

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

Call to Order

The Board of Trustees meeting was called to order at 4:02 p.m. on Monday, August 27, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh by Christopher de Grandpré, President.

Roll Call

Present: Gary Alexander, Maiko Barcomb, Chris de Grandpré, Richard “Dick” Kibben, Mary “Lisa” Minnich, Martha Spear, Dr. Barbara Stowe and Charles “Kip” Thompson

Staff Present: Ewa Jankowska, Executive Director; Michael Spofford, Principal Account Clerk; and Elizabeth Rogers, Technical Services Consultant

Absences: Nancy Cooper, Frances Filshie, and Jennifer Henry

Others Present: Eric Day, Director of Clinton County Office of Emergency Services (entered at 4:40); Robert Butler, Clinton County Councilman Area 6 (entered at 4:12); Harry McManus, Clinton County Councilman Area #1 (entered at 4:26); and David Minnich

Swearing in of New Trustee

Chris de Grandpré thanked Judy Cobb for accepting appointment as a Trustee of the Clinton-Essex-Franklin Library System. He administered the Oath of Office and welcomed her.

Consent Agenda

Approval of today’s Consent Agenda will include Approval of Excused Absences, Approval of the Minutes of the July 23, 2012 meeting, CEFDA, for which there is no report, and 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 also no report at this time.

Other agenda items which were slated for approval within the Consent Agenda are Plattsburgh Public Library (PPL) Report and Finance Committee. There are no reports for these agenda items.

Dick Kibben motioned to approve Consent Agenda as presented by Chris de Grandpré. Barbara Stowe seconded. There were no further comments. Motion carried.

Financial Report

The May 2012 reports that were not approved at the July 23, 2012 Trustees meeting are below:

- Over and Under Report for period ending May 2012
- Budget-to-Date Report from 1/1/12 through 5/31/12
- Balance Sheet as of 5/31/12

- Statement of Revenues and Expenditures from 5/1/12 through 5/31/12
- Status of Grants/Aids as of 5/31/12

Kip Thompson motioned approval of the May 2012 financial reports as presented. Martha Spear seconded the motion.

Ewa Jankowska stated that since we have several new trustees, she would like to offer a Power Point presentation about the CEF Library System and its services. The presentation can be offered either at the end of October or at the beginning of November. Michael will assist in this presentation by explaining the budget and by preparing a glossary of budget terms that would give a better understanding of the financial reports that are provided each month.

Motion to approve May 2012 financial reports as presented carried.

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

- Over and Under Report for period ending July 2012
- Budget-to-Date Report from 1/1/12 through 7/31/12
- Balance Sheet as of 7/31/12
- Statement of Revenues and Expenditures from 7/1/12 through 7/31/12
- Status of Grants/Aids as of 7/31/12

Kip Thompson motioned approval of the July 2012 financial reports as presented. Lisa Minnich seconded the motion.

Motion to approve July 2012 financial reports as presented carried.

Public Comment Period

Robert Butler, the Area 6 Clinton County Councilman, said that Harry McManus, Area 2 Clinton County Councilman, and Eric Day, Director of Clinton County Office of Emergency Services, are scheduled to attend this meeting. Since they were running a bit late, Mr. Butler asked if he could defer speaking until section 10 of the Agenda, which is Old Business, "Discussion of disposition of the bookmobile."

Finance Committee

No report since Finance Committee Chair Nancy Cooper was excused from attending the meeting.

President's Remarks

Chris de Grandpré stated that Dawn Recore has not been feeling well and was unable to attend this meeting and that he hopes that she makes a speedy recovery. Michael Spofford is taking the Board's meeting minutes this afternoon in her place

Chris reminded the trustees that they have a Trustee Handbook in a large three-ring binder that has valuable information. If they receive material with three holes in the paper that is a hint that it needs to be added to their binder. He also mentioned that there is a lot of valuable information on the CEFLS website for the trustees.

Chris welcomed Judy Cobb to the board and stated that all members of the Board are looking forward to working with her.

Chris stated that they are going to have a brief executive session for purpose of discussing the Library System's Director employment agreement at the conclusion of today's Board meeting.

Chris also reminded trustees who serve on the negotiations committee that there is a mediation session scheduled for September 24th at 1:00 p.m.

Director's Report

In addition to her written report, Ewa Jankowska reported:

We have received most of our State Aid but the amount is still \$259,000 short of the statutory Aid figures per the New York State Education Law. We are still awaiting the remaining 10% of two portions of the aid, which will be received after the Division of Library Development approves a variance for one of the member libraries. We have yet to receive the Supplemental Aid from New York State in the amount of \$96,000.

Ewa stated that later in the meeting there will be a few items to be considered for approval. One of them is the Construction Library Grant Guidelines for allowing libraries to contribute a 25% matching amount instead of the previously required 50%.

CEFLS and eight other library systems are collaborating on a LSTA funded grant called Library Trustees Online. CEFLS and member library trustees can participate in the training and access resources that are available to them online. The hired consultants will be working on five different policies that could be useful for all member libraries and the CEFLS. She asked if the trustees present would object if she signs all of them up for this resource.

Ewa stated that Keene Public Library is now online and is fully automated. At this point the only library that is not automated is Hammond Library in Crown Point. This makes 29 of 30 libraries automated.

Ewa reiterated that she would like to have some kind of training for new trustees at the end of October or in early November. She will be returning from Poland on the 20th of October so it would be scheduled some time after her return.

Ewa supplied the brochure that will be included in the 2013 budget request for Clinton County which is due September 7th. The Essex County Budget request is due on September 14th. We need help from trustees in attending meetings for Essex and Franklin Counties. Discussion ensued about the Maintenance of Effort clause in the Education Law which stipulates that if there is a cut of more than 5% from the two year average of the local public funding, the State will cut CEFLS funding by 25%.

Plattsburgh Public Library (PPL) Report

No report since Interim Director of Plattsburgh Public Library did not attend the meeting.

Old Business

Chris de Grandpré introduced two Clinton County Councilmen present at the meeting; Harry McManus, representing Area 1 and Robert Butler from Area 6, and Eric Day, the Director of Emergency Services. He thanked them for coming to the meeting. They affirmed that Clinton County continues to be very interested in acquiring the bookmobile for a Mobile Emergency Preparedness Center. There was a lot of media attention drawn to the reluctance of the other two counties in the project. Chris reviewed the timeline in regards to the disposition of the bookmobile which started in March and brought it forward to current date. The Board agreed to table the decision of the disposition of the bookmobile until further notice.

Richard “Dick” Kibben left at 5:30 pm

New Business

- A. Approval of Construction Grant – Charles “Kip” Thompson made the motion to accept the guidelines and Emily Castine seconded the motion. Some discussion ensued. Motion carried.
- B. Approval of NNYLN Grant 2012: Piloting The Shoals of Consumer Health Information – Martha Spear made the motion to accept the grant proposal and Mary “Lisa” Minnich seconded the motion. Motion carried.
- C. Approval of Director’s membership dues for Rotary – Mary “Lisa” Minnich made the motion to accept the expense to be reimbursed to the director and Gary Alexander seconded the motion. Motion carried.
- D. Approval of Director’s membership dues for NYLA – Emily Castine made the motion to accept the expense to be reimbursed to the director and Charles “Kip” Thompson seconded the motion. Motion carried.
- E. Approval of submission of 2011 IRS form 990 – Dr. Barbara Stowe made the motion to approve the submission of the IRS forms and Mary “Lisa” Minnich seconded the motion. Motion carried.
- F. Approval of Financial Statement per Independent Audit for 12/31/11 and 2010. Gary Alexander made the motion to accept the Financial Statements and Martha Spear seconded the motion. Kip stated that in past years the Finance Committee reviewed and approved the financial statements before submitting the documents for the full Board’s approval. Charles “Kip” Thompson made a motion to table the acceptance of the Audited Financials until the September meeting after the Finance Committee has reviewed them. Emily Castine seconded the motion and the motion carried.

Executive Session

A motion was made by Mary “Lisa” Minnich for the Board to enter into Executive Session to discuss the Director’s Employment Contract. Maiko Barcomb seconded the motion. Motion carried. Executive Session was entered at 5:44. Executive session was ended at 5:48 p.m.

Adjournment

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

Respectfully submitted,

Jennifer Henry
Secretary