

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held April 28, 2014

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, April 28, 2014 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary “Lisa” Minnich, President.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Chris de Grandpré, Thomas “Tom” Mandeville (entered at 4:39 p.m.) and Mary “Lisa” Minnich

Present via video conferencing with Saranac Lake Free Library: Gary Alexander, Donna Fulkerson and Barbara Stowe

Staff Present: Ewa Jankowska, Executive Director; Dawn Recore, Administrative Assistant and Michael Spofford, Principal Account Clerk

Excused Absences: Fran Filshie and Charles “Kip” Thompson

Others Present: Anne de la Chapelle, Director, Plattsburgh Public Library, and Dave Minnich

Consent Agenda:

Approval of Excused Absences

Approval of Agenda - As distributed prior to this meeting

Approval of Minutes of February 24, 2013 Meeting

Committee Reports - Advocacy, Development, Executive, Health Plan, Negotiating, Personnel, Property, and Strategic Planning Committees have no reports at this time.

Approval of Consent Agenda

It was motioned by Emily Castine, seconded by Chris de Grandpré, to approve Consent Agenda as presented. Motion carried unanimously.

Financial Report

Nicky Bryant moved that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Chris de Grandpré.

- Over and Under Report for period ending 03/31/14
- Accounts Payable and Receivable Quarterly Report as of 03/31/14
- Budget-to-Date Report from 01/01/14 through 03/31/14
- Balance Sheet as of 03/31/14
- Revenues vs. Expenditures from 03/01/2014 through 03/31/2014
- Grant/Noncurrent Aid Status as of 03/31/14

Michael Spofford stated that with the approval of the New York State budget, within a couple of months we hope to know what portion of the additional one million dollars going to library funding will be received by CEFLS. Last year when there was an additional four million dollars added to library funding, CEFLS received \$40,000, some of which went to member libraries, so hopefully CEFLS will receive about \$10,000 this year.

Michael stated that for the most part, spending is on target. The Over and Under Report explains the few items that are overspent.

Ewa Jankowska stated that when we receive the tables with the exact library funding from the State, she would like to ask the Finance Committee to meet to adjust the CEFLS budget. She would like to see more money allotted to training and travel for staff in order to take advantage of several training opportunities that are coming up.

Lisa Minnich recapped an email received from Kip Thompson. As a business person, he wants the Board to consider ways to alleviate the difficult situation caused by State funding. He would be happy to hear from anyone who has ideas.

A brief discussion on advocacy at the governor's level ensued. Ewa Jankowska suggested writing letters and asked for everyone's help.

The motion to approve the financial reports as presented carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Remarks made by Lisa Minnich, President, include:

The Personnel Manual submitted by Ewa Jankowska was well received by the trustees. Barbara Stowe motioned approval of publishing the Personnel Manual as written, seconded by Nicky Bryant. The manual will be distributed to employees as a PDF file with printed copies available for those who request. Board members have already received the manual. Motion carried unanimously.

Director's Report

In addition to her written report, Ewa Jankowska reported:

We are very preoccupied with the migration of our system of cataloging and circulation to the North Country Library System servers. This will take place this Wednesday. Member libraries will not be able to use the cataloging and circulation systems on that day.

Meanwhile, staff is adjusting to Office 2013 software. After the server migration, CEFLS will not have an email server; instead email will be in the cloud, using Microsoft Office 365. Betsy Brooks will then have only the file server to maintain, so she will be able to focus on other technology issues and not hardware.

All the money for the migration project was obtained through grants.

A grant was received through North Country Cultural Center for the Arts for Stan Ransom to have several story time sessions in Clinton County at Head Start centers and libraries. He is no longer called *The Connecticut Peddler*. He is now *Stan the Reading Man*.

There are two new programs in which the State library would like libraries to participate. One involves the *Immigration and Naturalization Toolkit*. Libraries would not act as immigration lawyers but would know how to direct people to the right information online. The second is *Hunger Solution New York*, a program for feeding children at libraries in the summer, which is done in conjunction with U.S.D.A. Ewa would like to help libraries who want to participate as much as possible, but is concerned about the ability of single person libraries to carry out these programs without any financial help. Mooers Library has participated in this program before and that director reports that the paperwork is overwhelming.

We are sending our three consultants for two days of training next week at Pioneer Library System in Canandaigua.

We are finishing our construction grant projects. The lighting in the garage was replaced earlier, and currently the steps on the south side of the building are being redone.

With Rotary Radio Day coming up, Ewa inquired whether the Board of Trustees would sponsor a \$50 ad for the Library System on WIRY Radio, as the Board has done for several years. It would be good library advocacy. Gary Alexander motioned, seconded by Tom Mandeville, for the Board to support Rotary Radio Day with a \$50 donation made through the trustees' discretionary fund. Motion carried unanimously.

Comments and Questions Directed to Ewa Jankowska

Barbara Stowe inquired about declining use of the CEFLS website as shown on a graph contained in Betsy Brook's Automation Report for the month of March. Ewa Jankowska responded that recently Betsy has not had much time to include a new Health LibGuide or other new information due to all the work she has been doing for the server migration. Another possibility is that people are learning to go directly to individual library websites, thus bypassing the CEFLS website. One of our projects for this year is to purge the website of older and less pertinent information.

Barbara Stowe inquired about NoveList. Ewa explained that it is a database used together with the catalog and it was brought to us by PPL. Simply stated, after inputting the name of a book, NoveList can provide suggestions to other similar books.

Nicky Bryant requested clarification of trustee funds. There is the annual Leadership Campaign for which trustees are encouraged to make a donation to the System in any amount affordable. Funds can be designated for the purchase of books of any specified type or for the operation of the System. Thank you letters are provided for this 501c3 tax deductible donation. The other type of trustee fund is the Staff Discretionary or Sunshine Fund that is used for such things as gifts or cards for trustees for specific events or food for a trustee event. Lisa Minnich stated that, theoretically, this fund is about \$20 per year or whatever amount can be afforded, and if expenses run more, an additional request for donations can be made. By general consensus, these two funds will now run January to January, and a reminder note will be provided as January nears.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle, Director of Plattsburgh Public Library, reported:

The Community Technology Center (CTC) opened April 1. The old Broadband Technology Opportunities Program (BTOP) grant paid initially for computers and other technology related items, and now with money from NNYLN the computer lab has been regenerated with 12 computers and some new iMacs. A library card is required to use the CTC.

The reference collection is being weeded with a lot of help from Elizabeth Rogers. Three big bookcases have been removed which has opened up the solarium area.

Anne will be traveling with Elizabeth Rogers to NNYLN's archive conference on May 2 in Hogsburg.

A graduate intern from Plattsburgh State is building a new website for PPL. He is using Dream Weaver. PPL staff will maintain it themselves after his internship is complete.

Friends of PPL provided funds to renew the movie license and to obtain new shelving signage.

Work will begin on last year's Construction grant projects soon. A new elevator will be considered for a 2014-15 Construction grant request.

Committee Reports

Nominating Committee

Norma Menard of Literacy Volunteers of Clinton County has submitted her resumé for consideration of appointment to the CEFLS Board of Trustees. Emily Castine motioned, seconded by Tom Mandeville, to send Mrs. Menard's name to the Clinton County Legislature to request appointment.

Emily Castine will be contacting, Sandra Weber, an author from Essex County who is interested in becoming a trustee. There is currently one vacant Essex County seat on the Board.

Motion carried unanimously to send Norma Menard's name to the Clinton County Legislature to request consideration of appointment.

Communications

Nicky Bryant commented that in browsing the newspaper clippings that are displayed for review at meetings, she saw one about the Dannemora Free Library recycling books and she feels that information should be shared with every library. She asked if there has been any feedback on how well that program works. Better World Books accepts discarded or weeded books, even educational and text books, provides the boxes to pack them in and pays the shipping. Donna Fulkerson stated that Saranac Lake Free Library uses this company. Ewa Jankowska stated that for association libraries this works well because they are semi private, but for public and municipal libraries and systems it is a little more complicated; the books need to be offered first to other libraries in the System because they are public property. Ewa stated that she will use ListServ to share information about Federal World Books with the member libraries.

Old Business

Approval of Code of Ethics and Conflict of Interest Policy: A motion was made by Jim Bennett, seconded by Nicky Bryant to approve the Code of Ethics and Conflict of Interest Policy. Ewa Jankowska has learned that in addition to the annual Conflict of Interest Statement that trustees sign annually, it is necessary to have a written policy. In researching such policies, she found the one from Westchester Library System that is very well written and reviewed by their attorney, so with permission from Westchester's Director, she has adapted it for CEFLS. When CEFLS puts this policy online, there will be a link to municipal code which also addresses the Code of Ethics. Motion carried unanimously.

Approval of Hosting Agreement: Chris de Grandpré motioned approval of the hosting agreement with North Country Library System, seconded by Emily Castine. Motion carried unanimously.

New Business

Approval of CEFLS 2013 Annual Report: Barbara Stowe motioned to approve the CEFLS 2013 Annual Report, seconded by Jim Bennett. In response to a question about State Correction Facilities aid, Ewa Jankowska explained that it is used to provide services, such as the purchase of the McNaughton collection that is used for rotating collections and to fill interlibrary loan requests. It also funds a large portion of the outreach department positions. State Corrections aid is an area of concern due to inmate population in our three counties decreasing with the closing of correctional facilities. The State Corrections aid that CEFLS receives is based on inmate population in June of the previous year and is figured at \$9.50 per person, less what NYS reduces State law by.

Barbara Stowe stated that the narrative of the Annual Report is very impressive.

Motion to approve the CEFLS 2013 Annual Report was approved unanimously.

Approval of Purchasing Policy: Ewa Jankowska stated that the Purchasing Policy has not changed. The policy itself states that the Board of Trustees shall review it annually. Nicky Bryant motioned approval of the Purchasing Policy, seconded by Emily Castine. Motion passed unanimously.

Approval of Purchase of Replacement Tape Drive for File Server: Chris de Grandpré motioned approval of the purchase of a replacement tape drive for the file server, seconded by Donna Fulkerson. Ewa Jankowska explained that with the migration to NCLS servers, CEFLS will have only one server left in the building and that is for internal files. It is for this server that a back-up tape drive is needed. Its cost is covered as part of the grant that was secured for the migration; however, according to the Purchasing Policy, the Board must approve purchases above \$2,000 and this purchase will total \$2,463.18. Motion carried unanimously.

Jim Bennett questioned whether the Purchasing Policy could be amended to raise the amount that the director can authorize. Lisa Minnich stated that would be a matter for the Finance Committee to discuss.

Discussion of Membership to the Library Trustees Association (LTA): The System did purchase a membership one year and now the LTA is asking CEFLS to renew. The amount of benefit received from the membership, which costs \$225, was questioned. CEFLS cannot pay for anyone's LTA conference registration and no trustees are planning to attend this year's conference. Membership by the System would save \$25 from the conference fee for each trustee.

Ewa Jankowska reminded trustees that NYLTO, which is New York Library Trustees Online, is a place online that trustees can sign into to find vast amounts of information on policies and different aspects of library services in New York State, plus there is a social forum where anyone can ask questions and others provide responses. It appears that this was created separately from LTA to meet the needs of library systems that LTA does not meet.

Chris de Grandpré stated that school boards sometimes get legal advice from such groups and he expressed concern that sometimes when these groups are not supported, they go away or are not very effective. Ewa stated that legal advice is very difficult to get as law firms, even those specializing in education law in Albany, decline to act as legal advisors to groups like LTA, NYLA and PULISDO.

It was decided to table this discussion until next month after everyone has had an opportunity to go online to learn more about LTA.

Kip Thompson, who is a member of the Negotiating Committee and was not present at this meeting, asked Ewa Jankowska if she would arrange a meeting with Jaci Kelleher to ask about the present trends in library negotiations. She was told by Ms. Kelleher that it would be more beneficial to meet with the entire Negotiating Committee, so Ewa will arrange a meeting for after June 27 with Jaci, Chris deGrandpré, Kip Thompson and Tom Mandeville.

Summer Board Meetings at Member Libraries: Ewa has contacted Wadhams Free Library in Essex County, Malone Wead Library in Franklin County and Rouses Point Dodge Memorial Library in Clinton County to inquire whether they would host a meeting of the CEFLS Board. Warm invitations were received from all. Rouses Point has a very successful arts program for seniors and they have a new, very vital Friends of the Library group that is going to have a farmers' market in the library on Friday nights.

Lisa Minnich suggested that the away meetings alternate with the home meetings, so by general consensus, the meetings will be: Wadhams Free Library on June 30, Rouses Point Dodge Memorial Library on August 25 and Malone Wead Library on October 27.

Director's Vacation: Ewa Jankowska requested approval to take her vacation from September 24 to October 15. She would like to go to Poland to be with her mother through cataract surgery and recovery. Jim Bennett motioned approval of Ewa's vacation as requested, seconded by Nicky Bryant. Motion carried unanimously.

Adjournment

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:50 p.m.

Respectfully submitted,

Gary Alexander
Secretary