

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held November 24, 2014**

**Call to Order**

The Board of Trustees meeting was called to order at 4:27 p.m. on Monday, November 24, 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, Wallace “Wally” Day, Chris de Grandpré, Mary “Lisa” Minnich, Rita Quinn and Charles “Kip” Thompson

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

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

Excused: Gary Alexander and Thomas “Tom” Mandeville

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

Others Present: David Minnich

**Consent Agenda:**

**Approval of Excused Absences**

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

**Approval of Minutes of October 27, 2014 Meeting**

**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**

Emily Castine motioned approval of Consent Agenda, seconded by Rita Quinn. 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 Kip Thompson.

- Over and Under Report for period ending 10/31/14
- Budget-to-Date Report from 01/01/14 to 10/31/14
- Balance Sheet as of 10/31/14

- Revenues vs. Expenditures from 10/01/14 to 10/31/14
- Grants/Non-Current Aids Status Report as of 10/31/14

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

### **Public Comment Period**

There were no comments from the public.

### **Director's Report**

In addition to her written report which was previously distributed, Ewa Jankowska reported that immediately following this meeting, she would be driving to Malone for the Franklin County hearing for their 2015 budget. Essex County is also having their budget hearing tonight, so Michael Spofford will be driving to Elizabethtown for that. It is believed that at the present time, the five percent increase in CEFLS funding for next year from both counties is not being questioned.

NYLA is encouraging library directors to send letters to Governor Cuomo in support of increasing state library aid proportionately to any increase that he proposes for education aid.

We are working on transitions that will be necessary when Elizabeth Rogers retires on December 19, 2014. In early December we expect to receive the names of the top three Librarian I candidates from the Civil Service list. It is possible that the position will be filled in January or February.

There have been two questions from member libraries regarding conflict of interest as part of Non-Profit Revitalization Act. Jaci Kelleher, CEFLS Attorney, and her office have agreed to do a pro-bono presentation on this topic.

The paper towel dispensers in the three bathrooms and the kitchen are being replaced to be more cost effective and hygienic.

CEFLS will be closed on Thursday and Friday of this week for the Thanksgiving holiday, so the drivers will do two deliveries on Tuesday.

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

Kip Thompson commented that he foresees Conflict of Interest being more of an issue when nonprofits are audited than it was in the past. A brief discussion ensued on the difficulty that small communities have in finding people who are willing to serve but are not related to those with whom the nonprofits do business. Ewa feels it is then a question of occluding themselves from voting at appropriate times.

Barbara Stowe complimented the colored graphs and charts that Betsy Brooks includes in her monthly department reports and stated that it is clear that use of digital formats is increasing.

At Kip's request for a short training on van delivery service, Ewa will do so at a future meeting. For now, she explained briefly that rotating collections go out among libraries for a period of three months, we have ILL between member libraries and ILL from outside the system, and point-to-point ILL within the system. Our van picks up and delivers to every member library one time per week,

and twice for two of the larger volume libraries. We also have a fairly new free pick-up and delivery service provided by NNYLN. Wally Day commended the wonderful work that is done and stated that all of this involves a great deal of logistics. Emily Castine commented that having been a librarian she understands the beauty of rotating collections and without them, collections at individual libraries would become stagnant. Ewa then stated that most library systems do not have rotating collections anymore because it is an expensive service. CEFLS will continue it as long as it can be sustained, it but we need to somehow help libraries to raise funding so they can increase their own collections, and then rotate them among libraries rather than depend on CEFLS.

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

Ewa Jankowska presented PPL's Report in Anne de la Chapelle's absence.

Anne and Jesse Feiler, PPL's Board President, attended the NYLA conference in Saratoga Springs. Next year's conference will be in Lake Placid.

PPL has been working with Elizabeth Rogers to evaluate and weed their nonfiction collection.

Jody Helfgott, Principal Library Clerk, has transferred to the City Engineering Department.

They are reorganizing space to better meet their needs.

- The DVD collection has grown to over 1,900.
- All public computers have been moved to the Community Technology Center near the front entrance.

They are pleased that there was adequate funding to the system for Construction Grants to be submitted to the state for all member libraries. PPL's brickwork and front entrance replacement are scheduled for Spring 2015.

### **President's Remarks**

Lisa Minnich, President, commented on the following topics.

She hopes everyone has a wonderful Thanksgiving.

Last year the Trustees' Discretionary Fund and Leadership Campaign were changed to follow the calendar year, January to December.

- Discretionary Fund is at \$195.89. This is the fund to which trustees contribute \$20 or whatever they can afford each year. It pays for small gifts or cards for those who leave the board or are ill, or for things that the Board wants to do, such as pay the fee for Rotary International's Radio Day.
- Leadership Campaign has received \$400 this year. There is still time to make a contribution in 2014. These funds are used by the system per the wishes of the donor or can be designated for the director to determine the greatest area of need.

Lisa then presented a gift and card to Chris de Grandpré on behalf of the members of the Board in appreciation for his years of service. He thanked Lisa, Ewa Jankowska, Michael Spofford and the

staff, and all of the trustees, stating that it has been a pleasure to work with them over the past ten years.

### **Clinton-Essex-Franklin Library System (CEFDA) Report**

In Francie Fairchild's absence, Ewa Jankowska provided a brief summary from the CEFDA minutes.

Nine library directors attended a meeting held recently in Lake Placid where Bambi Pedu is the new library director. At their request, no CEFLS consultants were present. Discussion included the following topics.

- Lending of Kindles not going very well
- Support of new member library directors
- E-rate issues – Member libraries can apply for this assistance with telephone and internet expenses. Elizabeth Rogers has in the past helped directors apply for it. With her upcoming retirement, Michael Spofford, Betsy Brooks and Ewa Jankowska will fill this role.

### **Committee Reports**

#### **Nominating Committee**

Emily stated that the committee, comprised of Nicky Bryant, Lisa Minnich, and herself, is proposing the following slate of officers for 2015.

Kip Thompson – President  
Nicky Bryant – Vice President  
Secretary – Gary Alexander  
Treasurer – Lisa Minnich  
Member-at-Large – Emily Castine

The nominations have been accepted with the exception of secretary. Emily is attempting to reach Gary Alexander who is away at the present time so she is waiting on his response.

Nicky and Kip will both be away at the time of the March 2015 meeting but the Board feels that this can be worked through.

Kip commented that if negotiations carry over into 2015, which is highly likely, then to have the Board president as the head of the Negotiating Committee would be problematic.

A motion was made by Emily Castine, seconded by Rita Quinn, to accept this slate of officers for 2015, noting that if Gary Alexander does not accept the nomination to continue as secretary he will be replaced. Aside from the Negotiations Committee piece, Lisa asked for questions or concerns. There were none. Motion passed unanimously. Emily thanked those who served as officers in 2014.

### **Communications**

Dawn Recore read a thank you card from Mary Lou Gould that was received following the November 7, 2014 Literary Luncheon. Ms. Gould, a former librarian at Owego Library in the Finger Lakes Library System, enjoyed the luncheon immensely.

## **Old Business**

Lisa Minnich has sent an e-mail to all trustees, naming the committees that will have vacancies due to Chris de Grandpré's departure from the Board and she asked for volunteers to fill these positions. Nicky Bryant volunteered to serve on Advocacy Committee. Lisa explained that several committees do not do a tremendous amount of work but it is nice to have the committee in place in case a pertinent issue arises.

Rita Quinn announced that as a new representative to the CEFLS Board, she was invited and did attend a Goff-Nelson Memorial Library Board of Trustees meeting. She stated that they were very complimentary to Michael Spofford for assistance he has provided.

## **New Business**

### **Approval of the 2015 Contracts for Central Library, Member Libraries and Reading Centers**

Ewa Jankowska stated that the contracts are the same as they were last year. A brief discussion ensued in regard to reading centers. Ewa stated that there used to be four, but the one in Fort Covington which was funded by the town, was dissolved. She is hopeful that one day there will be one in Newcomb where we are now delivering books to George Canon's office.

Nicky Bryant motioned, seconded by Wally Day, to approve the 2015 contracts for Central Library, Member Libraries, and Reading Centers, as distributed for review prior to this meeting. With no further discussion, motion carried unanimously.

### **Approval of Purchase Request for Items between \$2,001 and \$6,000**

Ewa Jankowska explained that CEFLS received grant funds for moving the servers, including some from Clinton County. A portion of what was left over went to Crown Point for automation, and with the remaining amount Betsy Brooks would like to get a new firewall to replace the very old one that is difficult to maintain. Of the three quotes submitted, Betsy recommends the one from Vermont Connections. Although it is a little more, its maintenance is much better. Ewa further stated that the CEFLS internet technology department consists of one, Betsy. Ewa would like Betsy's work with hardware to be as easy as possible so she can focus more on training and the catalog, and on other services that we provide to libraries.

Kip Thompson motioned, and Rita Quinn seconded, approval of the purchase request for a Watchguard XTM 26 firewall from Vermont Connections in the amount of \$2,212.74, with yearly maintenance and support after three years at \$167. Kip inquired if this is the firewall that stands between public access and the server located in the CEFLS building. Ewa responded yes, that the firewall provides internet security, and we will be able to apply through e-Rate for a grant through the Federal government to assist with internet connection expense.

Motion carried unanimously.

## **Executive Session**

Lisa Minnich stated that there is no need at this time to enter into executive session.

### **Thank You to the System and Trustees**

Emily Castine thanked the System, trustees, and individuals who sent cards of condolence at the time of her husband's passing.

### **Adjournment**

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:04 p.m.

Respectfully submitted,

Gary Alexander  
Secretary