

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held June 27, 2016**

**Call to Order**

The Board of Trustees meeting was called to order at 4:36 p.m. on Monday, June 27, 2016 at the Keene Valley Library Association, 1796 Route 73, Keene Valley, New York, by Charles “Kip” Thompson, President. Kip thanked Karen Glass and Bill Reed of Keene Valley Library for hosting the meeting. Everyone introduced themselves, stating what their role is at either Clinton-Essex-Franklin Library System or at Keene Valley Library. Bill Reed welcomed everyone and expressed appreciation for all that the CEF Library System does for Keene Valley Library, particularly for assistance pertaining to their construction projects.

**Roll Call**

Present: Gary Alexander, James “Jim” Bennett, Emily Castine, Elizabeth “Liz” DeFonce (entered 4:38 p.m.), Fran Filshie, Dorothy Latta, Phyllis Magnus (entered 4:38 p.m.), Scott McDonald, Mary “Lisa” Minnich, Rita Quinn (entered 4:38 p.m.), and Charles “Kip” Thompson

Excused Absences: Nicole “Nicky” Bryant, Wallace “Wally” Day and Thomas “Tom” Mandeville

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

Also Present: Karen Glass, Director of Keene Valley Library Association; Bill Reed, President of the Board of Trustees of Keene Valley Library Association; and David Minnich. There was also one unnamed member of the public present.

**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 May 23, 2016 meeting
- Committees for which there are no reports at this time: Development, Executive, Finance, Health Plan, Negotiation, Nomination, Personnel, Property and Strategic Planning
- Communications

Rita Quinn motioned approval of Consent Agenda, seconded by Emily Castine. Motion carried unanimously.

**Financial Report**

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Fran Filshie.

Michael Spofford called attention to the new Revenue vs. Expenditure Summary Code Detail on pages 37 and 38 of the packet that lists the various categories. Once a quarter, he would like to submit an explanation of a different financial report.

Michael stated that Franklin County has requested the CEFLS 2017 budget request no later than August 2, 2016. Prior to the July Board meeting, there will be a Finance Committee meeting to discuss the 2017 budget. Planning the budget will be very challenging because the 2016 NYS funding has not been received and its exact amount is not known.

Kip Thompson stated for the benefit of the members of the public in attendance that the Summary Year-to-Date Report through the end of May shows \$78,000 in revenue and \$376,000 in loss. When the NYS funding is received sometime between now and September, the numbers will look much healthier.

Kip asked about percentages used in the Grants/Non-Current Aid Status Report, found in the last column, that are below 56-57 percent, such as State Correctional Aid – Grants 2014, which shows that only 46 percent has been spent. Michael explained that with State Corrections Grant, 70 percent is for overhead costs, 30 percent is for program. We have a very large McNaughton bill that comes in every fall for leased books for Correctional Institutions. The County Jail aid is usually used for serials, for which an EPSCO invoice was just received for magazines to begin in the fall, so that expense will be encumbered. Regarding Adirondack Foundation that is showing 41 percent used, Michael stated those funds are being used for programs, such as the Andy Robinson training of which there will be one more, as well as a couple other programs in the fall for which these funds are encumbered. Adult Literacy 2016 will be 100 percent encumbered after Michael meets with Betsy Brooks and Julie Wever soon to decide how to spend the balance in preparation for the final report that is due to NYS in July.

Kip then asked about *State Correctional Aid – O (Overhead)* and *State Correctional Aid – P (Program)*. Michael explained that they appear in italics on the Grant/Non-Current Aid Status Report because we do not know how much aid will be received so for now he is working with last year's figures.

Michael stated that as viewed on the financial reports, funds are getting low. We are spending very carefully so as to avoid the finance charges that would be incurred if our line of credit is used in the interim until State funding is received in August or September. There are also reserve funds for building projects that will not be undertaken for some time and from which we could borrow if necessary, then reimburse the funds when the State funding is received.

Kip responded to a question of Dorothy Latta's, saying that CEFLS cannot by law invest in anything other than a CD which earns next to nothing. Discussion ensued regarding what CEFLS is by definition. We are an educational corporation, fall under Civil Service with a mostly unionized staff, and not-for-profit, yet when the matter is pursued, there is no clear definition to be had.

Motion to approve the Financial Reports carried unanimously.

### **Public Comment Period**

Karen Glass commented that she really appreciates that CEFLS does not fundraise on Keene Valley's turf, although CEFLS has no turf other than library turf, further stating that the CEFLS Board has always been especially considerate of this. Kip stated that the need is certainly there; for

instance if there is a dip in funding to CEFLS by NYS or the counties, even if there were years and years of fundraising, there would not be the capability to keep even one person from being laid off. However, fundraising might be able to save a program or two, so at some point he would like to see CEFLS do some type of fundraising.

### **President's Remarks**

At Kip Thompson's request, Dawn Recore provided a little information that she learned at a Friends Group organizational seminar at Plattsburgh Public Library in the Spring. She stated that there is not a system in NYS that has a friends group, though the seminar presenters felt that it could be done. There are many considerations to starting a Friends Group, such as finances, legal aspects, committees, and volunteer management. Becoming members of NYLA would provide support for several of these considerations, but is not mandatory for groups who want to be autonomous. Dawn passed out handouts provided at the training, stating that there are many valuable links found within.

Kip stated that he feels that fundraising and advocacy would be the top two priorities of a Friends Group and that you can't have too many library advocates. He recounted for those who were not present several years ago when Essex County was planning to eliminate funding to CEFLS and library advocates attended a county meeting to show support and speak on behalf of libraries and the system. As a result, Essex County did include in their budget flat funding for CEFLS that year. Ewa added that while local funding from the three counties is a small portion of our budget, NYS Education Law, Maintenance of Effort clause states that if local funding is cut more than five percent, then CEFLS's funding from the State is cut by 25 percent. With local funding at about \$15,000 and NYS funding at about \$250,000, it is clear how cuts to local funding would seriously impact CEFLS.

### **Director's Report**

In addition to Ewa Jankowska's written report, she added:

As Michael Spofford already said, a letter has been received from Franklin County requesting our funding request for 2017 by August 2<sup>nd</sup>. For the 2016 year, Franklin County unexpectedly provided a five percent increase. For 2017, because Franklin County is having significant budget challenges, Ewa would like to request no increase and no decrease. That would safeguard NYS funding with regard to NYS Education Law, Maintenance of Effort clause. Lisa Minnich stated that Franklin County is in a similar situation as CEFLS. They are having to prepare their budget without knowing when monies owed to them by NYS for social services provided will be received.

Our Literary Luncheon in June was minimally successful. Attendance was about half of what it was for the luncheon in 2015. We were fortunate to have a couple of people who were not able to attend but sent donations that enabled others to do so who might not have otherwise been able to. We are thinking of having the next luncheon in the autumn of 2017 and maybe in Lake Placid. For the next time, Ewa is asking trustees to each buy one ticket even if they are not available to attend or extend a personal invitation to someone else. Ewa reported that those who attended really enjoyed Nicki Kourofsky, the author of *Adirondack Outlaws: Bad Boys and Lawless Ladies* and editor of Adirondack Life magazine.

The newest edition of the Trailblazer has been distributed. It features some new databases and resources as well as articles submitted by many of the libraries.

We are seriously working on the Plan of Service. Using Google Docs, Ewa has broken the Plan into parts saved in folders, including one with reference materials and another for comments, and sent them to trustees and member library directors. Anyone wishing to comment or ask questions is encouraged to do so.

We are in the final stages of planning focus groups with Kara Page of the Wild Center in Tupper Lake where she is a fundraiser. What we learn at the focus groups will be incorporated into our Plan of Service that must be written by September. There will be a focus group in each of the three counties, with a grant covering expenses. Hopefully participation will be good, with good dialog to help us understand how to better serve libraries.

Ewa got a phone call from Senator Little's office advising her that each library is getting \$2,500 in Bullet Aid, as they did last year. She learned that the system can request Bullet Aid next year by writing a letter to the Senator.

Betsy Brooks' department report talks a little bit about Discovery layers, which are software products that enhance the library catalog. When searching the catalog, you see Horizon Information Portal (HIP) which is outdated because it is not being updated by SirsiDynix. An option would be to get a new Discovery layer, called Enterprise, which would help to "discover" the catalog and give access to other digital resources, like e-books and databases. It is expensive, costing about \$18,000. Ewa is going to ask Senator Little about requesting Bullet Aid for this purpose and she is going to speak with Mike Zurlo at Clinton County with regard to requesting tobacco money. More investigation will go into Discovery layers, and maybe a product of a company other than SirsiDynix will be chosen. Maintenance costs will be figured into the decision.

We are going to participate again in the Mayor's Cup events on July 9<sup>th</sup>. We have invited member libraries to participate or provide their summer reading program brochures for our table display.

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

Kip stated that the last time we worked on a future Plan, we had a subcommittee and he asked if we would be doing that this year. Ewa responded that when we did the last Plan of Service, we had Ginny Brady, from PPL Board of Trustees, who was very helpful. This year, Richard Schaefer and Jennifer Creedon from PPL Board were invited to participate as well as the CEFLS trustees and the Members Advisory Committee. Dorothy Latta, Nicky Bryant and Lisa Minnich have volunteered. Input from more would be appreciated.

### **Plattsburgh Public Library Report**

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

- Receipt of \$2,500 in Bullet Aid from Senator Little
- Receipt of \$500 grant from Stewart's Shops for the Summer Reading Program
- Outside Art group might do a mural on the south brick wall of the library to add color without signage.
- Friends of the Library are doing their book sale on July 9<sup>th</sup>, with another sale in October.
- PPL is researching ways to make it easier for patrons to pay fines and pay for lost books and damaged material. Currently, checks and cash are accepted. They are investigating additional payment options including Horizon, the OPAC circulation system, which has an

add-on layer called Blue Cloud that works with a credit card processing company and can be turned on for whichever libraries want it.

- PPL is starting some long-range discussion planning, beginning with an updated Mission Statement. With a new Board and Anne having been there three years, she feels they know where they want to go and can begin moving in that direction little by little.
- TECH Soup, provider of software to libraries at a discounted rate, has an offer right now for mobile hot spots that can be lent to the public. There is an administrative charge to buy the units and then phones and internet service have yearly fees. Anne is preparing a proposal for her Board for possibly five of these at a cost of \$600. PPL would have a policy that would determine how long patrons could check them out for. The hot spots would encourage use of library technology and be good for people in Plattsburgh who do not have Internet service.
- PPL is starting to work on their Plan of Service which has to dovetail with the System's in terms of the Central Library piece.

### CEFDA

Anne de la Chappelle reported that topics at the most recent CEFDA meeting included:

- Libraries are looking at how to arrange children's books. How children look for books and how library staff find books for interlibrary loan fed into the discussion.
- The roles of the Central Library, the System and member libraries and how they work together so they don't duplicate services and duties were discussed, including the purchasing of digital material, e-books (adult and children), nonfiction materials, and children's books. PPL has been buying a lot of popular fiction e-book titles at \$84 each and has spent as much of their book budget as they can devote this year, \$6,000. Anne feels that when e-books are purchased, they are owned by the System's OverDrive database, so she feels that PPL basically gave \$6,000 worth of e-books to the System. She said that some of the smaller libraries' boards are saying they are not going to donate their book money into a pool. Kip Thompson interjected, saying that it is important for everyone to remember they are part of a bigger system and everybody needs to contribute. Anne stated that they share print books but you can limit them to your own patrons for the first six months. She has patrons asking why they are #26 on a wait list for e-books that were purchased by PPL. CEFDA is checking with other systems to see how they handle this. Karen Glass stated that Keene Valley Library contributes toward the purchase of e-books and audiobooks, recognizing that some libraries don't even have a book budget, so there is a disparity in who can and cannot contribute to the purchase of e-books. She suggested that maybe CEFLS can fundraise for this specific purpose without stepping on the toes of any of the libraries. Anne asked about GoFundMe which has been done by CEFLS through Adirondack Foundation, to which Ewa responded that it was done in conjunction with CEFLS' first literary luncheon. It was hoped that the second literary luncheon would raise funds for the purchase of e-books, but only \$50 was raised. Ewa recounted that as she suggested at a CEFDA meeting, perhaps each library could contribute two percent of their book budget to e-books. She made a similar appeal when we initially began dealing with OverDrive, asking libraries to each give any amount they could afford so there would be 100 percent participation. She explained that e-books purchased do not belong to CEFLS, but are leased from OverDrive and she doesn't see any way around that unless libraries have their own platform. Anne suggested selecting a different vendor who would negotiate for libraries to take their content with them.

Regarding the earlier statements pertaining to the roles of the Central Library, the System and member libraries, Dorothy Latta asked what types of situations or roles concern CEFDA. Karen Glass responded that:

- CEFLS fills many roles with a declining number of staff, with the Central Library now doing more outreach.
- In the past, member libraries have looked to CEFLS for professional development and now the Central Library has money for and is doing some of that.
- There are concerns about the appearance of duplication regarding collection development, rotating collections and Central Book Aid money.

Dorothy stated that all three parties should be part of these discussions. Anne responded that it needs to be made clear that CEFDA is an independent association with bylaws, so it is its own stand-alone organization. Further, historically there would be one meeting a year with all system staff invited, but it would also be for professional development and a way for directors to get their thoughts together and share them with the system. Anne feels that has become very clouded with people feeling uninvited when in fact, the old bylaws define the association. Karen stated they have more frequent meetings now, and that when there is a new director, they try to have a meeting at that library as a means of support. Sometimes the issues discussed are not appropriate or necessary to share with CEFLS, such as how to handle a messy bathroom. Dorothy stated that the meetings sound wonderful and she hopes that a collective voice brings the issues to the system.

## **Committee Reports**

### **Advocacy Committee**

The Advocacy Committee met briefly before the full Board meeting.

- Lisa Minnich stated they are asking trustees to visit member librarians and talk about how CEFLS can help them and ask if they have ideas or anything that they would like to ask of the System. The goal is for trustees to get to know these people and for them to get to know our Board, providing them with another person that they can go to with questions or concerns. When visiting member librarians, trustees are asked to gather feedback about the Strategic Plan and what direction libraries would like to see the System go. This will aid Ewa Jankowska as she works on the Plan of Service that has to be done by September. Dorothy added that it is nice for trustees to learn about member libraries also. Ewa is preparing a presentation that will be available for sharing with member library boards. Whatever number of libraries each trustee can visit is appreciated. Without mandating that anyone goes anywhere, the committee would like trustees to visit a library and just send Lisa a note to let her know so multiple trustees don't descend on one library.
- They would like to see trustees, during their tenure on the Board, attend a member library board meeting in their area at least once a year and offer to do a presentation on CEFLS to help them understand what the System does. For Essex County with its 16 libraries, it is suggested that trustees sort out which ones they want to visit.
- They would like to create a communication network for trustees in the whole system so if something goes wrong or there is something right, or someone wants to share a great opportunity, there will be a link among trustees throughout the System.

Fran Filshie suggested a social gathering for all trustees, a time to meet others and to introduce themselves. Lisa commented that that was one purpose of the Literary Luncheon and of LTA when it met earlier this summer in Plattsburgh. Fran asked if all member library trustees were invited to the Literary Luncheon, to which Ewa responded that they were. Fran feels that the invitation came out of the blue after not hearing from CEFLS all the rest of the year. Lisa stated that building a relationship is a goal of having CEFLS trustees attend meetings of member library boards

### **Old Business**

There was no Old Business.

### **New Business**

**Approval of New York Council for the Humanities, Reading and Discussion Programs Grant:**  
Lisa Minnich motioned approval of the New York Council for the Humanities, Reading and Discussion Programs Grant, seconded by Fran Filshie. Ewa commented that this is the second time CEFLS has applied for this grant which involves sessions focusing on aging in place. The first time these programs were presented, they were very well received. Motion carried unanimously.

### **Adjournment**

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 5:54 p.m.

Respectfully submitted,

Gary Alexander  
Secretary