

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

**Call to Order**

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, July 23, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh by Christopher de Grandpré, President.

**Roll Call**

Present: Gary Alexander, Nancy Cooper, Chris de Grandpré, Frances Filshie, Jennifer Henry (entered at 4:04), Mary “Lisa” Minnich, Martha Spear, Dr. Barbara Stowe and Charles “Kip” Thompson

Staff Present: Ewa Jankowska, Executive Director; Michael Spofford, Principal Account Clerk; Dawn Recore, Administrative Assistant; Betsy Brooks, Automation Consultant; and Elizabeth Rogers, Technical Services Consultant

Absences: Maiko Barcomb and Richard “Dick” Kibben

Others Present: Eric Day, Director of Clinton County Office of Emergency Services; Kelly Donoghue, Assistant Director of Clinton County Office of Emergency Services; Russell Puschak, Interim Director of Plattsburgh Public Library (PPL); and David Minnich

**Swearing in of New Trustee**

Chris de Grandpré thanked Emily Castine for accepting appointment as a Trustee of the Clinton-Essex-Franklin Library System. He administered the Oath of Office and welcomed her. Emily served on this Board in the 1980s and 90s, serving two terms as president.

**Consent Agenda**

Approval of today’s Consent Agenda will include Approval of Excused Absences, Approval of Agenda for today’s meeting with the changes Chris de Grandpré noted, Approval of the Minutes of the May 21, 2012 Meeting, CEFDA for which there is no report, the following committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Nominating, Personnel, Property, and Strategic Planning, and Communications for which there is no report at this time.

Other agenda items which were slated for approval within Consent Agenda are Plattsburgh Public Library (PPL) Report and Finance Committee. These will now be discussion items.

Nancy Cooper motioned to approve Consent Agenda as presented by Chris de Grandpré. Fran Filshie 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 June 2012
- Budget-to-Date Report from 1/1/12 through 6/30/12
- Balance Sheet as of 6/30/12
- Statement of Revenues and Expenditures from 6/1/12 through 6/30/12
- Status of Grants/Aids as of 6/30/12

Lisa Minnich motioned approval of the financial reports as presented. Fran Filshie seconded the motion.

Michael Spofford reported that in the Balance Sheet on page 26 of the Board packet, the Grants Receivable, the Deferred Revenue, and the Grants Payable have been updated to 2011 numbers. This was done in preparation for the auditors coming in last week.

Ewa Jankowska stated that as was mentioned earlier at the Finance Committee meeting, the State retirement bill was much higher than anticipated. Although some money was saved during the past few years, it does not cover the full amount. This will be discussed further in the Finance Committee Report.

Motion to approve financial reports as presented carried.

## **Public Comment Period**

Eric Day, Director of Clinton County Office of Emergency Services, provided an update of where they are at with the acceptance of the bookmobile. Clinton County is fully behind the project as originally presented. Essex and Franklin Counties will be revisiting the matter in August and they are expected to vote at that time. Bob Butler who is chairman of Clinton County's Public Safety Committee has spoken to Essex and Franklin legislators about how he envisions this going forward with the three counties. Regardless of what the other two counties do, Mr. Butler has reported to Mr. Day that Clinton County would still like to use the vehicle as a command post vehicle. Mr. Day asked if CEFLS is willing to be patient to see what the other counties decide. He reports that the emergency services people of the three counties are 100 percent on board with the idea and have formulated a plan for converting the vehicle to a command post.

Ewa Jankowska stated that it is important for the legislators to realize that the concept of converting the bookmobile into a command post is not the idea of CEFLS, but of the emergency services people who approached her. Mr. Day feels that Essex County may have been confused about this in the beginning but he feels they are clear on it now. Discussion then ensued on a variety of information that is less than accurate that has appeared in local print media. Regarding funding going into the future, it is hoped that legislators understand that CEFLS is much more than a bookmobile. A lot of other services are provided to member libraries and the people of the three counties.

Mr. Day adamantly stated that he does not want to see the financing for CEFLS derailed in any way. Chris de Grandpré then stated that disposition of the bookmobile will be further discussed later in this meeting under Item 9.A.

## **Approval of BTOP videoconferencing equipment purchase**

Discussion of Item 10.A. on today's agenda was moved up due to a time constraint for Betsy Brooks, CEFLS Automation Consultant. Betsy explained that CEFLS and Adirondack Community Action Program had a grant in Essex County for federal stimulus money for training which was winding down with more money left over than anticipated and equipment is generally a good thing to buy with public grant money because it doesn't obligate you to a service. This videoconferencing equipment would provide a very high definition picture with an audio microphone system. It would be located at CEFLS and at 2 to 3 locations in the System, allowing communication between the locations. Member library directors would be able to go to designated libraries to participate in trainings and meetings without having to travel great distances. It would also allow a CEFLS Board member to travel a lesser distance to participate in meetings. The system from Lifesize is reportedly easy to use and features high definition. Lifesize is a subsidiary of Logitech with less of the market share than Cisco and Polycom, but it is an up-and-coming company, so that would allow the purchase of equipment for three remote locations instead of two. Lifesize is highly recommended by North Country Library System and they can assist us with its use if necessary.

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

Chris de Grandpré welcomed Russell Puschak, Interim Director of PPL. Russell was a public library director for eight years in the Southern Adirondack Library System where he worked at a start-up library after the services of a bookmobile ended. He then became chair of the Library Directors Council as a paraprofessional, got his Masters in Library Science, and began working in school libraries.

Russell noted that about 52 percent of PPL's library usage comes from within their taxing district and about 48 percent comes from outside. As a central library, that means PPL serves a lot of communities; however, this is challenging since they are serving many who are outside of their geographical funding area.

The Community Computer and Employment Resource Center is doing very, very well, offering computer classes in many areas that are helping people with employment skills, plus there are a lot of classes that can be taken on line. Unfortunately its funding source is coming to an end and the Center will close October 1 unless new funding sources can be found.

Russell has been working on his personal goals and ways to work with central book aid money when it arrives.

The Wild Center passes have been so popular that PPL is now limiting the number of check-out days from five to three. Other libraries are also reporting that the passes are very popular.

The tunnel that connects PPL with CEFLS has been painted and is in the process of being cleared out.

## **Finance Committee**

Nancy Cooper stated that in the Finance Committee meeting held earlier today, there was discussion on the videoconferencing equipment purchase that Betsy Brooks is proposing. Kip Thompson

motioned to approve the purchase of the CDW-G for three Lifesize Team 220 units with phones for the price of \$9,962 and the CDW-G Lifesize 13 Passport with Micpod for \$8,868.99. Martha Spear seconded the motion. Motion passed.

Nancy advised trustees that should CEFLS sign the bookmobile over to Clinton, Essex and Franklin Counties, they need to be aware that there will be a decrease in the assets of CEFLS. Michael Spofford stated that right now the bookmobile is on the books at about \$125,000.

With the bookmobile off the road and the driver retired and able to collect unemployment benefits, CEFLS has received a bill from the state. Nancy stated that the way CEFLS is set up, if there is an item over \$2,500, a motion is needed to cover it. Michael Spofford stated that if the retired person receives unemployment benefits for 26 weeks, it will be one amount, but if he receives 13 additional weeks of benefits, the amount will be \$11,583, minus the \$2,500 limit, leaving a total of \$9,083. Lisa Minnich motioned approval for an internal transfer of the full amount to make this payment on a timely basis and to alleviate the need to make the same request again next month. Fran Filshie seconded the motion. Motion carried.

### **President's Remarks**

Chris de Grandpré welcomed Emily Castine to the Board. In August Judy Cobb will be sworn in as a trustee, and then there will be a full contingent of trustees from Clinton County. There are two slots open for trustees from Franklin County, so recommendations for people who might be willing to serve are welcome. Emily and Judy will be asked to look at our list of committees to select a couple that are of interest to them.

Chris asked that the chairs of committees check with Ewa Jankowska periodically to see if there is a need for their committee to meet.

There will be discussion today about the locations for the upcoming away meetings of the Board.

The status of negotiations with CSEA will be discussed in Executive Session.

Chris complimented Julie Weaver for the fine article in the Press Republican in June.

A gift card will be given to a trustee who recently had a baby girl. The funds will come from the Trustees' Discretionary Fund which is comprised of personal donations from the trustees.

### **Director's Report**

In addition to her written report, Ewa Jankowska reported:

A \$10,000 grant was received from Lake Placid Education Foundation. It is a grant that Julie writes yearly for workshops for young adults services and they are very well attended by member library directors, correction services librarians and literacy volunteers.

Ewa has met with Assemblywoman Janet Duprey to ask about the delayed funding from the State for CEFLS. There are two notable reasons for the delay. First, the State has a new financial system that has crashed. Then, there is the issue with the Metropolitan Transportation Authority and the libraries

of Long Island and Westchester County. They will be reimbursed for their tax rather than abolishing the tax. Assemblywoman Duprey feels she can help to get the funding for CEFLS and all the systems. She inquired for specific information, so Ewa will call the State Library to request it.

The library director at Goff Nelson Memorial Library in Tupper Lake, Linda Auclair, will be retiring at the end of August so they will be looking for a new library director. This will mean the majority of libraries in Franklin County will have new directors. If during the negotiations with Franklin County a spokesperson on behalf of CEFLS is needed, Glory Cole, Director of Akwesasne Library, will speak about the budget and about what CEFLS actually does for member libraries.

Arrangements will be attempted for the August meeting of the Board of Trustees to be at Hammond Library in Crown Point. It is the only library in the system that is not automated or in the process of automation, and it appears that they have no plans to become automated. Arrangements will be attempted to reschedule for September a meeting at Goff Nelson Memorial Library in Tupper Lake with a tour of the Wild Center.

On Friday, July 13, Ewa delivered the CEFLS budget application to the Franklin County Manager. With aide from New York State not being distributed yet for 2012 and the amount for CEFLS to receive not known, the budget that Ewa delivered for 2013 was a tentative budget. She also delivered, to be shared with legislators, a list of the 23 databases to which CEFLS subscribes and color brochures with bulleted points to help them to be aware of the services provided by the System to member libraries. Also, using one of the databases available on CEFLS' website, Business Decisions, Ewa provided a total profile of Franklin County in full color.

All member libraries' annual reports have been approved, so as far as paperwork on the part of CEFLS, everything possible has been done to receive the State aid.

Ewa encouraged everyone to visit the CEFLS Facebook page often and *like* it. She and several staff members are posting pictures and interesting things about books and libraries. She also encouraged everyone to visit the CEFLS website. Betsy Brooks is always adding to it and making it better and Dawn Recore posts member library events on the event calendar.

We are going to meet with Kerry Haley, the Executive Director of the CVPH Foundation. Ewa would like to set up a joint grant for distributing health information. As with United Way, it is very good to join institutions with a much bigger presence in the community to be better known as well.

Ewa has been asked to serve on the Board of Rotary, which means she will have lunch every third Monday with Rotarians, apart from the Wednesday lunch she already has.

Ewa will be leaving for Poland to visit her mother the day after the September Board meeting, the 25<sup>th</sup>, and returning October 20<sup>th</sup>.

In regard to the CEFLS Board meeting at Crown Point previously mentioned, Fran Filshie questioned the fact that this library has not been automated. She would like to have their trustees be invited to the August meeting. Ewa stated that Wendy Terbeek, the director, did a fantastic job speaking about the services of CEFLS at last year's Essex County budget meeting and this would be an opportune time to publicly thank her.

## **Old Business**

As was mentioned earlier, regarding the discussion of disposition of the bookmobile, Clinton County has approved acceptance of the bookmobile for conversion as a mobile command center for Emergency Services. There was a very good editorial in the Press Republican recently, and there also have been several other media articles that have been disturbing and contained some misinformation. Ewa reminded those present that in Education Law, if local funding falls below five per cent, our state aid would get cut 25 percent which would be devastating.

Eric Day stated that retrofitting the bookmobile would be done with grant money, and as for maintenance and repair costs, the vehicle was driven far more as a bookmobile than it ever will be as a mobile command center, so those costs should be much less than it was for CEFLS. Franklin and Essex Counties have tabled their decisions until their August Board meetings. Fran Filshie motioned that further discussion on the disposition of the bookmobile be tabled until the August meeting. Nancy Cooper seconded the motion. Motion carried.

## **Executive Session**

A motion was made by Nancy Cooper for the Board to enter into Executive Session to discuss the status of negotiations with Civil Service Employees Association. Dr. Stowe seconded the motion. Motion carried. Executive Session was entered at 5:18.

## **Adjournment**

Chris de Grandpré adjourned the meeting at 5:51 p.m.

Respectfully submitted,

Jennifer Henry  
Secretary