

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held September 22, 2014**

**Call to Order**

The Board of Trustees meeting was called to order at 4:29 p.m. on Monday, September 22, 2014 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary “Lisa” Minnich, President.

**Oath of Office**

Lisa Minnich administered the Oath of Office to Rita Quinn as a new trustee of CEFLS representing Franklin County. She welcomed her to the Board.

**Roll Call**

Present: Gary Alexander, James “Jim” Bennett (left at 5:15 p.m.), Nicole “Nicky” Bryant, Emily Castine, Chris de Grandpré, Donna Fulkerson, Thomas “Tom” Mandeville (entered at 4:38 p.m.), Mary “Lisa” Minnich, Rita Quinn, Charles “Kip” Thompson

Present via video conferencing with Schroon Lake Public Library: Fran Filshie

Excused: Wallace “Wally” Day and Barbara Stowe

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; Francie Fairchild, Director, Chazy Public Library; Jesse Feiler, President, Board of Trustees, Plattsburgh Public Library; and David Minnich

**Consent Agenda:**

**Approval of Excused Absences**

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

**Approval of Minutes of August 25, 2014 Meeting**

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

**Approval of Consent Agenda**

Jim Bennett, motioned approval of Consent Agenda, with CEFDA removed, seconded by Gary Alexander. Francie Fairchild will report on CEFDA today. Motion carried unanimously.

**Financial Reports**

Nicky Bryant motioned 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 08/31/14
- Budget-to-Date Report from 01/01/14 to 08/31/14

- Balance Sheet as of 08/31/14
- Revenues vs. Expenditures from 08/01/14 to 08/31/14
- Grants/Non-Current Aids Status Report as of 08/31/14

Kip Thompson commented that the amount spent on postage for ILL seems very low, to which Michael explained that NNYLN now provides a free-to-members pick-up and delivery service. The U.S. Postal Services is now used to send out only a couple of ILL packages a week, whereas in the past, five or six were sent out in a day.

Kip also commented that it appears we have spent less than 18 percent of what was budgeted for conferences and meetings. Michael Spofford explained that Ewa Jankowska and the consultants are planning to attend additional conferences during the remainder of the year. Ewa added that we cannot afford to attend the larger conferences, so we try to take advantage of those that do not involve much travel.

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

### **Public Comment Period**

Ewa Jankowska announced that Jesse Feiler, President of the Board of Trustees of PPL, has been elected to represent the North Country on Library Trustees Association of New York State (LTA). LTA has a big training event in a different area of the state each year and it will be in Plattsburgh in 2016. It is like a mini-trustees' institute and Jesse is involving CEFLS in its organization. We will let LTA know what specific trustee training is needed within our System. Jesse stated that this is a wonderful benefit to our system since we are not able to send people to big expensive conferences.

Emily Castine added that she attended a trustee institute many years ago and she highly recommends it for any new trustee as it provides the big picture.

Jim Bennett stated that there is no current LTA membership for CEFLS. Lisa Minnich suggested that this could be a discussion topic at a future Board meeting.

### **President's Remarks**

Lisa Minnich, President, commented on the following topics:

As a result of the August Board meeting, Lisa has solicited more members for the Negotiating Committee. Wally Day and Nicky Bryant have agreed to serve.

Lisa received and shared with the trustees an e-mail concerning possible negative behavior at a library affiliated with the system regarding Americans with Disabilities Act (ADA). The handicapped person complained that she was denied access to a member library bathroom so she sighted the ADA as having been violated. She thought that CEFLS controls member libraries. Lisa replied to the lady that that is not the case, and told her that CEFLS basically serves member libraries. She suggested to the lady that she contact that library's board.

CEFLS has an ADA policy for its own staff and Board already and would certainly address a potential violation if adherence was in question with any of our own people. Elizabeth Rogers, consultant for the involved library, has spoken to that director who provided a very different point of view to the matter. Lisa feels that as a Board we really do not have the whole story. Furthermore, CEFLS does not hire or fire member libraries' staffs, nor are their staffs controlled by CEFLS.

Based on CEFLS Board meetings being on the fourth Monday of the month, in 2015 the May meeting would fall on Memorial Day. Lisa proposed rescheduling the May meeting for the following Monday, June 1. Then the regular June meeting could be moved to the fifth Monday, June 29, in order to allow four weeks between meetings. By general consensus, this plan was agreed upon.

Currently there is no business to be discussed or voted on at a December Board meeting. In December 2013 and 2012, the Board gathered socially with the staff to enjoy a holiday luncheon, and in 2013 that was preceded with a brief Board meeting to discuss the director's evaluation. Since then, the schedule for the director's evaluation has been adjusted to better correlate with due dates to the State. Lisa concluded that unless something important comes up, for example something pertaining to negotiations, a December meeting could be skipped this year. Fran Filshie suggested a luncheon meeting when the weather is better.

### **Director's Report**

In addition to her written report, Ewa Jankowska reported:

Corresponding with Jesse Feiler's appointment to LTA, CEFLS was asked to write a feature article for the LTA Bulletin, which Ewa and Julie Wever have done. The bulletin will be coming out on October 1. A link to the article will be sent to the trustees.

Budget applications for 2015 and new CEFLS brochures have been submitted to the three counties. This is really the time to advocate to the legislators, informing them what CEFLS does. Ewa had an appointment set up with Janet Duprey for September 15<sup>th</sup> but it was cancelled so Mrs. Duprey could be present in Franklin County for the counting of primary ballots. Ewa is hoping to get that meeting rescheduled and it would be nice to have some CEFLS trustees attend with her. Appointments have been requested with Dan Stec and Betty Little and we are waiting to hear from them.

Usually at this time of year the Board would be asked to approve construction grants; however, we are running late as libraries have been slow with their requests. This year there are more applications for money than what money has been assigned. Typically there is leftover money that is not awarded and has to be returned. Libraries can submit their applications on-line, and once received, since there is not enough money to fund all of the requests, they will be prioritized so the smaller libraries get their fair share.

At last month's Board meeting, a Variance Request was approved for Wells Memorial Library in Upper Jay, stating they would open an additional five hours per week beginning October 10, 2014. Prior to this meeting, Wells Memorial Library submitted a more detailed narrative for the Variance Request. Recapping their situation, as the result of the 2010 census figures that DLD uses to determine how many hours a library must be opened, their population of 2,506, only six over 2,500, requires them to be open 25 hours instead of 20 hours. Now, in an effort to better explain to DLD the enormous hardship that opening five additional hours will cause, they are submitting the more detailed narrative.

We had a meeting with Anne de la Chapelle, Director of PPL, and Elizabeth Rogers to discuss how to spend the two aids that CEFLS receives to support the Central Library in accordance with State requirements. Regarding Central Book Aid (CBA), CEFLS spends a lot of money on databases that support PPL as the Central Library for the whole system. Regarding Central Library Development

Aid (CLDA), a portion of the salary of a former staff member at PPL came from CLDA, and CEFLS is hoping to use a portion of that.

There was a very interesting meeting of CEF Library Directors Association (CEFDA) this morning in Champlain. Topics included:

- Interim director position at Lake Placid Public Library: It is a school district library, requiring a Civil Service exam. There is concern of a potential conflict of interest because the president of their library Board is the mother of the new interim director.
- Au Sable Forks Library Association, where there is a new director: The number of hours currently open is 23.5. Based on the population of the area they serve, it should be 25 hours.
- Champlain Memorial Library: There is talk of being taken over by the village, which would involve a lot of legal issues.

Regarding the Author's Luncheon coming up on November 7<sup>th</sup> at Lake Forest, we are asking for donations (tax deductible) to offset expenses, even small donations, through the crowd funding website, **Adirondack Gives: <http://www.adirondackgives.org>**, which is set up in collaboration with Adirondack Community Trust (ACT). The website is also available on the CEFLS Facebook page. We are hoping to collect \$500 and currently have \$285. The goals for the funds are to:

- offset travel expenses for the author, Eva Stachniak, who will be traveling from Toronto, Canada
- buy in advance at least one of the author's books for each member library
- have one of the author's books on each table to be won by someone seated at that table
- lower the price of the event tickets a little

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

Fran Filshie inquired who would be invited to the author luncheon. Ewa responded that everyone who receives the Trailblazer will be invited, plus the legislators from Clinton, Essex and Franklin Counties. There are approximately 285 trustees alone, between CEFLS and all the member libraries.

Chris de Grandpré stated that as always those who work on the Trailblazer did a great job.

Kip Thompson commented that the Outreach Department Report implies that the van drivers make 9 or 10 stops a day to deliver books. Ewa stated that is correct and explained that they go to 30 libraries, some nursing homes, George Cannon's office in Newcomb and some other stops. Kip would like to have a little training during a meeting to better understand how this works.

Gary Alexander asked about books that are mailed. Ewa explained a little about ILL, saying that when requests are received for nonfiction books unavailable within our system, we try to get them from anywhere we can, even other states, and those arrive by mail and have to be returned by mail. That world-wide catalog system is OCLC and there is a charge for every transaction. Fiction requests are limited to within our area, including North Country Library System that encompasses 64 libraries, all belonging to NNYLN, and from universities and other institutions. NNYLN now provides a free-to-members pick-up and delivery service that has resulted in far fewer books being mailed, thus significantly lowering postage costs.

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

Anne de la Chapelle reported that:

She attended a CEFDA meeting this morning at the home of the director of Champlain Memorial Library.

They are working on wrapping up construction grant projects from the last couple of years.

- Workroom floor replacement over Columbus Day weekend
- Front entrance, to start any day, requiring entrance to be through the Brinkerhoff side door

They have applied for 2015 Construction Grant money to replace their aging elevator. They are aware that many other libraries are also applying for Construction Grants. PPL has been building up their funds so they can support their end of the matching funds Construction Grant.

Librarians at PPL are taking advantage of different professional development opportunities.

- NNYLN Fall Conference - Colleen Pelletier will be presenting on a technology grant they received. Caleb Mosier will be attending the automation portion of the conference.
- The children's librarian will be attending a fall workshop on Common Core put on by CEFLS. It will be held at PPL.
- Anne will be attending the NYLA meeting in Saratoga Springs where she will also attend an all-day pre-conference workshop on marketing libraries.
- Anne is taking a strategic marketing class.

The PPL Friends of the Library has gotten together again for the fall with a variety of events.

- Open house on October 6<sup>th</sup> with author talks and other programs
- Fall book sale from October 23 to 25
- Annual meeting on October 21<sup>st</sup> at 5 p.m.

Anne and Elizabeth Rogers have been assessing PPL's non-fiction collection and weeding outdated books, as well as finding areas of need for CBA book money.

PPL has both of the e-books written by Eva Stachniak, the guest speak at CEFLS' Author Luncheon.

### **Clinton-Essex-Franklin Library Directors Association (CEFDA)**

Francie Fairchild reported that at the CEFDA meeting this morning they reviewed their original purpose and bylaws which were drawn up in the 1980s, as well as some other issues. Francie will report more on CEFDA at a future meeting.

### **Committee Reports**

There are no committee reports at this time.

### **Communications**

There are no communications at this time.

### **Old Business**

There is no old business at this time.

### **New Business**

### **NNYLN Technology Service Improvement Grant**

Fran Filshie moved approval of the NNYLN Technology Service Improvement Grant Report as distributed prior to this meeting, seconded by Kip Thompson. Kip commented that the report was very comprehensive and well done. With no further discussion, the motion carried unanimously.

### **Family Medical Leave Act**

Nicky Bryant moved approval of the Family Medical Leave Act (FMLA) that was drawn up by the CEFLS attorney and distributed for review prior to this meeting, seconded by Fran Filshie. Ewa Jankowska stated that in the past it was believed that since CEFLS has under 50 employees it was not necessary to have such a policy; however, it was learned recently that because we have public employees it is necessary. With no further discussion and with Rita Quinn abstaining from the vote, motion carried.

### **Family Reading: Year One Report**

Kip Thompson moved approval of the Family Reading Year One Report, as distributed for review prior to this meeting, with Donna Fulkerson seconding. Ewa Jankowska explained that the State requires Board approval of this report. With no further discussion, the motion carried unanimously.

### **Variance Request for Wells Memorial Library**

Lisa Minnich stated that in August a variance was Board approved for Wells Memorial Library to be opened 20 hours a week, rather than 25 hours, as required by the State based on population reported in the 2010 census. Ewa Jankowska explained that the State wants a plan in place for obtaining compliance, so Wells Memorial Library has developed a plan that focuses on raising the needed funds to open the library the additional five hours a week. The narrative plan for fund raising was distributed for review prior to this meeting. Ewa stated that we think a current population count for Upper Jay would show less than 2,500 because there were people who moved out of the area after the flooding in 2011.

Emily Castine motioned approval of the variance request for Wells Memorial Library with their narrative plan for raising funds to open the library 25 hours a week in the future. Fran Filshie seconded the motion. With no further discussion, the motion carried unanimously.

### **Executive Session**

Chris de Grandpré motioned to go into Executive Session to discuss upcoming negotiations, seconded by Nicky Bryant. Executive Session was entered at 5:20 p.m.

### **Return to Regular Session and Adjournment**

The Board returned to Regular Session at 5:41 p.m. There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:41 p.m.

Respectfully submitted,

Gary Alexander  
Secretary