

## **CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**

Minutes for Board of Trustees Regular Meeting

Held September 26, 2016

### **Call to Order**

The Board of Trustees meeting was called to order at 4:44 p.m. on Monday, September 26, 2016 at the Chateaugay Memorial Library, 4 John Street, Chateaugay, New York, by Charles “Kip” Thompson, President. Kip thanked Melissa Erhardt, Director of Chateaugay Memorial Library, for hosting the meeting.

### **Oath of Office**

Kip Thompson administered the Oath of Office as trustee to Gayla LePage. Gayla will represent Franklin County and completes the slate of trustees from that county.

### **Roll Call**

Present: Gary Alexander, James “Jim” Bennett (entered at 5:06 p.m.), Nicole “Nicky” Bryant, Elizabeth “Liz” DeFonce, Gayla LePage, Phyllis Magnus, Mary “Lisa” Minnich and Charles “Kip” Thompson

Excused Absences: Emily Castine, Wallace “Wally” Day, Fran Filshie, Dorothy Latta, Thomas “Tom” Mandeville, Scott McDonald, and Rita Quinn

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

Others Present: Melissa Erhardt, Director of Chateaugay Memorial Library, and Margaret Carter, Member of the Board of Trustees of Chateaugay Memorial Library

### **Consent Agenda**

Lisa Minnich motioned approval of Consent Agenda, which included the following items, seconded by Nicky Bryant:

- Approval of today’s absences
- Approval of today’s agenda as distributed on September 26, 2016
- Approval of minutes of the August 22, 2016 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Finance, Health Plan, Negotiation, Nominating, Personnel, Property and Strategic Planning

Motion carried unanimously.

### **Financial Report**

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

Michael Spofford reported on the following topics:

- An up-to-date Grants/Non-Current Aids Report will be ready for the October Board meeting.
- He will be working to adjust the 2016 and 2017 Budgets in time for a Finance Committee meeting in October that will take place just prior to the full Board meeting.
- The projected Excellus Health Insurance rates for 2017 have been received. We are awaiting NYSHIP's projections.
- He is working on accounts receivable and has billed out about \$3,000 to member libraries and various entities.
- We will be asking for an increase to the Small Equipment line item to purchase a Universal Power Supply (UPS).

A brief discussion ensued regarding generators. At least a couple of member libraries have them. CEFLS does not and Ewa has been wondering how funding could be obtained.

Motion approved unanimously.

### **Public Comment Period**

Margaret Carter complimented the recent Focus Forum that she attended at Champlain Memorial Library. She felt Kara Page did an excellent job as moderator. Kara was contracted by CEFLS with funds obtained through Lake Placid Education Foundation.

### **President's Remarks**

The October 24, 2016 meeting will take place at Plattsburgh Public Library and will begin at 3:00. Back in April the Board agreed to hold one meeting in each of our three counties this year. Kip feels that we have been struggling for two or three years to have a quorum at these "away" meetings. Without a quorum, voting on agenda items cannot take place. He suggested that one way to reduce this risk and resulting stress is to not have "away" meetings or to do only one per year in a more central location, such as Lake Placid. Lisa commented that it is not only "away" meetings that cause concern and that Lake Placid is not a central location for her, adding that traveling to Chateaugay is closer for most trustees than it would be to travel to Akwesasne Cultural Center and Library. Ewa stated that if we did not have a meeting in March, which is a month when we sometimes have to cancel due to lack of quorum, maybe more people would make sure to attend the April meeting. Lisa questioned which is more important, having a meeting every month or going to meetings at member libraries. Phyllis Magnus commented that she likes visiting member libraries and considers it advocating for the System. Kip brought a close to this discussion adding that this topic will be revisited at the October meeting.

### **Director's Report**

Ewa Jankowska apologized for not providing a written report this month due to very busy workloads. Both she and Julie Wever were extremely busy in September and will include written reports for two months in October's board packet.

Budget applications for 2017 have been delivered to Clinton, Essex and Franklin Counties. Ewa acknowledged the difficult fiscal times that our area is experiencing and asked Board members to please advocate for CEFLS by speaking with their local legislators.

Members of CEFLS staff were privileged to attend an Honor Flight send-off recently when Bob Welch, one of our coworkers who served in the Korean War, was a participant. It was a beautiful

ceremony and a wonderful experience. Bob used to be a CEFLS bookmobile driver and for the last several years has been a van delivery driver.

CEFLS hosted a contingent of nurses from UVM-CVPH Medical Center who used our Board room for a day of continuing education.

Anja Bouchard is applying for another NN/LM grant on the topic of mental health and addictions. If awarded the grant, she will be collaborating with many agencies and health care providers throughout the area.

Anja will be doing a live NN/LM webinar presentation on September 29<sup>th</sup> on the emergency preparedness grant that she obtained earlier this year. The webinar will be archived so those whose schedules do not allow viewing on that day will be able to view it when it is convenient.

Betsy Brooks is working on an application for a grant for funding from Clinton County Tobacco Settlement. If a sum is awarded to CEFLS, it will be used to update and upgrade the public library portal so that residents will have improved access to a shared library collection of over 630,000 books, videos, audiobooks and downloadable media.

Ewa and Dawn Recore visited Lake Placid Public Library and E.M. Cooper Memorial Library in Wilmington last week. Ewa spoke with the director at E.M. Cooper Library, Samantha Baer, about possibly making oral history recordings. Sam used to have a patron who told stories of bootleggers making their way through the Adirondacks, and she feels there are other patrons with stories that should be recorded and catalogued so they can be shared and passed down through history. In Lake Placid, Director Bambi Pedu has volunteers who are helping to catalog old photographs and documents so they, too, can be shared.

Twenty seven people are attending the NYLA Training for Small Library Directors and Assistants at CEFLS. Guest instructors are from Albany and classes are going very well.

Ewa attend a 45<sup>th</sup> Anniversary Celebration at Akwesasne Library and Cultural Center.

There will be a third trustees training with Andy Robinson on October 5<sup>th</sup> at Schroon Lake Public Library. Of the 15 people who are signed up to date, the majority are from Schroon Lake and two are from Glens Falls.

At NNYLN's October 14<sup>th</sup> meeting which will be held at Malone Country Club, CEFLS will provide a short presentation on the three sessions of NYLA's training for library assistants and directors of small libraries, which was partially funded by NNYLN.

Ewa will attend a meeting of Systems Directors in Potsdam on October 20<sup>th</sup>.

There will be a NYLA Conference in Saratoga November 2<sup>nd</sup> through 4<sup>th</sup>. Many CEFLS staff members will be attending various presentations.

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

Brief discussion ensued regarding the number of Wead Library hits on the CEFLS website, circulation of best sellers, preference of some people for printed books, convenience of e-books when traveling and expense of non-fiction e-books when they are best sellers.

## **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, was not present, so taking from her Director's Report for the September 27, 2016 PPL Board meeting, Ewa Jankowska reported for her.

- The mural project is expected to cost around \$15,000. Anne will help write grants and seek donations to fund the project.
- Discussion of plans for the café in the library are continuing.
- Interviews for the Community Outreach Librarian position will be conducted at the beginning of October. In the meantime, they have a temp clerk who has worked at the Keene Valley Library for over a year and is familiar with the circulation system and CEFLS procedures.
- They have a new temporary part-time Reference Librarian, Allison Benkwitt. She also works at the Plattsburgh State and Champlain College libraries.
- Sarah Gardner has been hired as PPL's fourth page.
- Anne is enrolled in a Library Journal online four-week Library Design course.

Discussion then ensued regarding CEFDA and Members Advisory Council (MAC). Ewa feels that it would be beneficial for MAC to become more organized and active and that it would be helpful to develop bylaws. It would be a good place for member libraries to make known how CEFLS can help them.

## **Communications**

Dawn Recore read three communications expressing appreciation, each received by email.

- Jane Bouchard, Director, Schroon Lake Public Library, thanked CEFLS for organizing the Focus Groups, adding that CEFLS already does so much and it is appreciated.
- Pat Wiley, staff member at Saranac Lake Free Library, thanked Kim Fletcher for a cataloging job that she did.
- Connie Sullivan, Activities Director, Beekman Towers in Plattsburgh, thanked the Outreach Department for the recent special collection delivery. She said that residents were scarfing them up within minutes, adding that Bob Welch, CEFLS driver, is very welcoming and kind.

## **Committee Reports**

There were no Committee Reports.

## **Old Business**

There was no Old Business.

## **New Business**

**CEFLS Draft Plan of Service for 2017-2021:** Lisa Minnich motioned approval of the CEFLS Draft Plan of Service for 2017-2021 and submission of it to NYS Library, seconded by Gary Alexander. Lisa commented that it was really well done. Ewa explained that we have to follow a format that is provided by NYS, then over and above that, we prepare yearly Service Priorities and Department Goals. Motion carried unanimously.

**Central Library Plan of Service 2017-2021:** Gary Alexander motioned approval of the Central Library Plan of Service for 2017 and 2021, seconded by Jim Bennett. There was some discussion

about reference on page two to 50 percent satisfaction as being a low figure, to which some trustees voiced that 50 percent actually is pretty good, given that those who participated in the survey may be difficult to please or just do not have realistic expectations. Motion carried unanimously.

**Copier Lease and Maintenance Agreement:** Nicky Bryant motioned approval of the Copier Lease and Maintenance Agreement as distributed for review prior to this meeting, seconded by Phyllis Magnus. Michael Spofford had provided performance and price comparisons earlier in the process. Motion carried unanimously.

**Grant Application for Tobacco Money from Clinton County:** Nicky Bryant motioned approval of the Grant Application for Tobacco Settlement Funds from Clinton County, seconded by Lisa Minnich. If awarded, the funds would be used for a new catalog portal that would provide easy access to e-books, e-magazines and downloadable audiobooks and would simplify patrons' login process. Motion carried unanimously.

**Review and Ranking of 2016-2019 Construction Grant Applications:** Nicky Bryant motioned approval of the Ranking of 2016-2019 Construction Grant Applications, seconded by Gayla LePage. Ewa Jankowska commented that for the last few years, not all of the construction funds were utilized. That is not the case this year. Nicky Bryant added that next year CEFLS will be applying for construction funds for our own projects. Motion carried unanimously.

### **Adjournment**

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 6:15 p.m.

Respectfully submitted,

Gary Alexander  
Secretary