

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held November 28, 2016

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, November 28, 2016 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Charles “Kip” Thompson, President.

Roll Call

Present: Gary Alexander (via video conferencing from Saranac Lake Free Library), James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville, Mary “Lisa” Minnich and Charles “Kip” Thompson

Excused Absences: Fran Filshie, Gayla LePage and Scott McDonald

Absent: Rita Quinn

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

Others Present: Merry Gwinn

Consent Agenda

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

- Approval of today’s excused absences
- Approval of today’s agenda as distributed on November 28, 2016 with the following amendment: Finance Committee has been removed from Consent Agenda to be included under Committee Reports
- Approval of minutes of the October 24, 2016 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Property and Strategic Planning

Motion carried unanimously.

Financial Report

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

Michael Spofford reported that in the October reports, several line items are under budget and about 83.33 percent are at budget. Currently, we are at 70.14 percent at budget. The items that are over are in the proposed budget amendment. All 2016 funding has been received including from the three counties; however, Adult Literacy and Family Literacy do not show in October’s report but will show in November’s report.

Kip Thompson commented that CEFLS is looking good for this time of year and is on fairly solid ground considering it's been only eight years since the recession. Ewa Jankowska added that we are still six percent short of the funding received from New York State prior to 2007.

Motion carried unanimously.

Public Comment Period

Kip Thompson welcomed the member of the public in attendance, inviting her if she would like to introduce herself. Merry Gwinn did so, adding that she is from Schuyler Falls and has been on the Peru Free Library Board though she is resigning from it and has another project that she is eager to begin. Merry stated that the help that Peru Free Library has received from Julie Wever, David Fuller, Michael Spofford and Anja Bouchard has been invaluable.

President's Remarks

Committees: It was learned that Phyllis Magnus and Liz DeFonce have volunteered for Personnel Committee. Phyllis also agreed to serve on Advocacy Committee. Being very familiar with the people of Franklin County, Gayla LePage has expressed interest and will serve on Nominating Committee.

Holiday Gathering: Board members will be participating in a holiday gathering with CEFLS staff on December 15th at 2:00. Everyone is asked to bring a treat to share and there will be ice breakers to help the trustees and the staff to get to know one another.

Snow Removal: Regarding the fact that only one contractor provided a quote for snow removal for the 2016-17 season, Kip is disappointed and expressed a desire to learn more about hiring snow removal contractors who do not have their own comprehensive or liability insurance. To follow that up, Michael Spofford has requested information from Gordon Pratt Agency and NY State Insurance Fund. Both will be getting back to him, but they have already informed him that it would be expensive. Ewa does not feel that we should involve ourselves in this type of added responsibility. Kip is concerned that the one business who quoted may know that he is the only bidder. In response, Dawn Recore stated that she is not sure that was a known factor, but that snow removal at CEFLS is not very desirable as it requires an unusual amount of shoveling and snow blowing and little actual plowing. Ewa cited the need for a reliable contractor because the City fines land owners who fail to clear their sidewalks, and Rand Hill Lawns has been reliable. Lisa Minnich commented that the process is similar to requests for other types of quotes for services; sometime you get only one quote. Dawn hopes that others will help to provide names of possible contractors for next year and she will follow through with all that are provided.

Nicky Bryant motioned approval of the quote provided by Rand Hill Lawns, Inc. for snow removal for the 2016-2017 season, seconded by Gary Alexander. Motion carried unanimously.

Director's Report

Ewa Jankowska stated that in addition to her written report:

She and Michael have attended budget hearings in Franklin and Essex Counties. Franklin County will be providing flat funding. At this morning's budget hearing in Elizabethtown for the Essex County, Ewa spoke briefly on the services of CEFLS, adding that Essex County has 16 of the 30

member libraries. Following the meeting a member of Essex County's Board asked how the other counties are funding CEFLS. Ewa responded that Clinton County, with only 8 of the 30 libraries, is providing twice as much funding. She is hopeful that we might get a little more than flat funding.

CEFLS was not awarded the Tobacco Settlement funding from Clinton County for which we had applied. We had requested about \$9,000 for a new "discovery layer" to our catalog on the web, called Enterprise. The reason for declination that we received was that other counties were not assisting with this cause. We wrote a letter to thank them for their consideration and let them know that we do ask for assistance for the operating budget from the other counties, but they have no grant funding mechanism that is comparable to Tobacco Settlement funding. As Enterprise service would really improve catalog searching on the web, we will turn our attention to other funding venues, possibly Betty Little Grant and North Country Library Network.

The new Plan of Service was approved at the September Board meeting, then it was sent to the State Library for their approval. They sent it back for small corrections. Now they are asking for changes in the Direct Access Plan that was done in 2014 which would make it specific to the 2017-2021 Plan of Service. Ewa has made the requested changes and is now waiting for their approval. After that it must be approved by each member library.

Each CEFLS trustee has now received an update NYS Library Trustees Handbook. A big revision involves municipal, special district and school district libraries whose treasurers are not to be board members. Michael and Ewa will decide how to best address this with the affected libraries.

While Ewa was in Saratoga, she witnessed a very interesting discussion at a session primarily intended for trustees on how to be a visionary. Somehow the lengthy discussion turned to trustee duties and responsibilities. The duties are "Care, Loyalty and Obedience" and basically the responsibilities are less like laws and few in number, but broad in scope.

The Adirondack Gives campaign flyer was received by trustees in today's packets. The campaign is conducted for CEFLS by the Adirondack Foundation for the purchase of e-books and downloadable audiobooks. Last year's campaign that collected about \$700 has been very helpful. From looking at the list from OverDrive, the company that we use for e-books, Ewa Jankowska was very happy to see that some young adult e-books were checked out 64 times, which shows that they are certainly being used. Unfortunately, they are very expensive and they expire after a period of time.

At Ewa's request, there will be a short meeting of the Finance Committee on December 15th at 1:30 p.m. to review the preliminary 2017 budget.

Plattsburgh Public Library Report

Ewa Jankowska reported for Anne de la Chappelle, Director of PPL, in her absence using the written report provided:

PPL's Board of Trustees meet on November 22nd.

- It was decided to move forward with plans to construct the Coffee Bar to lease to a vendor.
- Anne de la Chappelle participated in the local NEA Big Read Community Reading Program book selection committee. *Round House* by Louise Erdrich and *Citizen: An American Lyric* by Claudia Rankine were selected by the group and a community poll will be used to choose the finalist.

- PPL hosted a meeting of CEFDA on November 9th. Revisions to its bylaws and collective e-book purchasing options were discussed.

CEFDA Report

Ewa Jankowska reported for Francie Fairchild, Director of Chazy Public Library, in her absence using the written report provided:

CEFDA met at PPL on November 9th.

- PPL’s new children’s librarian, Ben Carman gave a tour of the children’s room.
- Reports were given by those who attended the NYLA conference.
- CEFDA’s bylaws were reviewed and a committee was formed to update them.
- Jane Bouchard of Schroon Lake will research how e-book buying is funded at other library systems.

Communications

There were no communications.

Committee Reports

Nominating Committee

Slate of Officers for 2017 - In response to Kip Thompson’s request for nominations from the floor for a slate of officers for 2017, there were none, so on behalf of the Nominating Committee, Emily Castine presented the following slate:

- President: Nicky Bryant
- Vice President: Charles “Kip” Thompson
- Treasurer: Mary “Lisa” Minnich
- Secretary: Emily Castine
- Member-at-Large: Rita Quinn

Lisa Minnich motioned approval of the slate of officers for 2017 as presented by the Nominating Committee, seconded by Jim Bennett. Motion carried unanimously.

Status of Potential Trustee Candidates – Emily Castine recapped that there are two vacant trustee seats, one for Clinton County and one for Franklin County. The Nominating Committee is checking on a couple of ideas. There is a person that Emily has spoken with and she is waiting for a response. She asked Board members to share their thoughts and names of potential candidates.

Liz DeFonce asked if it would be acceptable for her husband to also serve on the CEFLS Board. He has an MBA and has served on multiple boards. Ewa will consult with DLD and report back to Emily.

Personnel Committee

Lisa Minnich reported that she and Jim Bennett of the Personnel Committee met briefly prior to this meeting to discuss sharing tools for self-assessment with Board members. Trustees were asked to review the forms at home for ideas about what members should or could be doing, and bring any questions back to the Board. The goal is to make each trustee a better member of the Board and the

Board stronger. At a later time, a meeting of a larger group of trustees will be arranged to go over tools for assessing the Director.

Finance Committee

Lisa Minnich reported that the Finance Committee meet to review the proposed changes to the 2016-01 Budget now that all of the funding for 2016 has been received. Kip Thompson added that the committee asked a fair amount of detailed questions of Michael Spofford, the Finance Manager.

New Business

Approval of Proposed 2016-01 Budgeted Revenues and Expenditures: Lisa Minnich moved approval of the proposed 2016-01 Budgeted Revenues and Expenditures, seconded by Nicky Bryant. Motion approved unanimously.

Approval of Check Signers for 2017: Lisa Minnich moved approval of Check Signers for 2017, seconded by Liz DeFonce. Motion passed unanimously. Kip asked that check signers please stay after the meeting to sign the corresponding bank document.

Approval of Member Library, Central Library and Reading Center Contracts for 2017: Ewa Jankowska stated that the only change to the contracts is that wording for direct access has been included, per Direct Access Plan, which allows card holders from any library in the system to use any other member library. Jim Bennett motioned approval of Member Library, Central Library and Reading Center Contracts for 2017, seconded by Phyllis Magnus. Motioned carried unanimously.

Approval of Service Priorities for 2017 Based on Plan of Service for 2017-2021: Ewa Jankowska explained that Service Priorities are written by the staff, extrapolating from Plan of Service which was already Board approved, to state what will be worked on in 2017 or for a specific set of years, such as years one through five. Emily Castine motioned approval of Service Priorities for 2017 based on Plan of Service for 2017-2021, seconded by Jim Bennett. Motion carried unanimously.

Old Business

There was no Old Business.

Adjournment

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 5:22 p.m.

Respectfully submitted,

Gary Alexander
Secretary