

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held January 23, 2017

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, January 23, 2017 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant.

Nicky invited everyone in the room to introduce themselves stating where they reside and which county they represent for the benefit of Doreece “Darcy” Purick who was a guest at the meeting. Darcy resides in Clinton County and is a trustee candidate for CEFLS. Ewa Jankowska stated that a few years ago Darcy worked with CEFLS on an e-Senior Grant that provided computer training for senior citizens in some of the member libraries. Some of the System’s webpages that were created at that time are still very popular.

Oaths of Office

Lisa Minnich, administered the Oath of Office to Nicky Bryant, first as Trustee for a new five-year term and next as President for a one-year term. Nicky then administered the Oath of Office to Lisa Minnich as Treasurer, Emily Castine as Secretary and Rita Quinn as Member-at-Large.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce (via video conferencing from Saranac Lake Free Library), Fran Filshie (via video conferencing from Schroon Lake Public Library), Gayla LePage, Dorothy Latta, Phyllis Magnus (via video conferencing from Saranac Lake Free Library), Thomas “Tom” Mandeville, Scott McDonald, Mary “Lisa” Minnich and Rita Quinn

Excused Absence: Charles “Kip” Thompson

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

Others Present: Anne de la Chappelle, PPL Director

Consent Agenda

Dorothy Latta motioned approval of Consent Agenda, which includes the following items, seconded by Gayla LePage:

- Approval of today’s excused absences
- Approval of today’s agenda as distributed on January 20, 2017
- Approval of minutes of the November 28, 2016 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Personnel, Property and Strategic Planning

Rita Quinn abstained as she was not present for the November 28, 2016 meeting. Motion carried.

Public Comment Period

There were no public comments.

President's Remarks

At Nicky Bryant's suggestion, a Sunshine Fund Committee was formed to assist with carrying out the goals of the Sunshine Fund, i.e. purchasing cards, gifts and flowers for qualifying events. Emily Castine will take care of responsibilities for trustees residing in Clinton County, Gayla LePage will take care of Franklin County and Scott McDonald will take care of Essex County. If these volunteers are not able to fulfill this duty, they will contact someone who can.

There are a number of trustees who will not be available to attend a March meeting of the Board of Trustees, so that meeting is cancelled.

Video conferencing from Saranac Lake for the February meeting will not be available.

Financial Report

Michael Spofford reported that the December Financial Reports are preliminary because he is still receiving invoices and charging expenditures back into 2016.

A brief discussion ensued regarding funds that were carried over into 2017 and adjustment of some expenditures, such as certified librarians' salaries that will reflect percentages coming from Coordinated Outreach Aid and State Correctional Aid.

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Rita Quinn. Motion carried unanimously.

Michael provided a small summary of revenue and expenditures for 2016 for the two Board of Trustee funds, Sunshine and Leadership. Sunshine Fund began 2016 with \$273 and received another \$115. \$219.91 was spent, leaving a balance of \$168.45. A suggested donation amount for each trustee is \$20, but 100 percent participation is the desired goal. The fund is for all trustees.

Gayla LePage asked about the purpose of Leadership Fund. Michael explained that it is an opportunity for trustees to make a contribution to the System's collections or programs, specifying how they would like it to be used, i.e. purchase classic books, e-books, or digital audio books and specific genres can be named. Bookplates can be affixed inside classic books either in memory or honor of a loved one, and for e-books a note can be inserted in the catalog so anyone searching it can see it. Again, 100 percent participation in Leadership Fund is the goal.

Director's Report

Ewa Jankowska stated that in addition to her written report:

Everyone in the library world is wondering what will happen with library funding with our Country's new administration.

In the Governor's budget, there is a \$4,000,000 cut to libraries, so we really need to advocate for it to be reinserted back into the budget. Libraries are part of education and as such should be given the

same increase as schools, which is four percent this year. Ewa encouraged the Board to use a link created by NYLA that she provided in her written report to send advocacy letters to our elected representatives.

Ewa is going to Albany on February 28th to attend several meetings and a PAC fundraiser for libraries. Anja Bouchard and Karen Batchelder are going to meet her in Albany on the following day, March 1st, for Library Advocacy (Leg) Day. This day provides an opportunity to speak with our Senator and sometimes our Assemblymen. There will be room for passengers in the System's Equinox to ride with Anja and Karen, and Ewa would love to have CEFLS well represented.

Ewa has scheduled an appointment to meet with our new Assemblyman representing Franklin and Clinton Counties, D. Billy Jones, at his Plattsburgh office. As a former Franklin County Legislator, he is somewhat familiar with Michael Spofford and Ewa from Budget Hearings when they have presented budget requests for CEFLS. She would like to tell him a little about what CEFLS is because very often on Legislative Day assembly people are in session and not available for the face-to-face meetings.

Ewa has done some interesting research involving municipal libraries, like Plattsburgh Public, that get their funding from a municipality. Library directors report to their Board and very often the municipalities do not understand that and they try to tell libraries who to hire and what to do. Although Ewa advises libraries of this, it is not very well defined in NYS Law, so Ewa is asking if DLD's counsel can better define it.

Anja Bouchard has been attending SPARCC meetings (Substance Abuse and Recovery of Clinton County). As a SPARCC member, CEFLS will be given free Public Service Ads in The Sun which will provide an opportunity to inform the public of services and resources that local libraries offer with regard to this topic.

The online fundraiser through Adirondack Foundation for e-books and e-audiobooks was not as successful as last year. This year \$400 was raised, whereas last year \$750 was raised. Rita Quinn inquired whether Adirondack Foundation might know of a way that the funds raised could be matched. Ewa said she could ask Cali Brooks. Ewa stated that CEFLS spends about \$10,000 on e-books yearly and would like to have more available for young adults and children. Dorothy Latta stated that more education must be done to educate the public about the System. She feels that many people support their individual library without knowing what the System does for the member libraries and that helping the System helps every member library. Ewa responded that when staff is out in the community attending meetings, they are good about trying to tell the public what we do but the System is difficult to understand. Also, the concept of e-books is difficult to understand because the System does not own them.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported:

To follow up on e-books, Anne stated that PPL spent \$10,000 out of their own book budget last year to support adult fiction popular e-books, with no preferential treatment for their own patrons.

As the Central Library, Anne is working on Central Book Aid and Central Library Development Aid budgets that will go to both of the Boards for approval.

Anne is continuing to weed all of the books that we buy with Central Book Aid money. A lot of the books that are on the shelves are medical books from the 1980s. When she pulls the outdated books, she shares a list of them with member libraries and advises against taking them.

The City of Plattsburgh passed its budget with a 6.9 percent tax increase. PPL is one of the few departments whose budget did not get cut.

With the weather forecast for an impending storm, PPL has cancelled their Board meeting that was scheduled for tomorrow.

PPL is getting back into the construction grant swing. They are replacing a lot of heating units, the men's bathroom is being remodeled, the young adult room is getting some glass paneling and doors and there will be a new book drop in the building. Then all the lighting on the main floor will be replaced with LED fixtures.

PPL is looking for a new person to join their Finance Committee. Their board's current finance person's term ends in June, so the new person will be able to work with the current person for a while.

Dorothy Latta complimented Anne on the recent photograph of Story Hour that was in the Press Republican. Anne stated that the children's area is being used more since they have their new children's librarian.

CEFDA Report

There was no report for CEFDA.

Communications

Dawn Recore read three communications.

- A thank you card to the Board of Trustees from Emily Castine in appreciation for the card and flowers she received when she was recently hospitalized
- A notification from Julie Wever to nine member libraries (AuSable Forks, Champlain, Chateaugay, Chazy, Hammond in Crown Point, Elizabethtown, Mooers, Schroon Lake and Wells Memorial in Upper Jay) that they have been selected to receive 100 free children's books from the Brownstone Foundation
- A thank you card to Betsy Brooks from Peg Mauer, Director of Goff-Nelson Memorial Library in Tupper Lake, for providing a great day of training

Committee Reports

Finance Committee

The Finance Committee met just prior to this meeting to review the Proposed Budget for 2017 that was provided to all trustees before this full Board meeting. Lisa Minnich, Chairperson, stated that the Committee would like to adopt the proposed budget as a working budget, knowing that at some point in the future it may be necessary to adjust it. A motion to adopt the Proposed Budget for 2017 was made by Lisa Minnich, seconded by Gayla LePage. Motion carried unanimously.

A brief discussion ensued during which Michael Spofford explained:

- Inland Marine is the category into which our art and lithographs fall for insurance purposes.

- Quarterly cleaning for the stacks appears in the budget as x2, rather than x4, because it actually should be listed as semi-annual cleaning.

Nominating Committee

Emily Castine thanked Tom Mandeville who suggested to a coworker of his, Doreece “Darcy” Purick, that she become a trustee of the CEFLS Board. A few years ago, Darcy assisted CEFLS with a grant for computer training for seniors at a few of our member libraries.

Rita Quinn motioned, seconded by Tom Mandeville, to send Darcy Purick’s name to the Clinton County Legislature to request appointment to the Board of Trustees of Clinton-Essex-Franklin Library System. Motion carried unanimously.

Nicky Bryant interjected at this point that there are issues with the tunnel that needs to be filled in, the driveway, and the roof, so she would like the Property Committee to meet soon to assess and prioritize these concerns. The Property Committee is comprised of Rita Quinn, Jim Bennett and Kip Thompson. Anyone else who has an interest in this committee is encouraged to become involved.

Old Business

There was no Old Business.

New Business

Fran Filshie motioned approval of Individuals and Institutions with Whom to Conduct Business in 2017 and Individuals to Conduct Business in 2017, seconded by Lisa Minnich. Ewa Jankowska recapped that included in today’s Board packet is the Code of Ethics Policy and Conflict of Interest Statement that needs to be signed yearly. The four documents go hand-in-hand. Motion carried unanimously.

Lisa Minnich interjected at this point that there will be a meeting of the Personnel Committee to discuss the Director’s evaluation on February 1st at CEFLS at 1:00.

Executive Session

Lisa Minnich motioned to go into Executive Session, seconded by Rita Quinn, to:

- Discuss and approve Memorandum of Agreement
 - Buyout Option for NYSHIP
 - Personal time – Changing the language
 - Page’s Wage Schedule
- Salaries of Confidential/Management Staff
- Discuss and approve three staff promotions

Motion carried unanimously.

On behalf of Ewa Jankowska, Nicky Bryant requested that Michael Spofford stay for Discussion and Approval of Memorandum of Agreement. Executive Session was entered at 5:20 p.m.

Return to Regular Session

The Board of Trustees returned to Regular Session at 5:40 with a motion made by Lisa Minnich, seconded by Emily Castine. Motion carried unanimously.

Lisa Minnich motioned approval of Memorandum of Agreement with the recommendations for Buyout Option for NYSHIP, Personal Time – Changing the Language, and Page’s Wage Schedule that were made in Executive Session, seconded by Scott McDonald. Phyllis Magnus, Liz DeFonce and Fran Filshie who were attending the meeting via video conferencing at remote locations abstained because they did not have a copy of Memorandum of Agreement. Motion carried.

Rita Quinn motioned that the salaries for Management/Confidential Staff be increased by three percent, retroactive to January 1, 2017, seconded by Gayla LePage. Motion carried unanimously.

Lisa Minnich motioned approval of three staff promotions as proposed by the Director, seconded by Rita Quinn. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:44 p.m.

Respectfully submitted,

Emily Castine
Secretary