

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held May 23, 2016**

**Call to Order**

The Board of Trustees meeting was called to order at 4:31 p.m. on Monday, May 23, 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, Scott McDonald, Mary “Lisa” Minnich, and Charles “Kip” Thompson

Present via Video Conferencing with Saranac Lake Free Library: Gary Alexander

Excused Absences: Fran Filshie and Rita Quinn

Absent: Wallace “Wally” Day

Staff Present: Ewa Jankowska, Director and Michael Spofford, Finance Manager

Also Present: David Minnich

**Consent Agenda**

Kip Thompson recapped Consent Agenda as including the following items:

- Approval of today’s absences
- Approval of today’s agenda as distributed May 23, 2016
- Approval of minutes of the April 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

Emily Castine motioned approval of Consent Agenda, seconded by Nicky Bryant. Motion carried unanimously.

**Financial Report**

Nicky Bryant motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Lisa Minnich. Michael explained various items found in his reports. Kip commented on how much he appreciates the Over and Under Reports.

Motion to approve the Financial Reports carried unanimously.

**Public Comment Period**

There were no public comments.

## **President's Remarks**

Kip Thompson stated that he will not be present to preside over the August meeting due to a personal obligation. Nicky Bryant, Vice President, will preside.

Kip would like to assemble a couple of recent past-trustees to initiate a Friends of CEFLS group.

## **Director's Report**

Ewa Jankowska stated that regarding locations for "away" meetings, two are confirmed. The June meeting will be held at Keene Valley Library and September's will be at Chateaugay Memorial Library. Although we do not yet have a confirmation from Plattsburgh Public Library for the meeting in October, at the April meeting Anne de la Chappelle indicated that PPL would host a meeting.

About 140 people registered for the two-day LTA Institute that was held in Plattsburgh on May 6<sup>th</sup> and 7<sup>th</sup>. It was a big success. CEFLS had a table with brochures and our disaster preparedness tablet/kiosk was explored by many attendees.

As of June 1, 2016, Tracey Ducharme will be the new director of Mooers Free Library.

The annual meeting of correctional facility librarians was held at CEFLS on May 20<sup>th</sup>. The service contracts for all seven correctional facility libraries were signed. This yearly event is the only time that these librarians meet to share experiences and ideas. CEFLS receives \$84,000 (based on prison population) for servicing the correctional facilities. Of that amount, almost \$59,000 goes toward CEFLS salaries and \$10,000 is used for benefits.

Ewa will try to arrange a tour of the library at Clinton Correctional Facility in early October for any Board members who are interested.

Ewa, Michael Spofford and Dawn Recore traveled to Tupper Lake on May 16<sup>th</sup> for Robert Freeman's seminar on Open Meetings Law. Mr. Freeman heads New York State's Open Government Committee. All libraries, even association libraries, are subject to the Open Meetings Law because of a clause in Education Law. An interesting fact that Mr. Freeman shared is that boards that are private can allow votes to be counted over the telephone because they are not subject to Open Meetings Law. Also, for Boards that are subject to Open Meetings Law, committee meetings have to be advertised in some manner.

On May 26<sup>th</sup>, Julie and Ewa will be attending the NNYLN Annual Meeting.

Also on May 26<sup>th</sup>, Anja will be bringing the three disaster preparedness kiosks to three member libraries. The kiosks will be rotated on a two-week basis.

On June 22<sup>nd</sup>, Ewa will be attending a seminar at the Potsdam Public Library on strategic planning for member libraries.

Julie Wever has reported to Ewa that construction funding for this year has been increased by 30 percent. Since the proportion of matching funds was reduced from 50 percent as it was previously, to 25 percent, more member libraries are requesting construction funds and some of the projects are

quite extensive. A selection process may be necessary as it may not be possible to fully cover everyone's projects.

### **Questions and Comments Addressed to the Director:**

Kip Thompson inquired why cataloging is down per Betsy Brooks' Department Report. Ewa stated that possible reasons might be that fewer books may have been purchased, and one of the staff members who does cataloging was out on medical leave for a while. Also, publishers publish books sporadically, for instance more are published before Christmas and in the spring. Ewa stated additionally that the fact that an item is catalogued does not reflect in the MARC record if there are multiple copies. Ewa will consult with Betsy for a better understanding of this data.

### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, was not present for the meeting. A PPL report was not submitted.

### **CEFDA**

In the absence of any directors of member libraries, Ewa Jankowska briefly stated that CEFDA met on May 16<sup>th</sup> at PPL. Several CEFLS staff members attended. There was discussion that PPL cannot handle purchasing all of the fiction e-books. A best-seller, especially if it is very popular, can cost over \$80. One suggestion for increasing e-book purchases was that each library could donate 2 percent of their book budget. It is important to note that the Central Library can use CBA money only to purchase adult nonfiction. CEFLS purchases a number of young adult and children's fiction e-books with budgeted funds and some are purchased with grant money obtained by CEFLS.

A decision was made by Member Library's Advisory Council (MAC) to drop BYKI/Transparent Languages, the foreign language database, and the money was used instead to buy some new magazines from Flipster, such as Consumer Reports which alone costs \$6,000, Sports Illustrated, Newsweek and Time. As a result, the use of Flipster really increased; however, in the last month the use of Transparent Language also experienced a very big jump. When Ewa went to the Public Library Association Conference in Denver this spring, she learned of a less expensive product for learning a foreign language, called Rocket Languages. Rocket Languages can be listened to while traveling in the car by simply recording lessons on your telephone, and it can be purchased with CBA funds because it is adult nonfiction. Ewa proposed the purchase of this product to CEFDA but has not received a decision.

### **Communications**

Michael Spofford distributed a letter of appreciation written by Kip Thompson to CEFLS staff for their very high standard of professionalism, particularly during the last few stressful months.

Michael read a thank you note written to Ewa Jankowska from the North Country Workforce Development Board in appreciation for her recent presentation at their meeting in Saranac Lake.

### **Old Business**

Jim Bennett gave a brief presentation on the Sturgis method of Parliamentary Procedure, saying that it is mentioned in the new NYS Trustee Handbook as a friendlier method of conducting meetings.

He distributed handouts on Principal Motions (Listed in Order of Precedence). Jim feels that using Sturgis, as opposed to Robert's Rules of Order, may be able to, at times, move meetings along more efficiently. Sturgis sets a time element, such as five minutes, for discussion of a topic before motions are made. Lisa Minnich recapped that basically Sturgis provides opportunity for better understanding prior to voting. She suggested trying Sturgis for a couple of meetings, to which Jim responded that this Board's meetings seem to move along smoothly so maybe we should hold off trying this method.

### **New Business**

**Approval of Photo and Video Permission and Release Form:** Lisa Minnich motioned approval of the newly amended Photo and Video Permission and Release Form, seconded by Liz DeFonce. Ewa explained that CEFLS has had a consent form for a long time but it was never officially approved by the Board. We have now added specific consent for photographic, digital or video images taken of children and use of them to promote/publicize and advertise the System, its member libraries and their programs, collections and services. Motion carried unanimously.

### **Additional Discussion**

Lisa Minnich stated that there will be an Advocacy meeting on June 27<sup>th</sup> at 4:15 just prior to the start of next month's regular meeting of the Board. The June 27<sup>th</sup> meeting will be the first of the "away" meetings for 2016 and will be held at Keene Valley Library. Anyone is welcome to attend the committee meeting as well as the Board meeting.

Dorothy Latta stated that Norma Menard, Executive Director of Literacy Volunteers of Clinton County, is retiring at the end of the month. The new executive director will be Alan Aguglia. Ewa Jankowska commented that Literacy Volunteers prepares people for employment and also teaches math. She is interested in partnering with them, as CEFLS has a database, Learning Express, which offers math lessons.

Lisa Minnich encouraged Board members, if they have the opportunity, to attend an LTA Institute. She stated that the workshops were well done, the authors were interesting and fun, and it was a very pleasant experience.

### **Adjournment**

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Gary Alexander  
Secretary