

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

Minutes for Board of Trustees Regular Meeting

Held October 24, 2016

### **Call to Order**

The Board of Trustees meeting was called to order at 3:00 p.m. on Monday, October 24, 2016 at Plattsburgh Public Library, 19 Oak Street, New York, by Charles “Kip” Thompson, President.

### **Roll Call**

Present: Gary Alexander, James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Fran Filshie, Gayla LePage, Phyllis Magnus, Scott McDonald, Mary “Lisa” Minnich and Charles “Kip” Thompson

Excused Absences: Dorothy Latta, Thomas “Tom” Mandeville and Rita Quinn

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

Others Present: Anne de la Chappelle, Director, Plattsburgh Public Library

### **Consent Agenda**

Emily Castine motioned approval of Consent Agenda, which included the following items, seconded by Fran Filshie:

- Approval of today’s absences
- Approval of today’s agenda as distributed on October 24, 2016
- Approval of minutes of the September 26, 2016 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Finance, Health Plan, Negotiating, 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 Nicky Bryant.

Michael Spofford reported on the following topics:

With the exception of ten percent of adult and family literacy funding, all 2016 funding has been received. This is earlier than usual, in part because there were no requests for variances.

Kip Thompson asked about line item #5102 in the Over and Under Report regarding Compensated Leave Expense. Michael responded that currently there is \$10,000 set aside to pay for unused vacation leave in the event that anyone’s employment ends.

Motion approved unanimously.

## **Public Comment Period**

Anne de la Chappelle welcomed everyone to Plattsburgh Public Library.

## **President's Remarks**

**Away Meetings:** Away meetings are typically held at three member libraries each year between the months of May and October, one each in Clinton, Essex and Franklin Counties. Kip Thompson invited Board members to share their thoughts to find out if they want to continue this practice in 2017. The consensus seemed to be that although some locations require additional travel, trustees appreciate seeing and learning about member libraries and providing their directors and trustees with an opportunity to learn a little more about the System. It is also a way to learn about the geographic territory where the System's van drivers travel each week. Trustees were asked to let Ewa know if there are any specific libraries where they would like to meet next year.

**Committees:** Kip would like trustees to look over the committees list to see where they can volunteer.

- Lisa Minnich provided an overview of Advocacy Committee. They met a couple of times this year and came up with some ideas of how the Board can reach out to member libraries and their trustees, basically getting the word out about what CEFLS is, who it helps and what it does. Fran Filshie suggested meeting briefly next year member library board presidents to go over the CEFLS Five-Year Plan to show them what CEFLS can do for them.
- Nicky Bryant stated that Negotiating Committee basically looks at the CSEA Contract and negotiates its terms with the union, a process that begins with any requests made by the union. The next negotiations will take place in 2018.
- Fran Filshie stated that Health Plan Committee is connected to the CSEA Contract so unless it is a negotiating year or the Director feels there is a problem with the Health Plan, this committee is inactive.
- Lisa explained that the Personnel Committee, currently with four members, could use more. They are going to be looking at tools with which to evaluate the Director as well as use of a self-evaluation tool for trustees. A variety of forms to will be reviewed to decide what will best meet the needs of CEFLS.

**Holiday Party:** Kip asked if there was interest this year in having an interaction with staff toward year-end and how it could be more attractive. Suggestions were to have it closer to closing time and to do some ice breaker activities to enable people get to know one another better. It appears the Board is interested in having a staff/board holiday party. It will be discussed again at next month's meeting. In the meantime, Ewa Jankowska has been asked to poll the staff for a day of the week or time of the day that appeals to them.

**Sunshine Fund and Leadership Campaign:** Emily Castine explained that Sunshine Fund is for cards, gifts and flowers for either celebratory purposes or at times of sadness. In 2016, 13 out of 14 trustees gave, for a 92.9 percent rate of participation. Contributions of at least \$10 each would be appreciated. Leadership Campaign was explained as an opportunity for Board members, as role models in supporting CEFLS, to donate funds for the purchase of books of any type and to support programs. In 2016, 10 of 14 trustees gave to this campaign. Ideally, there would be 100 percent participation with trustees donating at their own comfort level. Donations for 2017 for both funds can begin at any time.

## **Director's Report**

Ewa Jankowska stated that in addition to her written report:

Ewa was an invited guest at a day-long Fall Forum in Plattsburgh for Connecting Business and Education. The need for skilled workers in the field of manufacturing is clearly evident and it will escalate as the governor's efforts to bring in more industry continues. Developing maker spaces in libraries can be helpful in increasing interest in making things and can begin with young children.

Ewa attended a recent Northern Adirondack Library Association (NALA) meeting. This is a revived forum for all types of librarians, including school and retired, and Ewa feels it can be something very positive and interesting.

Ewa attended the NNYLN Systems' Directors meeting in Potsdam on October 20<sup>th</sup> where she distributed CEFLS' Five-Year Plan and among other things, they talked about Common Core. An exciting announcement was made that NNYLN will be offering the Press Republican online.

CEFLS was not awarded a grant from Clinton County's Tobacco Settlement Funds. Ewa was told that the legislature would appreciate it if the other counties also participated in funding the new CEFLS public catalog portal. However, the grant opportunities in Essex and Franklin Counties are quite different from Clinton County. Other sources of funding will be pursued for this project.

We are grateful that the City of Plattsburgh will continue to plow snow down the middle section of our driveway as they exit onto Oak Street from behind Plattsburgh Public Library. CEFLS will still be responsible for having our driveway widened and shoveling our sidewalks and stairs.

Service Priorities for what we are going to do next year based on the Plan of Service will be ready for Board approval at the November meeting.

## **Comments Addressed to the Director**

Kip Thompson is pleased with the collaborative relationship CEFLS has with the Lake Placid Education Foundation. In the interest of fostering that relationship, he wonders if it would be possible for one of our Essex County trustees to also serve on the LPEF Board. Ewa echoed that they are very good to work with. Jim Bennett suggested having a joint meeting of the LPEF and CEFLS Boards, perhaps held in Lake Placid or Saranac Lake.

## **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, reported:

Sara Dias has been hired as the new Community Outreach Librarian.

The Marble Machine Society of the mural project held its first meeting in its new headquarters, the former librarian's office on the second floor. Fourteen people brainstormed possible business/community partnerships, and design and material options.

Anne met with Paul DeDominica from the Community Development Office to discuss plans to create a Maker Space and Small Business Incubator, an idea that was included in the recent 10 million dollar grant from NYS.

Weeding of the nonfiction collection is ongoing.

### **Communications**

Dawn Recore read three communications expressing appreciation, each received by e-mail.

The Clinical Education Team from University of Vermont Health Network Champlain Valley Physicians Hospital thanked Ewa Jankowska and the staff for allowing use of the CEFLS Board room on September 12<sup>th</sup> for a day away from the hospital-setting to focus on planning.

Karen Glass, Director of Keene Valley Library, thanked Julie Wever, David Fuller and the CEFLS staff for the many things they do to make it possible for her to do her job better.

Debbie Mackey, daughter of Bob Welch who is one of the CEFLS van drivers, expressed appreciation to Karen Batchelder for making special Team Bob t-shirts for Bob, his son and herself in honor of Bob's participation in North Country Honor Flight in September. She also expressed appreciation to all at CEFLS for the outpouring of love and support on that special day, adding that her father is lucky to work with such great people.

### **Committee Reports**

#### **Nominating Committee**

Emily Castine presented a slate of officers for 2017:

President: Nicky Bryant

Vice President: Charles "Kip" Thompson

Treasurer: Mary "Lisa" Minnich

Secretary: Emily Castine

Member-at-Large: Rita Quinn.

The slate will be voted upon at the November meeting.

We are seeking a Clinton County trustee candidate to fill the seat vacated last month by Wally Day. Also, Gary Alexander's five-year term will be complete as of December 31, 2016, at which time he will be resigning from the Board. A search will also begin for a new Essex County trustee candidate.

### **Old Business**

**Approval of adjusted award totals for 2016-2019 Construction Grants:** Lisa Minnich motioned approval of the adjusted award totals for 2016-2019 Construction Grants, seconded by Liz DeFonce. Ewa explained that it was not possible to award Keene Valley the full amount they requested; however, when Rouses Point Dodge Memorial Library accepted less than planned, Keene Valley was allocated their surplus. Motion carried unanimously.

### **New Business**

There was no new business.

### **Executive Session**

Emily Castine moved to enter into Executive Session at 3:46 p.m. to discuss a personal matter of a particular individual, seconded by Scott McDonald. Motion carried unanimously.

Gary Alexander motioned to reenter regular session at 4:50 p.m., seconded by Fran Filshie. Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 4:51 p.m.

Respectfully submitted,

Gary Alexander  
Secretary