

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held April 24, 2017

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, April 24, 2017 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant.

Oaths of Office

Nicky Bryant administered the Oath of Office to Charles “Kip” Thompson as a Vice President of the Board for a one-year term that will run through December 31, 2017. He represents Essex County.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville (entered at 4:49 p.m.), Mary “Lisa” Minnich, Dorece (Darcy) Purick and Charles “Kip” Thompson

Excused Absences: Elizabeth “Liz” DeFonce, Fran Filshie, Gayla LePage, Scott McDonald and Rita Quinn

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

Consent Agenda

Emily Castine 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 April 24, 2017
- Approval of minutes of the February 27, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Building, Development, Executive, Health Plan, Negotiating, Nominating, Property and Strategic Planning

Public Comment Period

There were no public comments.

Financial Report

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

Motion to approve the Financial Reports carried unanimously.

Michael Spofford reported that the Board packet for this meeting contains financial reports for only the month of February. He attended a week-long conference earlier in this month, followed by illness that kept him out of work for a couple of days, so he will submit March's reports for the May meeting.

All line items are within budget.

The 2017 budget was prepared with the anticipation of flat funding, which is what we have learned it will be.

Referring to the Balance Sheet as of February 28, 2017, Michael explained that the Unrestricted Net Assets, amounting to \$1,073,290.81, are current reserve and contingency funds for such things as building and technology projects, new telephone system and vehicle replacement. In the March Balance Sheet that you will receive next month, you will see that funding has been moved from one of our money market accounts to the reserve money market account so that will show \$157,000, equal to all these reserves and contingencies.

Jim Bennett inquired how much is specifically sitting in the reserve money market account for the driveway/tunnel project and other building projects. Lisa Minnich responded that the figure is \$70,000.

Kip Thompson asked if we have any sense of when NYS funding will be received, to which Ewa Jankowska responded that we do not. She is very concerned that Governor Cuomo now has the ability to cut the budget in the middle of the year depending on Federal funding, which never has happened before. Fortunately, CEFLS has a line of credit that can be used if necessary. Kip encouraged fellow Board members who haven't already written to their Congressional Representatives to do so in light of the fact that IMLS funding has been threatened, which would affect the State Library budget and the budget of every library, as well as literacy and summer reading programs.

Motion to approve the Financial Reports as presented carried unanimously.

President's Remarks

Nicky Bryant stated that the three libraries that were suggested at last month's meeting to host CEFLS Board meetings this year have agreed: Goff-Nelson in Tupper Lake on May 22, Sarah A. Munsil Free Library in Ellenburg Depot on June 26 and Sherman Free Library in Port Henry on August 28. At the Board's request, the directors of these libraries will be asked if we can begin these meetings at 3:00 rather than the usual 4:30 time. This will allow trustees driving from the far outlying areas of the three counties to get home earlier in the evenings. Lisa Minnich asked trustees to please let Dawn Recore know as soon as possible if they will not be able to attend any of these meetings, so a quorum can be determined before anyone has left his home for the lengthy drive.

Director's Report

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

Anja Bouchard is continuing to move the kiosks featuring disaster preparation around to the remaining ten libraries that have not hosted them yet.

The Road to Recovery booklets and app have been extremely successful at providing valuable information to the community and have provided enormous exposure to the public for CEFLS. Anja represents CEFLS at SPARCC meetings where she is forming bonds with many community organizations and has provided them with booklets and Road to Recovery bookmarks. The booklets have a pocket containing an evaluation form so that we can receive feedback as required by National Network of Libraries of Medicine from whom the grant was provided, and over 500 booklets have already been distributed throughout our three-county area.

This Wednesday a director from NN/LM will be at CEFLS to give two presentations to our staff and guests from member libraries and the health departments of Clinton and Essex Counties.

Anja is gearing up for the next project, an exhibition from NN/LM on the topic of abused women, for which we will be able to apply for another NN/LM grant. We will develop a program and look for a venue for presenting a series of lectures, possibly Plattsburgh Public Library and Saranac Lake Free Library.

We have three quotes for lawn care, the lowest being from a start-up business, Josh's Lawn Care. Their price is about \$600 less than the provider we had last year, and they have also agreed to remove the weeds from the roof. We will request proof of liability insurance and worker's compensation.

Betsy Brooks provided a report from the Cosugi conference that she recently attended in Salt Lake City. It was a conference for Horizon customers on the integrated library system that we use. Horizon public access module is still working but the company is no longer supporting it. We are interested in purchasing a system called Enterprise at a price of about \$10,000. We were hopeful of getting bullet aid through Betty Little's office to pay for it, but bullet aid has been severely cut from \$18 million to \$8 million so other means of paying for it are being investigated.

A summary of the yearly library survey was provided in Board packets. At the request of member libraries, the survey was done anonymously, except that David Fuller knew which libraries had submitted one. This enabled him to contact and encourage those who hadn't yet responded to do so.

We are busy planning several events.

- Kate Flewelling from National Network of Libraries of Medicine will be doing two presentations at CEFLS on April 26.
- We are hosting a meeting for Coordinated Outreach Advisory Council on June 9. In the fall, we would like to have a focus group meeting to look at our Plan of Service.
- As a result of the Roads to Recovery project, CEFLS will have visitors from the CVPH Library on May 3.
- We are hosting a Members Advisory Council (MAC) meeting on April 27. CBA budget will be a topic of discussion. So far LSTA is paying for databases as it seems that the State Library still has money for this year. LSTA is going to be covering the cost of Encyclopedia Britannica which in the past was paid for with CBA money, so the money saved can maybe be applied toward additional databases or more books.
- We will host a CEFCAT meeting on May 8. Also on May 8, we are paying for and hosting a webinar of the Weeding Ladies which will be extremely helpful for good collection management. Member library directors have been invited.

- We will be cosponsoring a training on Safety, Security and Self Defense for the Workplace at Saranac Lake Free Library on June 26. Anja Bouchard has arranged for Lt. Granmoe do an active shooter training in the afternoon session.
- Ewa is trying to arrange with Terry Kirchner a seminar on how to evaluate a library director. He is the director of Westchester Library System and has a PhD in Human Organization Systems, which is basically Human Resources. He would do it for free and is well qualified. He has a background as both a library director and a system director so he understands a director's responsibilities. We are thinking of having the training at a centrally located member library to make it easier for those in Essex County to attend.

NNYLN now has access to a lawyer. We have already asked a question on behalf of Keene Valley Library which was very interesting. It was whether libraries have to pay sales tax when they have a fundraiser to sell artworks and the library is to receive a portion of the proceeds. (The answer is yes.)

Questions or Comments Directed to the Director:

With regard to the library survey, Dorothy Latta commented on member outreach efforts that have declined over the past several years. She asked if it is because libraries are just not thinking about it, that there is not a prompt to encourage them, or if it is a resource issue. Ewa responded that it could be any of those reasons, but also many libraries are very small and operate with only a director who just cannot do everything. Often it is expected that boards would pick this up as an advocacy task. As time allows, CEFLS will be following up on this and other topics from the survey.

Ewa sent the Board a document on library standards that is worrisome to her. The State wants to put in place a library standard for trustee training. She feels that very often a library would not be able to meet that standard and wonders if it should perhaps be a standard of library systems. Ewa will be voicing concern over standards such as this at an upcoming meeting of library system directors.

Referring to this month's Digital Circulation as a Percentage of Total Circulation Chart that shows that digital circulation has leveled off, Kip asked what that means to CEFLS as a system. Ewa responded that part of that might be generational; with an aging population, we are probably not using it as much, but she thinks that as the population shifts, it will increase. Another possible reason could be that CEFLS has a very limited budget. She explained that if we had 20 copies of the most popular best-seller at a price of \$120, the percentage of circulation might go up. However, we really don't have a very large amount of money to spend on digital. It would be helpful to have 100 percent participation by member libraries for the purchase of digital fiction, but purchasing even one digital fiction book is difficult for small libraries. Both CEFLS and the Central Library do buy fiction, but where we can spend money more readily is with CBA and that has to be for adult nonfiction.

Kip commented on how Stewart's Shoppes is an extraordinary for-profit corporation that is so helpful to not-for-profits in the North Country. He volunteered to draft a thank you letter from the Board, to be signed by each individual. Sending the letter to the editors of the various local newspapers was also suggested.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported that PPL spends \$10,000 a year on OverDrive for best-selling fiction. However, at \$86 per title, it doesn't go very far. She agrees that as the

opportunity to borrow e-books increases, the circulation increases. CEFDA has talked about this and checked into various procedures that some other systems have adopted, a few of which are:

- Libraries contribute a portion of their book budget.
- Participation is voluntary based on the population served.
- A threshold amount to spend is agreed upon by directors and boards.

Locally, CEFDA learned that some libraries feel that contributing to a group thing would be frowned upon by their Boards because digital books are not “owned” and patrons of other libraries would be able to sign them out.

Ewa interjected that we learned from OverDrive today that libraries can order a book and have a priority for their own patrons, so we need to share this new information. However, other people can still borrow them.

Anne attended the Chamber of Commerce “After Hours” at Norsk Titanium last week.

A lot of construction is still taking place at PPL. The opening of the coffee bar is anticipated for early May. It will be called *Chapter One: Coffee and Tea*.

PPL will be taking a break from construction in the coming year and will not be applying for grant funding.

The final tile workshop for the mural that is going on the side of the building will be on April 26.

A new network switch has been installed with E-rate money and funding will be requested for another this year. The Internet bandwidth was also increased from 30 Mbit/sec to 100 Mbit/sec as part of a City upgrade. All of this, with the new wireless access points that were installed throughout the building, have significantly boosted their wireless availability to the community.

Anne was asked by Michael Cashman, Plattsburgh Town Supervisor, to serve on the 2017 Poet Laureate Selection Committee. Other members are Mr. Cashman, the 2016 Poet Laureate, Benjamin Giroux, and his father, Sony. Benjamin is an autistic child who wrote a very moving poem “I am Odd” for which he has gained national attention. The poem has helped to educate, inspire, and comfort others.

Communications

Two communications were read by Dawn Recore.

- Thank you card from Fran Filshie for her colleagues and friends at CEF
- Letter of appreciation to Julie Wever from Scott Hayden, Executive Director of Adirondack Folk School, Inc. in Lake Luzerne, for support and distribution of catalogs to member libraries

Committee Reports

Personnel Committee

A report containing the Director’s goals and summarizing her evaluation was previously provided to all Board members, then followed up with a meeting of the Personnel Committee on March 7. In summary, Lisa Minnich stated that the results were all positive. Most things were superlative, a few things were average and there was nothing negative. A couple of trustees did not give an opinion on

a couple of things because they felt like they hadn't been on the Board long enough to provide knowledgeable answers. One person suggested that staff be allowed to participate in the next Director evaluation, and the Committee had already begun to look for a tool to do that. The committee made a specific salary suggestion that will be discussed in Executive Session.

The goals that the Committee set for Ewa for next year are:

- She is going to assist the Board in transitioning to a new Director. Ewa has indicated that she sees the transition as being a 3 to 4 month period.
- She is going to continue her efforts to keep CEFLS visible in the community using every available resource.
- She will facilitate continued participation in local, state and national library-related conferences and events by system personnel while knowing that the Board understands that there are fiscal constraints.
- She will focus on the physical plant of CEFLS wherever possible in the coming year.

The committee has met with Ewa to discuss all of this and Ewa has received a copy.

Finance Committee

Lisa Minnich stated that after learning that Management Confidential staff (of employers of 20 people or less) and their spouses who reach the age of 65 are required to pay for Medicare B whether they are retired or not, discussion regarding providing them with Medicare B reimbursement followed. Doing so would involve a calculated total increase in funding Medicare B for this year by \$2,546, minus 10 percent contributions by a staff member whose wife is over the age of 65 and the Director. This amount includes whatever retroactively CEFLS would have to pay.

Lisa reported that the Board had tacitly agreed to this but the committee wanted to bring to light that covering these increases would be part of the proposal for the overall moving of \$20,981.74 from the unexpended fund balance from last year into payroll. The unexpended portion, or about \$13,000, would be dedicated to the building fund.

Lisa motioned to table the approval of the total increase, amounting to \$20,981.74 for the rest of the year and whatever retroactively would be paid for funding Medicare B to cover the wife of a staff member who is over the age of 65 and the Director, until after Executive Session when the amount of money for the Director will be known. Jim Bennett seconded the tabled motion.

Old Business

There was no Old Business.

New Business

Central Library Development Aid (CLDA) 2017 Budget: Ewa stated that the CLDA Budget that Anne de la Chappelle prepared has been reviewed and is in accordance with the directives of the State. CLDA is money that CEFLS receives to be dispensed. Ewa respectfully requested its approval by the Board. Lisa Minnich motioned approval of the Central Library Development Aid 2017 Budget, seconded by Phyllis Magnus. Motion carried unanimously.

Executive Session

Lisa Minnich motioned at 5:20 p.m. to enter into Executive Session for the purpose of discussing the Director's salary, seconded by Emily Castine. Motion carried unanimously.

Return to Regular Session

The Board of Trustees returned to Regular Session at 5:28 p.m. with a motion made by Lisa Minnich, seconded by Jim Bennett. Motion carried unanimously.

On behalf of the Personnel Committee, Lisa Minnich motioned that Ewa Jankowska's salary be increased by a total of eight percent, four percent for merit and four percent for market adjustment, seconded by Emily Castine. Motion carried unanimously.

Lisa motioned to take the motion that was tabled during the Finance Committee report off the table, seconded by Kip Thompson.

Lisa recapped that during Executive Session, the Board voted to move \$20,981.74 from the unexpended fund balance for the 2016 budget year to payroll for 2017, and the remainder of the unexpended fund balance to be moved to the building project reserves. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:32 p.m.

Respectfully submitted,

Emily Castine
Secretary