

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held June 30, 2014**

**Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, June 30, 2014 at Wadhams Free Library, 763 NYS Route 22, Wadhams, New York, by Mary “Lisa” Minnich, President.

**Roll Call**

Present: Nicole “Nicky” Bryant, Emily Castine, Chris de Grandpré, Fran Filshie, Donna Fulkerson, Thomas “Tom” Mandeville, Mary “Lisa” Minnich, Barbara Stowe, Charles “Kip” Thompson

Absent: Gary Alexander and James “Jim” Bennett

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

Others Present: Anne de la Chapelle, Director, Plattsburgh Public Library; Liz Rapalee, Director of Wadhams Free Library; Marilyn Trienens, President of the Board of Trustees of Wadhams Free Library; Sue Frisbie and Ed Cornell (entered at 4:34 p.m.), Members of the Board of Trustees of Wadhams Free Library; Susie Dubay and Kathy Linker of Lewis Public Library and Dave Minnich

**Consent Agenda:**

**Approval of Excused Absences**

**Approval of Agenda** - As distributed prior to this meeting

**Approval of Minutes of June 2, 2013 Meeting**

**CEFDA** - No report at this time

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

**Approval of Consent Agenda**

It was motioned by Kip Thompson, seconded by Fran Filshie, to approve Consent Agenda as presented. Motion carried unanimously.

**Financial Reports**

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

- Over and Under Report for period ending 05/31/14
- Budget-to-Date Report from 01/01/14 through 05/31/14
- Balance Sheet as of 05/31/14
- Revenues vs. Expenditures Comparison Report as of 05/31/14
- Grants/Non-Current Aids Status Report as of 04/30/14
- Grants/Non-Current Aids Status Report as of 05/30/14

With no further discussion, the motion to approve the financial reports as presented carried unanimously.

### **Public Comment Period**

There were no comments from the public.

### **President's Remarks**

Lisa Minnich, President, thanked Liz Rapalee, Director of Wadhams Free Library, for hosting this meeting, adding that it is a pleasure to visit this library and see this beautiful area.

### **Director's Report**

In addition to her written report, Ewa Jankowska reported:

The annual TABOB, Take a Bite Out of Books, competition took place on Saturday at Champlain Center Mall in Plattsburgh and was won by a team from Saranac Lake. Though the number of teams was small, with Rouses Point having five and Saranac Lake having two, enthusiasm was high.

Horizon, the cataloging system used by CEFLS, has been moved to the cloud and is working well. Betsy Brooks updated software recently and there is no problem with that.

There was a very good meeting of CEFDA in Keene Valley this morning. Automation of Hammond Library in Crown Point may be forthcoming in the future. Ewa would like to look into a little grant to help them begin the process. When CEFLS got a grant from Clinton County for the server project, there was a little money left over and since Hammond would be part of the integrated library system, hopefully it can go to them.

Ewa and Dawn Recore recently attended a health insurance seminar hosted by Burnham Financial Solutions. Excellus insurance rates for 2015 for Management Confidential staff may increase 15 percent if the request by Excellus to the New York State Department of Financial Services is approved.

At a recent consultants' meeting, the professional librarians on staff who do consulting work for the member libraries, decided that they are going to review each library in terms of required standards. There is nothing that CEFLS will enforce in any way, but the goal is to help libraries understand the standards.

Chad Chase was able to prepare each member library's community profile, including population age and income using a database for which CEFLS had a subscription, called Business Decisions. It was originally meant to aid businesses or prospective businesses but can also be very useful to libraries for programming and even for fundraising. Ewa provided Wadhams Free Library with their community profile and she will be providing the other member libraries with theirs.

Ewa met with Cali Brooks from the Adirondack Foundation. They are interested in developing a program at member libraries for children 0-3 years to help them become acquainted with reading and learning. Adirondack Foundation, along with Woods Foundation and Lake Placid Education Foundation, help libraries with matching funds construction grants with a focus on technology improvements.

Ewa attended the June 26 meeting of the Chazy Public Library Board Trustees to explain Direct Access Plan, after which Chazy Board approved it. It is very similar to the Direct Access Plan that all libraries signed in 1999, with all references to the bookmobile now removed. The one new item that the State Library required is that in the year 2000, New York State Regents wrote a document about libraries and suggested that each library should try to get minimum funding of \$20 per capita. Lots of libraries have far less than that and though it is not required, it is something that CEFLS can try to help libraries achieve.

Ellenburg Depot's Sarah A. Munsil Free Library received technology funding from Adirondack Foundation and Woods Foundation, and somehow an error was made and they received funding twice. CEFLS was able to negotiate for the library to keep it and they will be able to purchase e-books, which is within the realm of technology. This, along with PPL's recent e-book purchases, are nicely increasing the number of e-books available to patrons.

Ewa reported at the June 2nd Board meeting that she had asked the New York State Library whether CEFLS could have a range of trustees instead of five from each county. With an approved range, there could be three to five trustees from each county, providing a viable option as sometimes it is difficult to get new trustees. A copy of a resolution to petition the State has been distributed to trustees for review. If our Board decides to request a range, we would have to request approval from each county.

Franklin County has requested that by July 18<sup>th</sup> we submit a budget application with a tentative budget for 2015, even though we don't have this year's tables from the State. A meeting of the Finance Committee will be scheduled soon.

#### **Comments and Questions Directed to Ewa Jankowska:**

In regard to the announcement that Excellus rates may be increasing by 15 percent next year, Tom Mandeville inquired whether Management Confidential staff is eligible to be in NYSHIP. He believes that NYSHIP may have a decrease for 2015 or an increase of no more than two percent. Ewa explained that NYSHIP does not have a two-person policy, and two of the three Management Confidential staff need two-person policies. To have a NYSHIP family policy would be more expensive than a two-person policy with Excellus. Michael Spofford stated that the 2014 NYSHIP rate for a family is \$1,714.19/month; right now with Excellus it is \$1,607.26. Although a 15 percent increase is projected for Excellus, by changing to a different Excellus plan for 2014, there was a big decrease.

Kip Thompson stated that Chris Morris of Adirondack Foundation is a public relations expert who might be willing to share his expertise with CEFLS and member libraries to improve upon PR skills. Kip thinks that Mr. Morris is salaried by Adirondack Foundation and would provide a training at no cost.

Lisa Minnich suggested that before the next meeting trustees take a look at the resolution for having a range of trustees. She noted that as the resolution is written, all counties are to be represented equally. County populations vary, and Clinton, Essex and Franklin Counties have 11, 16 and 6 libraries respectively, so it appears that the number of trustees is not necessarily equitable. It appears that CELFS Board members care about the North Country as a whole and not just about their own county, and that the number of trustees naturally varies as not all seats are filled at the same time. Lisa reminded trustees that routinely having vacancies causes issues with a quorum, since a majority

of 15, or 8, is necessary to constitute a quorum. It is not unusual to have four vacant seats, yet to have a quorum, eight trustees must be present. Further discussion on this topic was tabled for the August meeting.

Barbara Stowe inquired about the summer feeding program for children that Julie Wever reported on in the Outreach Department report. Ewa stated that the program seems to be extremely complicated. She would like to look into it for next year. Not all libraries would be eligible to participate, depending on their school district. It might work if there was a provider who could meet all the guidelines for preparing and bringing in the lunches as well as doing the paperwork. Otherwise, it seems that it would be very difficult for libraries that function with only one staff member. Mooers is participating this year.

### **Plattsburgh Public Library (PPL) - Central Library Report**

Anne de la Chapelle, Central Library Director, reported:

There was a wonderful CEFDA meeting this morning. As a group, the member library directors who were present encouraged automation of Hammond Library and offered assistance.

The PPL Board is in a transition phase. There are four trustees stepping down, with four trustees remaining. Two new trustees, Richard Schaefer and Shirley O'Connell, have just been appointed and the mayor will be making more appointments.

The Friends group is trying to reorganize. They just raised \$1,500 at their book sale and with the remaining books they will have a Bag Sale on July 10<sup>th</sup>. The Friends have provided their 2015 budget which will aid PPL in determining what they will be able to request of them. The Friends also raised some money in the fall to assist with the purchase of a new book check-out machine.

Work on the 2015 budget is progressing. This is the last year of a \$40,000 Bond payment, but there was another \$5,000 bond payment that was supposed to start in 2013. However, the city didn't move it over to the library's line, so the city has been paying it from 2013 through 2014. That was part of \$100,000 that was borrowed for mold remediation after flooding in the basement, asbestos removal and other projects. Apparently \$60,000+ of that was spent and there is \$30,000+ left which is now allocated for the matching portion of the NYS Construction Grant project to replace the concrete steps at the main entrance, repoint brickwork, seal coping and leaks, and install a new floor in the Board room. PPL's Board will be getting some strong committees together to help with these projects.

PPL's Summer Reading Program will run from July 9<sup>th</sup> through August 13<sup>th</sup>. Rather than hire the big performers as in the past, they will be using local therapy dogs, and local artists Sherry Amsel and Speedy Arnold. PPL received \$500 from Stewart's Foundation to contribute toward the \$700 total cost.

Anne is very pleased with the three new pages who were hired recently.

At the recommendation of Ewa Jankowska for Anne to look into a technology assessment program called Edge Initiative, Anne has participated in their initial webinar. She is now registered and is looking forward to learning more.

Kip Thompson suggested that Anne might want to talk to Mayor Calnon about appointing an engineer or contractor to their Board in light of the types of building projects that are taking place. Anne responded that she recently participated in a workshop that was in part on building a working Board by focusing on people with varying views and skillsets.

## **Committee Reports**

### **Nominating Committee**

Emily Castine reported that Andrew Kelly of Franklin County and Lynne Macco of Essex County, who were both potential candidates to become CEFLS trustees, have declined nomination. We will keep their resumes on file in the event that they may be interested in serving at a later time.

Emily is attempting to contact Sandra Webber, an author from Essex County, who has expressed interest in serving as a trustee.

Emily asked trustees to do what they can to help with the search for new candidates for the Board.

### **Communications**

In today's mail, CEFLS received notice of a program called AmazonSmile Foundation. Michael Spofford explained that it is a private 501(c)(3) foundation program administered by Amazon. When consumers make purchases on Amazon.com, they can designate a 501(c)(3) organization, such as CEFLS, as the benefactor of a donation of .5 percent of the purchase price. Discussion ensued about sharing this information with member libraries, some of whom also have 501(c)(3) status. Lisa Minnich will write a letter to share this information with member libraries and their trustees.

### **Old Business**

There is no old business at this time.

### **New Business**

Kip Thompson stated that in Lewis where there are already four small libraries within a relatively short distance, Elizabethtown, Wadhams, Essex and Westport, a very active and enthusiastic group has independently formed Lewis Public Library. Discussion ensued regarding CEFLS's responsibility to this library and the *free little library movement* where people have little boxes on their lawn and people can take books to read or donate books. Little guidance from the State Library on which to base a policy regarding these unofficial libraries has been received. Ewa began a discussion on NYLTO listserv and learned that Southern Adirondack and Mid York Library Systems are very concerned that there may be less incentive to form official libraries. Ewa maintains that CEFLS is obligated to serve the System's 30 member libraries and three established reading centers, as well as to provide rotating collections to a few places that used to be bookmobile stops because they would otherwise be unserved areas. In areas that are already serviced, either by having a member library, reading center or delivery of special collections, assistance to independent efforts cannot be directly supported by CEFLS. Ewa also is concerned that the Town of Lewis is already providing money to Elizabethtown Library Association.

Kathy Linker, of the newly formed Lewis Public Library, stated that they receive no money and they were a bookmobile stop. Their new library is in a community building and it is a place where people

come together. Eventually, their goal is to become a member library. Susie Dubay, also of Lewis Public Library, stated that they are in this for the long haul.

**Adjournment**

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:23 p.m.

Respectfully submitted,

Gary Alexander  
Secretary