

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Meeting**  
**Held March 26, 2012**

**Call to Order**

The Board of Trustees meeting was called to order at 4:05 p.m. on Monday, March 26, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, in Plattsburgh, New York, by Christopher de Grandpré, President.

**Roll Call**

Present: Gary Alexander, Maiko Barcomb, Nancy Cooper, Chris de Grandpré, Frances Filshie, Jennifer Henry and Mary "Lisa" Minnich

Dr. Barbara Stowe is expected to arrive a little late.

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

Absences: James Britell, Richard "Dick" Kibben, Martha Spear, Charles "Kip" Thompson and Deborah Wells

Others Present: Stanley Ransom, Director of Plattsburgh Public Library, and David Minnich

**Consent Agenda**

Chris de Grandpré stated that due to the resignations of James Britell and Deborah Wells, Approval of March 26, 2012 Agenda, which is item 2.C, will be taken out of Consent Agenda and it will be a be a new discussion item, D, added under New Business.

Consent agenda to be approved today includes: Approval of Excused Absences; Approval of Minutes of February 27, 2012 meeting; CEFDA (no report at this time), Committees for which there are no reports at this time (Advocacy, Development, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, Property, Strategic and Planning); and Communications (there are none at this time).

Nancy Cooper motioned to approve Consent Agenda as outlined by Chris de Grandpré, Lisa Minnich seconded. There was no discussion. Motion carried.

**Financial Report**

The following reports have been received from Michael Spofford, Principal Account Clerk.

- Over and Under Report for period ending February 2012
- Budget-to-Date Report from 1/1/12 through 2/29/12
- Balance Sheet as of 2/29/12
- Statement of Revenues and Expenditures from 2/1/12 through 2/29/12

- Status of Grants/Aids as of 2/29/12

Gary Alexander motioned approval of the financial reports as presented. Maiko Barcomb seconded the motion. Michael Spofford stated that it is possible there will be some slight increases from what we were initially told we will receive from New York State and some transfers might be necessary.

Ewa stated that she has heard the New York State budget might be early this year. The Senate is proposing a 4% increase and the Assembly is proposing a 1% increase. Chris de Grandpré stated that even though the budget might be passed, the money might not flow for a couple of months. Ewa stated that if necessary, we have a line-of-credit that is guaranteed.

Motion carried.

### **Public Comment Period**

There were no public comments at this time.

### **President's Remarks**

Proposed Committee Lists were distributed prior to this meeting. Chris de Grandpré thanked everyone for agreeing to serve on one to three committees. Chairs will be responsible for asking the committees to meet as necessary. Due to the resignations of James Britell and Deborah Wells, these lists will be amended and redistributed for the April Board meeting.

It does look like the new Tier 6 pension plan will be passed. Ewa Jankowska stated that it won't affect CEFLS at this time because it is for new employees hired after April 1, 2012. In Ewa's written report that was previously provided to the Trustees in the Board packet, she summarized what she has learned about the Tier 6 pension plan.

There has been no further activity regarding negotiations with CSEA, so there is nothing additional to report at this time. Currently, Ewa Jankowska is awaiting response from Jaci Kelleher, CEFLS Attorney, to a question sent earlier via e-mail.

### **Director's Report**

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

Julie Weaver from the Outreach Department communicated today that a service plan has been put in place for those who have difficulty accessing a library since bookmobile service ceased. It will be a rotating collection but will not be included in regular van deliveries which are already over burdened. Chad Chase, CEFLS' newest library clerk, will deliver to six places, Roderick Rock Seniors in Morrisonville, Apple Valley Seniors in Peru, North Star Industries in Malone which is for disabled adults, Keeseville Town Gardens, Lake Forest Seniors and Bright Beginnings in Plattsburgh. Every two months they will receive approximately 60 books; however, due to budget cuts, if we do not have enough new materials, we may have to do less than 60 books per rotation.

March 15<sup>th</sup> marked the beginning of OverDrive with E-books for the System. A press release was published in the Press Republican on March 25<sup>th</sup>.

Ewa is going with Julie Weaver on April 3<sup>rd</sup> for a meeting on the Service Improvement Grant for trustee training. Topics for the training will be discussed. Ewa asked trustees to let her know if they have any particular topics of interest and she will ask at the meeting to have them included in the training modules.

Our New York State librarian, Bernie Margolis, has been ill for almost two years. Today Ewa received an e-mail message saying that he is doing better and is considering coming back part time in June. Having representation by a State librarian at the State level is valuable.

A brief discussion ensued about E-books that get temporarily lost in cyber space, in part because people try to work their way through the process of downloading books without proper instruction or use of an on-site Help section. It was suggested that we request to have an icon created for downloading that says "Start here" to which Ewa responded that we can make the request and see if it can be done.

Ewa is concerned that CEFLS does not have a lot of E-books because their prices are astronomically high. She is encouraging memorializing people with E-books, or donating money as gifts to purchase E-books, such as for birthdays, Christmas, Easter and other holidays. When cataloging E-books, a line can be inserted to denote "In memory of...", "Gift from..." or "In honor of ...".

Membership with OverDrive will have to be renewed annually. E-books that are purchased will belong to CEFLS for as long as we subscribe to the service.

### **Plattsburgh Public Library (PPL) Report – Stan Ransom**

Stan Ransom spoke for a moment about a program promoted by Senator Betty Little called "Women of Distinction" which was established in 1998 to recognize the historic contributions of New York women who exemplify exceptional quality. Stan provided a copy of the book to all who were present, pointing out Lucy Hobbs Taylor, Doctor of Dental surgery from Ellenburg and Kateri Takakwitha from Akwesasne.

On March 28<sup>th</sup>, about 30 students from Africa will be visiting PPL for a tour of the library to see the different departments and the services offered in an American public library. Then Stan will tell the African tale "The Colossal Pumpkin," accompanied by the Kora, an African musical instrument.

April 16 to 21 will be Amnesty week at PPL. The fine-free week is to encourage the return of overdue books of which there are thousands, with the dollar value being astronomical.

April 23<sup>rd</sup> is World Book Night. Publishers are giving public libraries extra copies of the book "The Immortal Life of Henrietta Lacks". People will have had to sign up to help distribute this important book. At the end of March, those people come in to pick up the free books that they will then take away to the malls and various places to hand out. This is an experiment to see if people will participate in a program like this.

The Deputy Commissioner of Cultural Education, Jeff Cannell, who is also acting State Librarian, will be coming to PPL on May 31 to announce the kick-off for the Summer Reading Program, as he also did last year.

## **Committee Reports**

### Advocacy Committee:

Chris de Grandpré was expecting to learn more from Jim Britell about the evening gathering for trustees of CEFLS and the System's member library trustees that was being planned for the spring at Malone Country Club. With Jim's announcement of resignation from the CEFLS Board, it is possible that the gathering will not take place.

Chris read from Jim Britell's letter of resignation which states that he will also be resigning from the Wead Library Board in June. Jim had recently been named as chair of CEFLS' Advocacy Committee for 2012, so for our April Board of Trustees' meeting, we hope to have a new chairperson. In considering this chairmanship, Chris suggested that two trustees might want to share the responsibility.

### Bookmobile Committee:

At last month's Board of Trustees meeting, Eric Day and Kelly Donoghue of Clinton County Emergency Services expressed interest in purchasing the CEFLS bookmobile for the purpose of converting it into a mobile command center that would be shared among Clinton, Essex and Franklin Counties. Since last month, they have requested information on specific associated costs, including total amount that was spent to put the bookmobile in service, its special features and yearly maintenance costs. Mr. Day and Mr. Donoghue have to talk with their counterparts in the two other counties, so at this time they are not ready to submit a proposal to CEFLS.

At the time that CEFLS purchased the bookmobile, Clinton County contributed almost \$87,000, Essex County contributed \$51,500, and Franklin County contributed \$68,000, so if Emergency Services of the three counties could use the bookmobile, this might be the best way to dispose of it.

Chris de Grandpre stated that later in today's meeting the sale/disposition of the bookmobile will be discussed further.

## **Old Business**

Chris de Grandpré stated that at some point, CEFLS should adopt a resolution to either sell the bookmobile or dispose of it to the three counties. Lisa Minnich stated that getting it to Emergency Services of the three counties, if they can move on it in a timely fashion, should be the first priority, to which many trustees agreed. Discussion ensued about how long they should be given because the bookmobile is costing CEFLS money in the meantime. Also, space in the garage at CEFLS will be needed at the end of August when CEFLS takes over the BTOP van that has been in service in Essex County.

Nancy Cooper stated that if any of the three counties do not approve of this idea of a tri-county mobile command center, then we will need to talk about selling the bookmobile using the services of the company in Wisconsin. Ewa then stated that it will be a difficult vehicle to sell and suggested

that we donate it to the counties. Recently, Senator Betty Little advised Ewa that Emergency Services from all over the state are selling their vehicles, apparently due to the expense involved.

Ewa will go to the three counties to advise them of our plan for the bookmobile's sale/disposition, as advised by Assemblywoman Janet Duprey.

Nancy Cooper made a motion for CEFLS to donate the bookmobile to Clinton, Essex and Franklin Counties for the use of all three counties for Emergency Services provided they agree to accept it by June 1, 2012, and if they are not interested, they are to let us know by the same date. Gary Alexander seconded the motion. It was stated that the CEFLS wrap on the bookmobile makes it very recognizable in the three counties. Motion carried.

CEFLS Board of Trustees meetings are routinely on the fourth Monday of the month. In May of this year that would be Memorial Day. Fran Filshie motioned that the May meeting be changed to the third Monday, May 16. Lisa Minnich seconded. Motion carried. It was then agreed upon by general consensus that the May meeting will be the first of the "away" meetings for this year, and it will take place at the new Dannemora Free Library.

### **New Business**

The 2011 Annual Report was distributed in its entirety for review prior to this meeting. Chris de Grandpré extended appreciation to all the staff of CEFLS for working collaboratively to put the report together. Lisa Minnich made a resolution to approve the 2011 Annual Report as presented; Jennifer Henry seconded. Resolution carried.

Ewa Jankowska briefly spoke about the Summer Reading Program and Take a Bite Out of Books (TABOB), that takes place every year. Included in TABOB, which is a competition for children, is a training for those who facilitate the program, book purchases and promotional materials. Fran Filshie made a resolution to approve the Summer Reading Program for 2012; Jennifer Henry seconded. Resolution carried.

Ewa Jankowska explained that with the new lease of a copier that does color printing, CEFLS would like to offer color copying service to member libraries. A proposal of rates for 2012 based on cost and consideration of fees charged elsewhere, prepared by Michael Spofford, was distributed prior to this meeting. Lisa Minnich stated that if the proposed fees are lower than commercial prices, then this would be a good deal to member libraries and we need to do it. Fran Filshie feels the CEFLS yearly contract with member libraries should more clearly state the fees for copying.

Michael Spofford explained that recently Mooers Free Library had a color printing job that was emergent, so he had to quickly come up with a price for them. He explained to their director that the price he was offering was for the one job only and that fees would be set soon for future jobs. Approval was then obtained from the Board of the Mooers Free Library, and the copies were made.

Ewa pointed out the necessity of figuring labor into printing costs, as CEFLS has lost two positions over the last couple of years, plus Bob Welch, the bookmobile driver, would sometimes help with things like copying and now he is gone, so CEFLS staff is stretched thin.

Nancy Cooper made a resolution to approve printing and fees as presented, effective May 1, 2012. Member libraries will be notified of the service. Lisa Minnich seconded. Resolution carried.

### **Executive Session**

A motion was made by Nancy Cooper for the Board to enter into Executive Session to discuss the Director's annual evaluation. Barbara Stowe seconded. Executive Session was entered at 5:10

### **Return to regular Session**

A motion to return to Regular Session was made by Lisa Minnich at 5:29 p.m. and seconded by Barbara Stowe.

### **Adjournment**

Chris de Grandpré adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Jennifer Henry  
Secretary