

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held October 27, 2014

Call to Order

The Board of Trustees meeting was called to order at 4:36 p.m. on Monday, October 27, 2014 at Wead Library, 64 Elm Street, Malone, New York, by Mary “Lisa” Minnich, President.

Roll Call

Present: Gary Alexander, James “Jim” Bennett, Chris de Grandpré, Donna Fulkerson, Mary “Lisa” Minnich, Rita Quinn, Charles “Kip” Thompson

Present via video conferencing with Saranac Lake Free Library: Barbara Stowe

Excused: Nicole “Nicky” Bryant, Emily Castine, Wallace “Wally” Day, Fran Filshie, Thomas “Tom” Mandeville

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

Others Present: There were none.

Consent Agenda:

Approval of Excused Absences

Approval of Agenda - As distributed prior to this meeting

Approval of Minutes of September 22, 2014 Meeting

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

Clinton-Essex-Franklin Director’s Association (CEFDA) - There is no report at this time.

Plattsburgh Public Library (PPL) - There is no report at this time.

Approval of Consent Agenda

Kip Thompson motioned approval of Consent Agenda, seconded by Rita Quinn. Motion carried unanimously.

Financial Reports

Jim Bennett motioned that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Gary Alexander.

- Over and Under Report for period ending 09/30/14
- Accounts Payable and Receivable Quarterly Report
- Budget-to-Date Report from 01/01/14 to 09/30/14
- Balance Sheet as of 09/30/14
- Revenues vs. Expenditures from 09/01/14 to 09/30/14
- Grants/Non-Current Aids Status Report as of 09/30/14

Kip Thompson inquired about line item 5102, Compensated Absences in regard to the fact that a staff member has announced her upcoming retirement in December, to which Michael Spofford responded that there is \$10,000 available in the original budget. The individual can use any amount of her accrued vacation time between now and the date of retirement, making the payout a variable, plus there will be unused sick time to pay out with a cap of \$3,000.

Kip then asked about the Current Year Percentage of Change for Other State Aid. Michael said that relates to funds, such as State Corrections and Coordinated Outreach, being received earlier than last year. This year's figure should level out to about a one percent increase. Included in Other State Aid there may be grants received in 2013 that were not received in 2014, such as Family Literacy which is paid every two years. Michael will prepare and distribute a report to show where the increases are.

Kip then inquired whether year-end expenses can be expected to change little, specifically expenditures for Personnel, Employee Benefits and Health Insurance. Michael stated that personnel expenses should only go up 1.5 percent, due such things as increases in payroll, employee benefits and Workers' Compensation. Fortunately, Ewa's rating for Workers Compensation changed recently from being a library person to a staff member, which basically means that she doesn't work in the stacks, and her premium was reduced from \$.80 to \$.30 per \$100. For that change, we have received a \$1,800 refund. A small increase in health insurance is expected with a decrease for management confidential staff so that may even itself out. One retiree for Medicare Part D (\$104.90) was recently added, but is being offset by the individual's decreased premium for medical insurance.

Kip commended management for all of these recent developments in the area of insurance that in prior years have been troublesome areas.

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, commented on the following topics:

- She welcomed everyone to Wead Library and thanked them for coming, adding that she grew up in this grand library and has wonderful memories.
- She offered congratulations to the staff member who will retire in December.
- She welcomed Ewa back from Poland.

Director's Report

Ewa Jankowska apologized that she did not provide a written report due to her recent return from Poland. Her November written report will include two months. She then offered the following comments:

- Crown Point's Hammond Library has signed a contract to automate.
- Elizabeth Rogers will retire on December 19, 2014. Ewa is meeting with the staff weekly to determine how Elizabeth's duties can be covered. There will be a search for a new librarian.

- A couple of libraries who had expressed interest in applying for construction grants did not pursue them, so there was no need to rank the libraries who did apply and a selection process is not needed. There is enough money to provide the applying libraries with what they are requesting, and there will be a little left over. The ultimate decisions as to the grants will be made by the State.
- One of the drivers has a problem with his knee requiring surgery. It will be covered by Worker's Compensation.
- Invitations to the Literary Luncheon on November 7 were mailed out to over 400 people last week, with responses coming in slowly. Ewa asked trustees to help promote the event. On October 31, we need to provide Lake Forest with the number of meals. Ewa met Eva Stachniak in Warsaw, Poland, and found her very interesting. Her books are historical fiction but she also speaks about writing in general.
- On November 14, there will be an all-day seminar with guest speaker, Rebekkah Smith Aldrich from Mid-Hudson Library System. She will speak on library advocacy and sustainable libraries. This is a free training for trustees and library personnel with lunch provided, made possible with funds from Lake Placid Education Foundation.
- Ewa will be meeting with Assemblywoman Janet Duprey in her Plattsburgh office on October 30 and she invited trustees to join her. Ewa meets with her yearly and feels it is important for the Assemblywoman to hear from other library advocates in addition to those who are employed by the library system.
- Ewa recently sent trustees a link to the LTA website that contains a profile on CEFLS that was well-written by Julie Wever.
- The union staff met today and a follow-up letter saying they are ready to enter into negotiations is expected in the near future. A date will then be arranged to begin the negotiating process.

Comments and Questions Directed to Ewa Jankowska:

Kip questioned ILL with area correctional facilities and wonders if it is costly to provide, commenting on related van expenditures and the amount of time spent by staff on behalf of correctional facilities. Ewa explained that the reimbursement rate is governed by the state and is the same across the state. It is based on the number of inmates housed in the prisons served. At CEFLS, the maximum amount of reimbursement funds allowed is used toward paying salaries and benefits, while these same employees are also able to perform work in other areas. Ewa explained the ILL process for correctional facilities briefly and she commented that financially and ethically she feels that serving them is the right thing to do.

Committee Reports

There are no committee reports at this time.

Communications

There are no communications at this time.

Old Business

Approval of Direct Access Plan

Donna Fulkerson motioned approval of Direct Access Plan as it was presented to the Board in June, seconded by Chris de Grandpré. Ewa recapped that it has now been approved by the CEFLS Members Advisory Council and the Boards of all the member libraries. After approval by the full CEFLS Board, it will be sent to New York State Department of Education for final approval. With no further discussion, the motion passed unanimously.

Membership to Library Trustees Association (LTA)

Jesse Feiler, President of the Board of Trustees of PPL, is a member of LTA and has been encouraging CEFLS to become a member also. Membership fee for the system would be \$225. Chris de Grandpré motioned, seconded by Rita Quinn, for CEFLS to become a member of LTA. A brief discussion ensued that it is a minor expense, especially with the entire LTA membership coming to Plattsburgh for their annual meeting in 2016. The motion passed unanimously.

Construction Grant Applications

Ewa Jankowska recapped from her oral Director's Report provided earlier in this meeting that with two libraries who were expected to apply for Construction Grant funding not applying, there are enough funds for all libraries who did apply. The actual grant application was submitted to DLD last month, with the expectation that the applying libraries would have to be ranked for approval.

New Business

Approval of Automation Contract for Hammond Library, Crown Point

Kip Thompson motioned, seconded by Rita Quinn, to approve the Automation Contract for Hammond Library in Crown Point. The CEFLS Board is very pleased to learn that Hammond will be automated. The motion passed unanimously.

Adjournment

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Gary Alexander
Secretary