton Central School District. She would like to work with Alison on a grant for students to do oral history recordings.

Upcoming events:

- May 6 and 7 – LTA Institute in Plattsburgh
- May 6 – Seniorama – The Outreach Department will have a table display to showcase services that target seniors.
- May 13 – North Country Workforce Development Board – Presentation on job and career resources offered through CEFLS
- May 13 – Andy Robinson will present a workshop, *Building a Board that Works*, at Saranac Lake Free Library.
- May 16 – Bob Freeman, expert on Open Meetings Law, will be speaking at Goff-Nelson Memorial Library in Tupper Lake.
- May 20 – CEFLS will host the annual meeting of librarians of the regional correctional institutions.

We are trying to arrange a NYLA-sponsored training for Library Assistants/Small Library Directors. A minimum number of 15 registrants are needed to make it viable. For NYLA members the cost would be \$215, and for nonmembers it would be \$255. Ewa is working on a grant for \$1,000 and she would like to find a source for another \$500, which would reduce the expense to a more doable amount.

Questions and Comments Addressed to the Director:

Kip Thompson would like to see a demo of the new readers for children and he commented that he enjoys touring member libraries. He would be especially interested in touring a correctional facility library. Ewa responded that it might be difficult to arrange a group tour. Tom Mandeville knows an educator who is bringing his students to a correctional facility for a tour so he will enlist the help of this teacher to learn what it might involve.

Kip suggested that having an immigrant speak about their experiences would be an interesting event for a library to host. Ewa commented that Literacy Volunteers has an excellent program that offers tutoring for learning English as a second language and earning a GED, as well as assistance with writing resumés, job searching and interviewing. Dorothy Latta added that any collaborative group that can assist with such things as job interviews, learning to read, or learning English can really benefit those in need.

Plattsburgh Public Library Report

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

- The City of Plattsburgh has an ongoing litigation with their retirees regarding a change in their health insurance plan. Depending on the outcome, the city might need to cut \$1,000,000 from this year's budget. This would be in addition to the \$1,000,000 that was already cut in order to meet the tax cap, which resulted in cuts for all city departments. PPL was cut 7 percent which affects the State Library's Maintenance of Effort requirement that says that as a Central Library, their budget can decrease by no more than 5 percent relative to the previous 24 months. Anne will be working with the State Library to see if in-kind services, such as plowing or IT, can be figured into the equation. She will be going back to the city to let them know that they might have put \$18,000 back into the budget so they can avoid the subsequent steps that would be otherwise required.
- Anne and Ewa Jankowska have talked about redoing the Central Library Development Aid budget. Anne has been working with the tools that were in place when she arrived as Director of PPL, while the model for using CLDA has moved more toward programming and databases. PPL will adjust their budget to shift to that model.
- PPL is exploring new methods of accepting money for fines, fees and donations. They are researching a NYLA processing service and the system that the city has for accepting electronic checks and credit cards. Tying in with this, Anne has been working on a page on their website for those who want to support the library.
- The City Building Inspector's office is working with PPL to update the Fire/Safety Plan and ensure they are in compliance with current regulations.
- Anne has been working with Tim Gavin of the LTA to provide brochures and maps for attendees of LTA Institute in Plattsburgh.
- In response to last year's community survey, there is a big gap between PPL's programming for preschool children leading up to when they come back as adults. Anne is working on creating a maker program in the downstairs room, pulling from information received at the maker space workshop that was held at CEFLS in April. She is working on a grant from Kiwanis for mathematic, engineering and other related tools that will bring the program to life. PPL will be presenting on this effort at the NNLYN annual meeting in May.

Committee Reports

There were no Committee Reports at this time.

Communications

A thank you card from Barbara Stowe, received March 28, 2016, was passed around. She is appreciative of the kind gestures bestowed on her during the very difficult situations she experienced this past winter.

A thank you card from Becky Pace, Director of Peru Free Library, received on April 7, 2016 was read. Becky was inspired by the excellent Makerspace Workshop that was recently held at CEFLS.

Old Business

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

New Business

2016 CEFLS Annual Report: Lisa Minnich motioned approval of the 2016 CEFLS Annual Report that was distributed for review prior to this meeting, seconded by Rita Quinn. Michael Spofford stated that we have to make an adjustment on the Annual Report regarding Central Library Development Aid (CLDA) and Central Book Aid (CBA) involving funds paid to PPL as Central Library for an amount that was paid to them last year. Based on who pays the vendors, CEFLS will report on that and PPL is not going to include it in their report. Michael will report to the Board again after the State has finished looking over the report. Motion carried unanimously.

Adult Literacy Grant Application: Nicky Bryant motioned approval of the Adult Literacy Grant Application for 2016-2019, seconded by Lisa Minnich. Motion carried unanimously.

Family Literacy Grant Application: Emily Castine motioned approval of the Family Literacy Grant Application for 2016-2019, seconded by Rita Quinn. Ewa Jankowska explained that in the past Family Literacy Grant was used for summer reading programs. Now early literacy (0-5) must also be included so CEFLS will offer training to library staff on Ready2Read and Early Childhood Literacy. Motion carried unanimously.

Lake Placid Education Foundation Application: Lisa Minnich motioned approval of the Lake Placid Education Foundation Application for Summer 2016-Summer 2017, seconded by Rita Quinn. The application is for \$15,000. Ewa Jankowska stated that we may not receive the full amount but whatever is received will be used for training. Motion carried unanimously.

Individuals, Entities and Institutions with Whom to Conduct Business: Lisa Minnich motioned approval of Individuals, Entities and Institutions with Whom to Conduct Business, seconded by Liz DeFonce. The new businesses are Rand Hill Lawns and Unifirst. Unifirst is a service that delivers clean rugs on a regular basis. Also newly updated on the reverse side of this document is the list of trustees who can approve abstracts. Motion carried unanimously.

Executive Session

Emily Castine moved to enter into Executive Session to discuss the joint meeting of the Executive and Personnel Committees that was held last week, seconded by Nicky Bryant. Motion carried unanimously. The Board entered into Executive Session at 5:23 p.m.

Return to Regular Session

Lisa Minnich moved to reconvene to full Board at 5:33, seconded by Jim Bennett. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 5:34 p.m.

Respectfully submitted,

Gary Alexander
Secretary