

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Meeting
Held February 27, 2012

Call to Order

The Board of Trustees meeting was called to order at 4:05 p.m. on Monday, February 27, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, in Plattsburgh, New York, by Christopher de Grandpré, President.

Roll Call

Present: Maiko Barcomb, James Britell, Nancy Cooper, Chris de Grandpré, Jennifer Henry, Richard Kibben, Mary “Lisa” Minnich, Dr. Barbara Stowe

Staff Present: Ewa Jankowska, Executive Director; Michael Spofford, Principal Account Clerk; Dawn Recore, Administrative Assistant; and Elizabeth Rogers, Technical Services Department Head

Absences: Gary Alexander, Frances Filshie, Martha Spear, Charles “Kip” Thompson and Deborah Wells

Others Present: Eric Day, Director of Clinton County Office of Emergency Services and Kelly Donoghue, Assistant Director of Clinton County Office of Emergency Services

Swearing In of Officers for 2012

Chris de Grandpré, President, administered the Oath of Office for the office of Secretary to Jennifer Henry, and for the office of Member-at-Large to Dr. Barbara Stowe.

Consent Agenda

Before addressing Consent Agenda, for the benefit of the guests in attendance at this meeting, Chris de Grandpré initiated introductions of everyone present.

Consent Agenda today includes Approval of Excused Absences Gary Alexander, Frances Filshie, Martha Spear, Charles “Kip” Thompson and Deborah Wells), Approval of the Amended Agenda for today’s meeting, Approval of the Minutes of the January 23, 2012 meeting, CEFDA Report (there is none at this time), the following committees for which there are no reports at this time: Advocacy, Development, Finance, Health Plan, Negotiations, Nominating, Personnel, and Property and Strategic Planning, and Communications (there are no formal communications at this time).

A motion was made by Lisa Minnich to approve Consent Agenda as presented, seconded by Dick Kibben. Motion carried.

Financial Report

Chris de Grandpré stated the following reports have been received from Michael Spofford, Principal Account Clerk:

- Over and Under Statement for period ending January 2012
- Budget-to-Date Report for January 1, 2012 through January 31, 2012
- Balance Sheet as of January 31, 2012
- Preliminary Statement of Revenues and Expenditures from January 1, 2012 through January 31, 2012
- Status of Grants and Aids as of January 31, 2012

Dr. Stowe motioned approval of the financial reports as presented. Michael Spofford was available to discuss any concerns; there were none. Nancy Cooper seconded the motion. Motion carried.

Public Comment Period

Eric Day, Director of Clinton County Office of Emergency Services, stated that just prior to today's meeting he and Kelly Donoghue, Assistant Director of Clinton County Office of Emergency Services, were shown the CEFLS bookmobile by Ewa Jankowska. They are interested in learning what the CEFLS Board's thoughts are regarding its disposition, and they would like to see dialogue opened up between CEFLS and Emergency Services. They are interested in determining the feasibility of converting the bookmobile into a Mobile Emergency Services Command Post for the counties of Clinton, Essex and Franklin. Mr. Day stated that there has been a little unofficial discussion among Emergency Services of the three counties.

Chris de Grandpré stated that bookmobile services were ceased in December 2011 and in January 2012 the Board of Trustees voted to declare the bookmobile surplus, which freed it to be sold. Recently Ewa Jankowska contacted CEFLS Attorney, Jaci Kelleher, to ask whether the Library System can dispose of the bookmobile through sale to the counties for the aforementioned purpose, or whether it has to be put out to bid. It was learned that the bookmobile can be disposed of either way.

Ewa Jankowska also recently contacted Special Vehicle Services (SVS) of Wisconsin, a specialty vehicle dealer, who explained the terms they would require to sell the bookmobile for CEFLS.

Chris de Grandpré then brought this discussion to a close to be further discussed later in this meeting under Bookmobile Committee discussion.

President's Remarks

Committees:

Chris de Grandpré thanked Maiko Barcomb for her willingness to serve on the Development Committee and the Advocacy Committee. Other than the addition of Maiko, membership on the CEFLS Committees will remain as it was for 2011.

Nancy Cooper made a motion to accept the committee list for 2012 as presented. Lisa Minnich seconded the motion. Motion carried. Dawn Recore will update the list and distribute it to trustees as an e-mail attachment.

Conflict of Interest Statements:

Dawn Recore will mail Conflict of Interest Statements with return envelopes to those trustees who have not yet signed them for 2012.

Vacant Seats on the Board:

There are two vacant seats on the Board of Trustees, one each from Clinton and Franklin Counties. If anyone knows of a potential candidate, please let the Personnel Committee know.

Check Signers for 2012:

Those who will be check signers for CEFLS during 2012 who have not already signed the bank paperwork should see Michael Spofford to do so before they leave today.

Other:

Additional topics to be addressed later during this meeting will be Advocacy Day and the annual performance evaluation of the Director.

Director's Report

In addition to Ewa Jankowska's written report, she reported:

Ewa and CEFLS consultants Betsy Brooks, Elizabeth Rogers and Julie Wever attended the funeral of Betsy Whitefield today. Betsy was the Director of the Saranac Lake Free Library for almost 25 years and contributed to the Saranac Lake community in numerous ways. She will be missed.

There will be an open house honoring David Minnich, Director of Wead Library in Malone on Wednesday of this week from 4:30 to 6:00 p.m. Several CEFLS staff members plan to attend.

Ewa attended a Planning Committee meeting at Keene Valley Public Library. They are very interested in communicating with trustees of other member libraries. Jesse Feiler will be working on a website that will facilitate this type of communication.

Recently CEFLS had a very interesting presentation by Open-source Automated Library System (OPALS). OPALS is an internet service used by many school districts and appears to be quite user friendly. There is pending legislation (S.1573 Oppenheimer/A.464 Gunther) that would authorize BOCES to contract with public libraries or library systems for internet services. Contracting with OPALS might improve communication among public and school libraries. OPALS will offer a free trial of our catalog on their system.

CEFLS recently had an e-book training with OverDrive and our next Tech Friday, on March 2nd, will also be on the use of e-books. We hope to have OverDrive available for use early in March.

Ewa will be attending a library conference in New York City later this week. On Monday of next week, she is going to Albany for a PULISDO meeting, followed by Legislative Day in Albany next Tuesday.

Plattsburgh Public Library (PPL) Report

Stan Ransom was not able to be present due to a conflicting meeting. He forwarded his report to Ewa Jankowska, who reported for him.

PPL is conducting a search for a new director to replace Stan who is retiring in the spring.

PPL's Library Construction Grant project is coming to an end. Panic bars have been installed on the auditorium doors and two staff bathrooms have been renovated. The work on the basement floor is still to be finished.

Ashley Cousens has left PPL's Public Computer Center to take another job at Clinton Community College. Michele Armani of the Workplace Investment Board has taken her position. The Center has just had its busiest month yet, with 80 courses given and attendance at 370 persons.

PPL has again been honored by a request from New York State Education Department to hold the Summer Reading Program kickoff sometime in May.

Committee Reports

Bookmobile Committee:

Ewa Jankowska reported that the bookmobile cost about \$305,000 new, with most of that provided by Clinton, Essex and Franklin Counties, and some funds provided by Senator Betty Little. The bookmobile is a 2006 and currently has 103,000 miles. The motor is a Mercedes Benz that has been regularly maintained. Ewa contacted Specialty Vehicles Service (SVS) of Ohio. They seem to feel that we could sell the bookmobile for \$100,000 to \$125,000 taking depreciation into consideration. They would want \$2,500 to have their representative come here to inspect it, and then if they sell it, SVS would get 10 percent of the selling price.

Chris de Grandpré stated that CEFLS could either work with SVS or with Clinton, Essex and Franklin Counties for their creation of an Emergency Services Command Post. Jim Britell stated his preference is to work with Emergency Services if they can give CEFLS a reasonable amount for the bookmobile.

Eric Day stated that Homeland Security's funding was cut 40 percent for this year, and may be cut 100 percent next year. Further, Homeland Security funds might not be an option for purchasing a used vehicle; however if other funds could be found for the purchase, then it might be possible to use Homeland Security funds to furnish the vehicle.

Kelly Donoghue stated that public funds, for the most part, purchased the bookmobile, and then the public was served well; it would be nice to see the vehicle kept within the communities it has been serving. Mr. Day will encourage his counterparts in Franklin and Essex Counties to come to look at the bookmobile.

Ewa will email the specifications of the bookmobile to Mr. Donoghue, and then Emergency Services will need some time to do their homework. Chris de Grandpré stated that at the March Board of Trustees meeting a resolution could be offered as to whether the Library System could be receptive

to selling the bookmobile to the three counties. Mr. Day or Mr. Donoghue can let Ewa Jankowska know how things are moving along by our March 26 meeting. Mr. Day stated that 911 in the three counties is basically linked to handle overflow from one county to another, so ultimately if this project materializes, it would be the three counties combined.

Advocacy Committee:

Jim Britell has no new information at this time on advocacy training for trustees or for the evening event for all regional trustees. As plans develop for these events which will be held in Malone, Jim will report further.

Legislative (Leg or Advocacy) Day will take place March 6th in Albany. To help prepare everyone who will be attending, Ewa Jankowska sent out *Talking Points* to provide pertinent topics for discussion.

From CEFLS, Elizabeth Rogers and Chad Chase will be leaving for Albany at 5 a.m. with the CEFLS Equinox. Stan Ransom of PPL and Cheryl Blanchard of Paine Memorial Library in Willsboro will be riding with them. Four CEFLS Trustees and several member library directors with some of their staff are also planning to attend and will be traveling in their own vehicles.

First on the Advocacy Day agenda will be breakfast with our legislators at 8:30. It is likely that all three of our representatives, Senator Betty Little, and Assemblywomen Teresa Sayward and Janet Duprey, will be present for this important event. Then there are meetings scheduled in the offices of our representatives at 10:45 and 11:30.

Jim Britell contacted 14 member library trustees to encourage them to attend Legislative Day. Although they had good conversations, none would commit to attending. Chris de Grandpré thanked Jim for his effort and time.

New Business

Independent Auditor:

Michael Spofford contacted Rick Martindale of Martindale Keysor & Co. to learn why their quote for the three-year contract for the CEFLS annual audit was more than what they charged for the past three years. Reportedly, the graduated increases in their quote over the next three years will bring their incurred expenses more in line with other audits that they do. Discussion ensued that Martindale Keysor has been very accommodating to CEFLS, and audits are more involved than they used to be, in part because the IRS is requiring more information.

Nancy Cooper resolved to accept Martindale Keysor as the CEFLS independent auditor for the next three years. Ewa Jankowska stated that they really do have a good understanding of not-for-profits. Dick Kibben seconded the resolution. Resolution carried.

Approval of Loan Syndications and Trading Association (LSTA) Service Improvement Grant:

Ewa Jankowska explained that this one-year grant through New York State Library would serve library directors and trustees with a website providing training modules. CEFLS would not be contributing any money toward this. Dick Kibben questioned whether Saranac Lake Library would be excluded from this website because they are not a *public* library. Ewa explained that all member

libraries of our System would be included. Once obtained, Ewa and Julie Wever would meet with the people who would prepare the modules to tailor them to the needs of our System. Nancy Cooper motioned to approve the application of the LSTA Service Improvement Grant Funds. Ewa stated that trustee training has been a topic of discussion forever, and that CEFLS has been offering training to trustees for many years. The training this grant will offer will be online, so trustees can sit at their computers and work on modules at their own pace, whether that would be half of a module in a sitting, or five modules.

Lisa Minnich seconded the motion. Motion carried.

Discussion of Annual Report Narrative:

The Annual Report Narrative, including survey reports, was sent to trustees by email attachment a few days prior to this meeting and printed copies were provided to everyone as they arrived for this meeting. The full Annual Report which will include statistical numbers will be provided for review prior to the March Board of Trustees meeting.

Executive Session

A motion to enter into Executive Session to discuss the Director's annual evaluation was made by Dick Kibben, seconded by Nancy Cooper. Motion carried. Executive Session was entered at 5:15 p.m.

Return to regular Session

The Board returned to Regular Session at 6:02 p.m.

Chris de Grandpré adjourned the meeting at 6:03 p.m.

Respectfully submitted,

Jennifer Henry
Secretary