

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Meeting
Held May 21, 2012

Call to Order

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, May 21, 2012 at the Dannemora Free Library, 40 Emmons Street, Village Community Building, Dannemora, New York, by Christopher de Grandpré, President.

Roll Call

Present: Gary Alexander, Nancy Cooper, Chris de Grandpré, Frances Filshie, Richard “Dick” Kibben, Mary “Lisa” Minnich, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Absences: Maiko Barcomb, Jennifer Henry and Martha Spear

Others Present: Laura Pritchard, Director of Dannemora Free Library, and Kelly Donoghue, Assistant Director of Clinton County Office of Emergency Services

Consent Agenda

Today’s Consent Agenda includes Approval of Excused Absences, Approval of May 21, 2012 Agenda, Approval of the Minutes of the April 23, 2012 meeting, CEFDA for which there is no report, the following committees for which there are no reports: Advocacy, Development, Executive, Health Plan, Negotiating, Personnel, Property, and Strategic Planning, and Communications for which there is no report at this time.

Finance Committee and Nominating Committee were on today’s agenda as Consent Agenda items, but have been removed to be discussion items.

Nancy Cooper motioned to approve Consent Agenda as outlined by Chris de Grandpré. Dr. Stowe 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 April 2012
- Budget-to-Date Report from 1/1/12 through 4/30/12
- Balance Sheet as of 4/30/12
- Statement of Revenues and Expenditures from 4/1/12 through 4/30/12
- Status of Grants/Aids as of 4/30/12

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

Ewa Jankowska stated that she recently sat in on a telephone conference with New York State Library, and they still do not know when New York State Aid will be distributed. Due to the Municipal Transportation Authority (MTA) reimbursement that will be going to Westchester Library System and two systems on Long Island, it is not known at this time how much CEFLS will receive of the remaining portion of the five percent increase in State Aid. Ewa stated that it could potentially be delayed in any one of the many offices through which it must pass. Nancy Cooper stated that the Finance Committee will meet once the amount CEFLS is to receive is known.

Motion to approve financial reports as presented carried.

Public Comment Period

Kelly Donoghue, Assistant Director of the Clinton County Office of Emergency Services, representing managers of the Emergency Services Offices of Clinton, Essex and Franklin Counties, addressed the Board about the disposition of the bookmobile. More information will follow as it develops.

President's Remarks

On behalf of the Board and administration, Chris de Grandpré thanked Laura Pritchard for hosting this meeting at Dannemora Free Library.

Committees are asked whenever possible to have their meetings one half hour to an hour prior to Board meetings.

Nomination of a potential trustee to represent Clinton County will be discussed today and there will be a brief Executive Session.

Chris asked Ewa Jankowska about upcoming small construction projects at CEFLS. Ewa stated that if Construction Grant funds are available, she would like to repair of the concrete steps to the side door and do something with the steep stairs in the garage plus add a railing to the platform. Matching a Construction Grant at 50 percent would be difficult, but if a 25 percent match is possible, it might be doable.

Chris asked at which other member libraries Ewa Jankowska would like the Board to meet this year. A meeting at Goff-Nelson Memorial Library in Tupper would allow Ewa to arrange a little tour of The Wild Center on the same day. She and Julie Wever are currently collaborating on a project whereby CEFLS, through the member libraries and United Way, will promote The Wild Center and in turn, "Discovery Passes" will be available for check out at member libraries with a library card. More information on The Wild Center will follow in the Director's Report later in this meeting. A meeting in Tupper Lake should take place before Goff-Nelson's director retires in August.

Hammond Library in Crown Point, the only library that has not expressed interest in automation, is under consideration as a Board meeting location. Kip Thompson and Ewa Jankowska would like to use the opportunity to personally thank Wendy Terbeek, the director of Hammond Library, for the tremendous presentation she did in support of CEFLS at a Board of Supervisors meeting in Essex County at budget time last December.

Wells Memorial Library in Upper Jay, which was flooded last year, is also under consideration as a Board meeting location. It will be the alternate choice if it is not possible to schedule with either Goff-Nelson or Crown Point.

Chris complimented the CEFLS consultants for the fine job they do in providing their monthly reports for the Board packet. They are responsible for a tremendous amount of work which in turn makes a lot of things happen.

Future meeting agendas will have a new item entitled Other Reports which will follow Director's Report. This will be a time for questions pertaining to reports in the Board packet.

Director's Report

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

A successful seminar entitled It Takes a Town to Raise a Reader was organized by Julie Wever with a grant from the Lake Placid Education Foundation. It was held at Plattsburgh Public Library and was the most recent installment in this series of workshops. Member libraries, correctional institution libraries and Literacy Volunteers were invited. A lot of on-line resources were discussed and two instructors talked about how to find good books for children.

Ewa participated in the PULISDO State Library telephone conference call on April 17.

- As stated earlier in this meeting, it is still unknown when New York State funds will be distributed.
- Ewa is considering attending a meeting of New York Alliance of Library Systems (NYALS) which is a relatively new organization of three types of library systems – school, public and 3-R's. The meeting will focus on getting consensus on a message about consolidation. Consolidation of library systems has not been very successful in other states where it has already been tried.
- PULISDO, the director's association, is trying to eliminate literacy as a grant and have those same funds added to library aid.

Ewa participated in the official start of the Summer Reading Program at Plattsburgh Public Library with Jeff Cannell, Assistant Commissioner of Education, on May 16.

Ewa and Julie Weaver met with John Bernardi and his coworkers at United Way to ask for assistance in locating under privileged and low income families to participate in a collaborative project with The Wild Center. Each member library will get a "Discovery Pass" that families will be able to check out with a library card and it will entitle them to free entrance to The Wild Center. The Discovery Pass program will be a joint project of The Wild Center, United Way and Clinton-Essex-Franklin Library System all working together.

Ewa invited Mr. Bernardi of United Way to a meeting of member library directors in the fall to speak about "Dial 2-1-1" which is a little-known service that connects people with important community services and assistance.

A group of CEFLS staff members have volunteered to be part of an internal public relations (PR) group that has met three times already. They are developing a short message which will be used in a

brochure to help publicize what CEFLS does. When the PR group comes to agreement on the message, it will be shared with the Advocacy Committee for their opinion.

Ewa and Betsy Brooks went to Stan Ransom's retirement party at the City Hall Rotunda on May 20. Special resolutions were read by Assemblywoman Janet Duprey and Mayor Kasprzak from the City of Plattsburgh.

Ewa, Julie Wever and Betsy Brooks are planning to attend a Regional North Country Development Council workshop to learn if CEFLS might qualify for funds that will be distributed. Although the plan is for CEFLS have the BTOP van when ACAP's InternetXpress computer workshop program in Essex County is done in the fall, funds from the Regional North Country Development Council might allow ACAP to extend the program.

Dr. Stowe asked about publicity for The Wild Center Discovery Pass, to which Ewa explained that The Wild Center will do a lot of it themselves. Also, Julie Wever is developing literature that United Way will make available to the underprivileged population through use of their distribution lists, and member librarians have been invited to participate in V.I.P. tours on June 4th.

Kip Thompson inquired about a numerical statistic that appears in the Automation Report for the month of April under Bibliographic Catalog (Size of Collection). The report indicates a drop of 100,000 for the total number of items (books, videos, audios). Michael Spofford was able to confirm that this is a typographical error, with the actual April figure being 615,539, down from 616,564 in March.

Dr. Stowe suggested that when information for valuable conferences is received, more consideration should be given them. In the past, CEFLS has been very cautious about expenditures. This will be further discussed by the Finance Committee in the future, followed by information sharing at a subsequent Board meeting.

Plattsburgh Public Library (PPL) Report

Ewa Jankowska presented the PPL Report for Stan Ransom who could not be present today.

On May 16, PPL hosted Jeffrey Cannell, Deputy Commissioner of Cultural Education, for the launch of New York State's Summer Reading Program, "Think Big, Read." Senator Betty Little and Assemblywomen Janet Duprey and Teresa Sayward all sent messages of support since they were in Albany for Legislative Session and could not be present. Stewart's Shops Foundation, represented by Mrs. Angela Snook, was presented a plaque of appreciation and thanked for their support of children's reading and summer reading programs on behalf of all our public libraries.

There will be an open house at the Public Computer Center on May 2 from 4 to 5:30.

On June 2 and 3, Museum and Library Day, museums will not charge admission. PPL will have special displays of local history and passports will be available to encourage visits to libraries and museums. Filling out these passports can lead to the award of prizes.

Stan Ransom has recommended to the PPL Board that they enlist the assistance of Unique Management Services, Inc. to pursue overdue books which continues to be a serious problem. Reportedly, this company has a 60 to 70 percent success rate.

There was a retirement reception for Stan Ransom hosted by the PPL Board at City Hall Rotunda on May 20. Certificates of appreciation from Mayor Kasprzak and the New York State Legislature, conveyed in person by Assemblywoman Janet Duprey, were presented. Stan's last day is May 31.

Stan would like to thank the CEFLS Board for allowing him to present the news and messages from the Central Library, adding that it has been his privilege and an honor to represent PPL.

In light of the fact that PPL's Search Committee, of which Ewa Jankowska is a member, was close to hiring a new Library Director who then cited the need to relocate as his reason to decline the position, discussion ensued about an informal request made by PPL that Ewa serve as PPL's Interim Director until their Search Committee is successful in hiring someone. Chris de Grandpré recently informally requested input from CEFLS Trustees and received consensus from half of them with much concern expressed for the amount of work it would be for Ewa who already has a very full workload. It was asked what they do at PPL now when the director is not in. Ewa explained that they have an administrative assistant who takes care of many financial aspects, they are part of the city government structure so if they have a disaster they can turn there for direction, they have department heads and three certified librarians on staff. Since PPL is our Central Library, Ewa is available to them at all times as their consultant. Further concern was expressed that with 30 member libraries, this would set a precedence for when other libraries find themselves without a director, or what if a director is not found for an extended period of time, and what would be expected of Ewa regarding PPL's unfinished projects.

In the previous week before this meeting, Ewa conveyed to the chairperson of PPL's Search Committee the concerns of CEFLS' Board regarding serving as interim director. Since then, Ewa has learned that PPL may now have some other potential candidates for director. No formal action was required at this time by CEFLS's Board.

Committee Reports

Nominating Committee

Lisa Minnich received a list from Chris de Grandpré of possible candidates to fill one of the Clinton County trustee vacancies on the Board. Emily Castine, who has expressed interested, is a retired librarian and former trustee of both Chazy Public Library and CEFLS. Chris stated that Mrs. Castine is well known in Clinton County, has a fabulous background and he feels she would make a wonderful addition to the CEFLS Board of Trustees.

Kip Thompson motioned that Emily Castine's name be submitted to the Clinton County Legislature for consideration for appointment to the CEFLS Board. Nancy Cooper seconded. There was no further discussion. Motion carried.

This will leave one Clinton County vacancy on the Board and two Franklin County vacancies. Lisa Minnich has the name of a potential Franklin County candidate and she will be asking Martha Spear to call this person.

New Business

Approval of Institute of Museum and Library Services Grant (IMLS)

This adult arts program, "55 and Better", is being led by Lifetimearts.org and Westchester Library System, in conjunction with New York Public, Queens, Brooklyn and CEF Library Systems. It has

been discussed at meetings previously and now needs Board approval. There are two meetings coming up soon for library directors to learn more about how their libraries can participate and a third meeting for artists who are interested in applying to libraries as the participating teaching artists. Library directors will have to apply for funds to pay the artists who are selected for participation.

Fran Filshie resolved approval of the IMLS Grant. Lisa Minnich seconded. Ewa stated that CEFLS is required to do a variety of in-kind service to facilitate implementation of the Grant for member libraries and she and Julie have already spent quite a lot of time working on it. Participating member libraries will get between \$1,500 and \$2,500 to pay the artists. Motion carried.

Resolution to adopt the State Aid Budget Application for 2012-2013

Approval of the State Aid Budget Application is done yearly. Lisa Minnich resolved approval of adopting the State Aid Budget Application for 2012-2013 as presented. Nancy Cooper seconded. Resolution carried.

Resolution to adopt the Central Library Development Aid Budget Application for 2012-2013

Lisa Minnich resolved approval of adopting the Central Library Development Aid Budget Application for 2012-2013. Kip Thompson seconded. Resolution carried.

Resolution for approval of encumbrances for Central Book Aid received in NYS's previous funding year for adult non-fiction or foreign language materials in different formats, per 2012-2013 Annual State Aid Budget Application

Dr. Stowe resolved approval of encumbrances for Central Book Aid received in NYS's previous funding year for adult non-fiction or foreign language materials in different formats, per 2012-2013 Annual State Aid Budget Application. Fran Filshie seconded. Ewa stated that most of these funds are spent on databases, and the money is encumbered. Motion carried.

Executive Session

A motion was made by Dick Kibben for the Board to enter into Executive Session to discuss the status of negotiations with Civil Service Employees Association. Nancy Cooper seconded the motion. Motion carried. Executive Session was entered at 5:12.

Return to Regular Session

The Board returned to Regular Session at 5:31 p.m.

Adjournment

Chris de Grandpré adjourned the meeting at 5:32 p.m.

Respectfully submitted,

Jennifer Henry
Secretary