

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

Call to Order

The Board of Trustees meeting was called to order at 4:29 p.m. on Monday, July 25, 2016 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Charles “Kip” Thompson, President.

Roll Call

Present: Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville, Scott McDonald, Mary “Lisa” Minnich, Rita Quinn and Charles “Kip” Thompson

Excused Absences: Gary Alexander, James “Jim” Bennett, Wallace “Wally” Day and Fran Filshie

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

Consent Agenda

Kip Thompson recapped Consent Agenda as including the following items:

- Approval of today’s absences
- Approval of today’s agenda distributed July 25, 2016
- Approval of minutes of the June 27, 2016 meeting
- Committees for which there are no reports at this time: Development, Executive, Health Plan, Negotiation, Personnel, Property and Strategic Planning
- CEFDA

Lisa Minnich motioned approval of Consent Agenda, seconded by Rita Quinn. Motion carried unanimously.

Financial Report

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

Michael Spofford reported on the following topics:

- A little over \$800,000 in 2016 Basic and Supplemental Aid from NYS has been received, so the line-of-credit will not be accessed and the 2016 budget will be revised.
- The annual outside audit began last Friday and is being done by Martindale, Keysor and Co, PLLC.
- The Board will be asked to approve the 2017 Tentative Draft Budget today. It will likely be revised later in the year.

- Included in this month's financial reports is a Quarterly Accounts Payable and Receivable Report.

Motion approved unanimously.

Public Comment Period

There were none.

President's Remarks

Kip Thompson commented on the following topics:

The September Board of Trustees meeting will take place at Chateaugay Memorial Library.

There was a feeling a while ago that CEFLS was in crisis because NYS had not released the 2016 Basic and Supplemental Aid. It was due to careful planning that the line-of-credit did not have to be accessed.

Director's Report

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

Funding from NYS was received following the submission and approval of the CEFLS Annual Report and the signing of an assurance by Ewa that the Central Library spent 2015 CLDA and CBA funds appropriately.

We will be requesting approval of the Central Library's 2016 budgets for CBA and CLDA later in this meeting.

We will be offering a very exciting training opportunity in September for library assistants or small library directors. The dates and times are September 13, 20 and 27, 10 a.m. to 4 p.m. With the assistance of the Lake Placid Education Foundation and NNYLN, each person attending will receive \$100 off the fee. Lunch will be provided.

Three focus groups have been arranged for member library directors to discuss openly positives and negatives and what they would like to see CEFLS do for libraries in the next five years, with regard to the Plan of Service. We are hopeful that one more session will take place in the northern tier.

Julie Wever and Ewa visited Mooers Free Library. They are hopeful that the new director will attend the library assistants' training in September. Mooers is a one-person library, operating currently with no or little volunteer help, which makes it very challenging for the director to attend trainings, meetings or other special events.

Julie, the Outreach Department and Suzanne Orlando, the librarian at Ray Brook Correctional Facility, have created a booklet targeting adult new learners and job seekers in the three county area, along with a Power Point presentation that can be used with community service groups. This community service project was funded by Year Three of the current Adult Literacy Grant.

Several staff members made plans to staff a table and provide children's activities at the recent Mayor's Cup Celebration in Plattsburgh. A large photo-op board was created by Anja Bouchard to

go along with this year's Summer Reading theme *On Your Mark, Get Set...Read!* A children's obstacle course, bookmarks and other handouts were also prepared. Soon after the event began, a big rain storm moved in so that was the end of our participation. Since then, Anja has repurposed the photo-op board, changing its theme to the very popular *Pokemon Go*, and on nice days, the board is placed in the front yard at 33 Oak Street. The revitalized popularity of this game has created a lot of additional foot traffic in front of CEFLS, as we are a Pokemon Gym.

Questions and Comments Addressed to the Director:

Kip Thompson inquired about the recent legislation allowing for the administration of Narcan at public libraries. Ewa responded that she has been seeking additional guidance from reliable library sources and learned that administering the drug would be entirely volunteer and training would be required. It is not known yet who would bear the expense of the training and for the Narcan itself.

There was a brief conversation about the Active Shooter training that Anja Bouchard and Dawn Recore recently attended. Dawn reiterated that this type of disaster can happen anywhere at any time, and if it does happen, the three steps to remember are run, hide and as a last resort only fight. Ewa would like to get a second grant from the National Network Libraries of Medicine that would allow CEFLS to offer an active shooter training to go along with the previous disaster preparedness tablet project.

Plattsburgh Public Library Report

Anne de la Chappelle was not present for the meeting, so Ewa Jankowska recapped highlights from Anne's report for PPL's Board of Trustees meeting that will take place on July 26, 2016.

200 children registered for the summer reading program.

To further their ongoing construction projects, they will be applying for a 75-25 percent matching construction grant.

Ewa commented that it will be necessary to use criteria for ranking construction grant applications because libraries are seeking more funding than there are funds available. The Board will be asked to approve the criteria later in this meeting.

Discussion ensued with interest in learning how much has been spent to improve libraries in the system over the past 5 or 10 years. Ewa will try to prepare a report to compare where libraries were then and where they are now.

Communications

Dawn Recore read a thank you e-mail message received by Karen Batchelder from Debbie Alexander of the Clinton County Senior Citizens Council. Karen and David Fuller participated in seven *Lunch and Learn* programs at nutrition site locations at Beekman Towers, Rouses Point, Peru, Dannemora, Ellenburg Center, Lakeview Towers on Flynn Avenue in Plattsburgh and the Clinton County Senior Citizens Council on Northern Catherine Street in Plattsburgh. They told the seniors about the resources and services that are available through CEFLS and member libraries and handed out informational material to be used for reference in the future and to also share with family and friends. Karen and David came away with positives after each experience. For example, the first

location is now receiving a small rotating collection so that the tenants and those attending the site for lunch have access to large print books and CD format audiobooks.

Committee Reports

Finance Committee

2017 Preliminary Draft Budget: Lisa Minnich and Nicky Bryant of the Finance Committee met with Michael Spofford and Ewa Jankowska prior to this meeting to review the 2017 Preliminary Draft Budget. Lisa stated that it is tentative and based on numbers in this year's tentative draft budget for which NYS funding was just received. It is recognized that Clinton, Essex and Franklin counties are experiencing difficult financial challenges. Lisa motioned approval of the 2017 Preliminary Draft Budget with one change on page one, *Approved 2015 Budget* should read *Approved 2016 Budget*, seconded by Rita Quinn.

Kip questioned what appears to be a significant reduction in spending on computer software. Michael stated that some software purchases are covered under grants rather than aid, such as Contact Café through EBSCO for \$990. It is a software program that shows all the book covers in our catalog system at less expense than the company we have been using. Considerable savings are also achieved through Tech Soup, a software foundation started by Bill Gates Foundation that offers enormous discounts to libraries.

In response to Dorothy Latta's quest to learn more about what CEFLS can do for county jails, Michael stated that we purchase books and serials. Ewa added that when we have donations, we pass them along to the jails.

Kip is pleased to see the increase in number of professional conferences and meetings that are attended and memberships held by staff. Michael stated that a NYLA membership for \$600 that includes all the staff has been included in the 2017 Tentative Draft Budget. It will allow for significant savings when registering for NYLA events.

Motion to pass the 2017 Tentative Draft Budget carried unanimously.

Funding Requests for the Counties: Based on the recommendation of the Finance Committee, Lisa Minnich motioned approval of requesting flat funding from Franklin County for 2017, based on the knowledge that they are experiencing very challenging times, and a three percent increase in funding from Clinton and Essex Counties. Rita Quinn seconded.

Ewa Jankowska will emphasize to the counties when she hand delivers their funding requests the importance of the Maintenance of Effort clause in NYS Education Law that states that if local funding is cut more than five percent, then State funding would be cut by 25 percent. New pamphlets specific to each county and highlighting the services provided to each will be presented with the funding requests.

Ewa offered for comparison sake that in 1970 Franklin County provided \$15,000 to CEFLS, and in 2014 they provided \$14,489. Not taking inflation into consideration, this is even less than 44 years ago.

Motion carried unanimously.

Nominating Committee

Emily Castine stated that while attending the NYS Retired Teachers Association meeting in Utica recently, she spoke with a woman, Gayla LaPage, who she feels would be an excellent CEFLS trustee candidate. Ms. LaPage expressed interested and will give it serious consideration. In about a month Emily expects to know her decision.

From a list of potential trustee candidates in 2013, Dawn Recore provided Emily with the name of a potential candidate, who is also from Franklin County. The person expressed interest in to Martha Spear who was on the Nominating Committee at that time. Lisa Minnich suggested contacting Wead Library in Malone to see if the librarian knows this person.

Emily asked everyone to keep looking for trustee candidates from Franklin County.

Old Business

There was no Old Business.

New Business

Ranking Criteria for 2016-2017 Public Library Construction Grants: Nicky Bryant motioned approval of the Ranking Criteria for 2016-2017 Public Library Construction Grants, seconded by Emily Castine. The grants may provide 75 percent of construction costs. When libraries apply, they have to guarantee that they will be able to meet the 25 percent match. This year there are more applications than available money. The proposed ranking criteria was prepared by Julie Wever based on NYS's guidelines and her own extensive experience. Among other criteria, association libraries will be given priority due to their limited funding options. Dorothy Latta suggested adding weighting to each of the criteria, up to five points each, with two individuals assigning points for further objective rationale. Then points would be added to make determinations. Ewa asked if in the interest of time the Board could approve the ranking criteria as is with possible amendment next month. Ewa went on to say that if libraries can add a technology component to their construction plan, they can apply to Woods Foundation or Adirondack Foundation. Motion carried unanimously.

Central Book Aid (CBA) Budget 2016: Motion to approve Central Book Aid Budget 2016 was made by Lisa Minnich, seconded by Rita Quinn. Ewa Jankowska stated that basically NYS requires that expenditures are for adult nonfiction and they must be approved by the Director of the System. They can be any combination of databases, e-magazines, print books, e-audiobooks, and e-books. To purchase regular books and e-books, the PPL Director first sends a list to the Member Libraries Advisory Council and to Ewa. Titles are reviewed, removing anything that is not adult nonfiction before purchases are made.

Kip expressed surprise that e-magazines, available through Flipster, can be purchased with CBA. Ewa responded that some children's e-magazines are purchased by CEFLS. Flipster can be accessed through the website of CEFLS and member library websites. Motion carried unanimously.

Central Library Development Aid (CLDA): Lisa Minnich motioned approval of Central Library Development Aid 2016, seconded by Phyllis Magnus. Ewa stated that use of CLDA has been a trying issue. PPL is getting \$94,000 as a Central Library for services available to all member libraries. Specifically, there are formulas for figuring the number of hours the Central Library spends

on collection development and maintenance, interlibrary loan request processing, reference services, a partial share of employee benefits and for additional hours open beyond the mandated number.

Additionally, CEFLS will pay for Syndetics software for the integrated Online Public Access Catalogue (OPAC) and Niche Academy annual subscriptions. Niche Academy offers online tutorials on how to use OverDrive and some of the online databases.

One of uses of CLDA that Ewa would like to see is training for member libraries.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 5:39 p.m.

Respectfully submitted,

Gary Alexander
Secretary