

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Meeting
Held April 23, 2012

Call to Order

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, April 23, 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, Chris de Grandpré, Frances Filshie, Jennifer Henry, Richard “Dick” Kibben and Charles “Kip” Thompson

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

Absences: Nancy Cooper, Mary “Lisa” Minnich, Martha Spear and Dr. Barbara Stowe

Others Present: Stanley Ransom, Director of Plattsburgh Public Library, and Francie Fairchild, Clinton-Essex-Franklin Director’s Association (CEFDA) Liaison and Director of Chazy Public Library

Consent Agenda

Today’s Consent Agenda includes Approval of Excused Absences, Approval of April 23, 2012 Agenda, CEFDA for which there is no report, and the following committees for which there are no reports: Advocacy, Development, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, Property, and Strategic Planning.

Approval of the Minutes of the March 26, 2012 meeting was slated to be in Consent Agenda; however, an amendment is required. Under New Business, the year of the Annual Report that was approved is 2011, not 2012.

Fran Filshie motioned to approve Consent Agenda as outlined by Chris de Grandpré. Dick Kibben seconded. There were no further comments. Motion carried.

Financial Report

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

- Over and Under Report for period ending March 2012
- Budget-to-Date Report from 1/1/12 through 3/31/12
- Balance Sheet as of 3/31/12
- Statement of Revenues and Expenditures from 2/1/12 through 3/31/12
- Status of Grants/Aids as of 3/31/12

Kip Thompson motioned approval of the financial reports as presented. Gary Alexander seconded the motion.

Questions followed regarding unused sick and vacation time of a retired employee, the disbursement of health insurance buyout payments that were made in January, and the low amount that has been spent on telecommunications so far this year. Ewa Jankowska explained that a former employee requested to receive his payment for unused allowable time per Union Contract in installments rather than a lump sum. She then explained that until we know what aid we will receive from New York State, it will not be determined how health insurance buyouts that took place in January will be disbursed. Seventy percent of some portion of the aid can be used for the cost of staff; we just don't know how much that will be yet. Next, Ewa explained that our telecommunications expenses are affected in a positive way by E-rate. E-rate is a universal program that offers discounts on telephone bills and internet connections. CEFLS applies it to telephone expenses. The amount of discount is based on the number of participants in the free lunch program in regional schools. CEFLS encourages member libraries to apply for E-rate assistance. Ewa also stated that staff takes full advantage of the use of e-mail to communicate which greatly reduces telephone usage.

Motion to approve financial reports as presented carried.

Public Comment Period

Francie Fairchild, Director of Chazy Public Library, thanked CEFLS for the upcoming trustee training. Since this training will be on-line and trustees can do it at their own pace, it will be easy to participate. Ms. Fairchild expressed concern though that participants will miss the opportunity for exchange amongst trustees, to which Ewa responded that the training will offer the opportunity for exchange.

President's Remarks

Chris de Grandpré stated:

- There will be an executive session today during which the on-going negotiations with Civil Service Employees Association will be discussed.
- Next month the Board of Trustees meeting will be held at Dannemora Public Library.
- Chris met with Ewa Jankowska recently and they discussed New York State aid. Ewa then explained that what we have heard about five percent increase in aid is not so. Westchester Library System and two systems on Long Island were trying to be excluded from the Municipal Transportation Authority (MTA) tax, because it doesn't really affect them. The Legislators gave libraries a five percent increase, after cutting them previously by 23 percent. From the five percent increase, Legislators are going to reimburse these three library systems. It is not known at this time how the remaining portion of the five percent will be distributed.

Director's Report

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

- We are working on two grants, one of them being the Service Improvement Grant that Francie Fairchild mentioned during the Public Comment period for trustee and library director training. Julie Wever and Ewa went to a meeting in Saratoga Springs with Southern Adirondack Library System and other participating systems. A consulting firm has been

hired to work on the website. Right now they are focusing on writing policies. There will be different training modules and website discussion groups so that trustees can talk with other trustees, directors can talk with other directors, and then another grouping will allow trustees and directors to converse together. There will be a final meeting in Utica and the website should be ready by the end of September.

- The other grant is with Westchester and three New York library systems (NYPL, Brooklyn and Queens) and will bring art programs to the area libraries. Lifetime Arts, which is a not-for-profit organization, received ca. \$400,000 for a two year federal grant from Institute for Libraries and Museum Services. Each year five member libraries will be awarded a grant to launch art programs for seniors and which will be led by teaching artists. Maura O'Malley, the CEO of Lifetime Arts, will visit our area to conduct orientation/application seminars about her programs. She will arrive on May 22, will go to Westport library, then spend a whole day in Saranac Lake where she will have two presentations, one for librarians and one for artists. Then she plans to go to Akwesasne, followed by a presentation at CEFLS for member librarians. Julie Wever and Karen Batchelder are preparing brochures that will be sent out to encourage attendance at these presentations. This is an exciting opportunity to provide programming for adults.
- Stan Ransom, Director at Plattsburgh Public Library, will be retiring in May. Ewa is involved with the Search Committee to find a new director. The committee has met multiple times at CEFLS and interviews are taking place right now.
- There will be a retirement party for Stan Ransom at City Hall Rotunda on May 24 from 2:00 to 4:00. Everyone is invited.
- Michael Spofford has been working very hard on Annual Reports. The CEFLS Annual Report was submitted by the due date, March 1, and has been approved. Of the 30 CEFLS Member Libraries, 25 have submitted their Annual Reports to date. Michael has gone to two member libraries to assist with their reports. One is Saranac Lake Free Library where Peter Benson is a new director and the other is Ticonderoga Black Watch Memorial Library.
- We have 27 member libraries that are automated. Two libraries are in the process of automation, and at this time Crown Point is not interested in automation. This means that Crown Point can borrow from member libraries, but others cannot borrow from them. CEFLS will be working to create a better understanding of the benefits of automation.
- Consideration will be given to having an "away" CEFLS Board meeting at Crown Point this summer or fall.

Plattsburgh Public Library (PPL) Report – Stan Ransom

Stan Ransom reported:

- During Amnesty Week, PPL took in 18 overdue books with the oldest being from 2005, which means a large dollar amount of fines was waved but there are still thousands of unreturned books. This is a loss of many thousands of dollars.
- There will be a press conference in the Children's Room of PPL on May 16th to launch the Summer Reading Program. One of the things they will do is honor Stewart's Foundation for their generosity to libraries. Over the past four years, PPL has received \$3,250 from Stewarts. Kip Thompson interjected that Stewarts does so much for his hometown of Elizabethtown, followed by other trustees adding that all North Country communities benefit from the generosity of Stewart's and they deserve more recognition for their wonderful support.

- June 2nd and 3rd is Museum Weekend. Museums in the area are trying to attract tourists and provide them with some local history and information on local services.
- Tonight is World Book Night. This is a push by publishers to encourage people to read. Volunteers will be receiving cartons of specially published books to be given away. There are no royalties involved. Stan and his wife are participating and the book they will be giving away at Champlain Center is “The Immortal Life of Henrietta Lacks”. This is the first time this program is being done in the United States. Last year it was done successfully in Ireland and Britain.

Committee Reports

Advocacy Committee

Chris de Grandpré had a request as to what will happen with the spring training for trustees that Jim Britell was planning. Since Jim resigned as a trustee in March, that training is in limbo. Ewa Jankowska stated that she would like to go back to having an annual meeting and it would be a fundraising dinner. It would take some time to organize, so it could perhaps take place next spring. Ewa has already contacted a Polish woman who is a very interesting writer. She has a book on the Canadian best seller list and has done some readings in libraries that were very well received. Her fee for libraries is not a lot and CEFLS would have to pay for her transportation. It was suggested that perhaps Stewart’s Foundation would contribute funds for such an event.

Nominating Committee

We have four open seats on the Board of Trustees, two each for Clinton and Franklin Counties. If anyone knows of any individuals they feel would make good trustees, please give their names to Martha Spear, the chair of the Nominating Committee. The committee will contact those individuals, and then the names of those who are approved will be sent to their respective legislators for county approval. Kip Thompson suggested that periodically trustees could provide lists of names of possible candidates to build up an ongoing list. Individuals from Plattsburgh State, the area’s community colleges and trustees from member libraries could be suggested as it is possible to serve simultaneous terms on the CEFLS Board and on a member library board.

Old Business

We are awaiting something in writing from either Eric Day or Kelly Donoghue in regard to the sale/disposition of the bookmobile. At the March Board of Trustees meeting, it was unanimously agreed upon to give Clinton County Office of Emergency Services until June 1, 2012 to make their intentions known. Once we hear from them, Ewa Jankowska intends to contact the managers of Clinton, Essex and Franklin Counties to make the offer of CEFLS known. Ewa will also then contact the CEFLS attorney to have the necessary paperwork drawn up. If the response from the counties is negative, the CEFLS Board will check further into the consignment services of Specialty Vehicles Services of Wisconsin.

Discussion ensued about Mr. Day and Mr. Donoghue contacting the three counties, and in light of the June 1 deadline that the Board of Trustees voted on in February, Ewa was then asked to contact the three counties directly to let them know what is being offered.

New Business

Fran Filshie thanked Ewa Jankowska, Dawn Recore, and Chad Chase for attending Schroon Lake Public Library's Open House during Library Week. Chad did training on E-books from 2:00 to 6:00 p.m. and that went very well. Fran also extended appreciation for Betsy Brooks for doing training on E-books for Schroon Lake's trustees.

Executive Session

A motion was made by Dick Kibben for the Board to enter into Executive Session to discuss the status of ongoing negotiations with Civil Service Employees Association. Fran Filshie seconded the motion. Motion carried. Executive Session was entered at 4:47.

Return to Regular Session

The Board returned to Regular Session at 5:35 p.m.

Adjournment

Chris de Grandpré adjourned the meeting at 5:36 p.m.

Respectfully submitted,

Jennifer Henry
Secretary