

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Meeting
Held September 24, 2012

Call to Order

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, September 24, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh by Christopher de Grandpré, President.

Roll Call

Present: Gary Alexander, Maiko Barcomb, Emily Castine, Judy Cobb, Chris de Grandpré, Jennifer Henry, Richard “Dick” Kibben, Martha Spear, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Excused Absences: Nancy Cooper, Frances Filshie, and Mary “Lisa” Minnich

Others Present: Frances Fairchild, Director of Chazy Public Library and Russell Puschak, Interim Director of Plattsburgh Public Library (entered at 4:15 p.m.)

Consent Agenda

Approval of today’s Consent Agenda includes Approval of Excused Absences, Approval of Amended Agenda for today’s meeting with changes as mentioned by Chris de Grandpré, Approval of the Minutes of the August 24, 2012 Board of Trustees Meeting, and the following committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Personnel, Property, and Strategic Planning, and Communications for which there is no report at this time.

CEFDA Report has been removed from Consent Agenda and will be a discussion item.

Martha Spear motioned to approve Consent Agenda as presented 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 August 2012
- Budget-to-Date Report from 1/1/12 through 8/31/12
- Balance Sheet as of 8/31/12
- Statement of Revenues and Expenditures from 8/1/12 through 8/31/12
- Status of Grants/Aids as of 8/31/12

Gary Alexander resolved approval of the financial reports as presented. Dr. Stowe seconded the resolution. Resolution carried.

Clinton-Essex-Franklin Director's Association (CEFDA) Report

Francie Fairchild announced that after a lengthy hiatus, there will be a CEFDA meeting on October 19, 2012 at 10 a.m. She reported that earlier today she attended a wonderful workshop on Family Literacy in the Digital Age. It was presented by Anne Sayers and Karen Armstrong, arranged by Julie Wever of CEFLS and funded by Lake Placid Education Foundation. Francie gave these workshops high praise.

Public Comment Period

There were no comments from the public.

President's Remarks

Chris de Grandpré presented Maiko Barcomb with a small gift from the trustees in honor of the birth of her daughter, Emma. Ewa Jankowska was wished a safe journey for her upcoming trip to Poland. Dawn Recore was welcomed back after a lengthy absence, and Michael Spofford was thanked for all the additional work he did in Dawn's absence.

Martha Spear will report today on progress toward filling vacant trustee seats.

Judy Cobb and Emily Castine were thanked for selecting the committees on which they wish to serve.

There will be an Executive Session today for the purpose of discussing the status of CSEA negotiations.

Attempts are being made to arrange an Executive Committee meeting to be held prior to the October meeting of the Board of Trustees.

Chris has received telephone calls from a couple of Clinton County Legislators regarding the disposition of the bookmobile. More information will follow later in this meeting.

Congratulations to everyone who participated in obtaining a grant entitled "Piloting the Shoals of Consumer Health Care."

Director's Report

In addition to her written report, Ewa Jankowska reported:

PULISDO and NYS Library Monthly Telephone Conferences

PULISDO colleagues are very upset about the possible five percent cut in local funding which would cause New York State to cut their funding by 25 percent. They would like to see the law changed.

A PULISDO delegation spoke with the Attorney General's Anti-Trust Office in New York City in regard to the disparity of e-book prices between what you see on Amazon and what we pay through OverDrive. Based on the ideals of free trade, that did not go very far. One publisher has announced they are going to raise the price of e-books by 200 percent.

DLD is talking about the need to think more creatively when applying for grants due to decreased availability of funds. For example, the Family Literacy Grant will be merged with the Summer Reading Grant, and the Adult Literacy Grant may need to be combined with a literacy provider such as Literacy Volunteers, plus have a Workforce Development component. Combining their missions will be difficult. One is for people who don't speak English or cannot read as opposed to retraining for employment especially in the field of technology. Also, Service Improvement Grants for electronic resources or to conduct training will probably not be available.

The new list of Novel New York databases subscribed to by the State Library has been sent to trustees. These databases are free to every New Yorker with either a library card or a driver's license. Grolier Encyclopedia's database has some new additional components.

The Connect to Compete Grant targets low income areas but revolves around broadband adoption and sustainability, and it is really aimed more at internet providers than libraries. Another issue is that even though we could provide a grant to provide fiber optics or provide a better conduit for internet, most of our member libraries would not be able to sustain the fee for a higher broadband connection.

Reiterating from Ewa's written report, CEFLS is now basically working on three grants.

- New York Trustees Online Grant - A website for trustees training which will officially be available on October 2, 2012. All trustees are encouraged to allow Betsy Brooks to apply for access on their behalf, as the grant will be evaluated by the time spent on line. Two consultants were hired to prepare the website and to work on five well written library policies. Trustees can participate in discussion groups about our library or that of any of the other eight participating library systems, or they can just observe them. Library directors will have separate discussion groups. Additionally, there will be access to a lot of resources, such as Education Law. To understand what will be offered, you really need to log in to see what interests you.
- Creative Aging Grant - We currently have three member libraries who are participating in this along with three New York City Libraries and libraries of Westchester County. They are Rouses Point Dodge Memorial Library, Schroon Lake Public Library, and Wells Memorial Library in Upper Jay, and registration is full for each. Next year there will be another round of Creative Aging Grants and it is hoped that more libraries will apply.
- Piloting the Shoals of Consumer Health Information, a NNYLN grant - We are working on this with CVPH Foundation and Clinton County Health Department. We are applying for an additional \$2,500 to have a presenter for perhaps eight different health topics that we would like to record so they can be viewed at any time. A website, Lib Guides, would direct people to different resources, one of which is the Streaming Media Database to which CEFLS subscribes. It will provide information on different conditions, diseases, nutrition, etc. With the additional \$2,500, CEFLS would like to purchase both e-books and regular books on health related topics, and circulate them by van delivery to the 30 member libraries. CEFLS

already has a good relationship with United Way who is helping to disseminate information to the community. Later this Fall, Ewa will be speaking with Red Cross.

Plattsburgh Public Library (PPL) Report

Russell Puschak, Interim Director of PPL, thanked everyone for the encouragement in changing the funding for Construction Grants so that the matching funds are reduced from 50 percent to 25 percent. Unfortunately, time is running short for applying for Construction Grants for this year. The PPL Building and Grounds Committee has determined that their areas of greatest need are a leaking roof which may actually be the mortar needing repointing, ADA accessibility issues, holes in the main workroom floor that make wheeling carts difficult, and issues with the entrance stairway where the effectiveness of the concrete patch job has run its course. Also, to improve customer service, new shelving is needed and some areas of the library need to be redesigned.

Mr. Puschak expressed appreciation of the help provided by Julie Wever and Ewa Jankowska as he learns more about PPL and its operation.

The City of Plattsburgh notified PPL last week that they need to cut their budget by \$30,000 due to the increase in health care costs and the additional funds the comptroller is requiring for the New York State Retirement Fund. Cuts will be made from PPL's material budget. The Friends of PPL are helping out, and their book sale is coming up on October 18th through the 20th and it should be a big one.

"City Refuses to Fund Library Board Request" was a misleading recent newspaper headline. The BTOP Grant which funds the Computer Resource Center is coming to an end and a Board member informally asked if the City might be able to assist with funds to extend the services. The Computer Resource Center has been a very, very successful career and education program, and contrary to some people's belief, it does not duplicate the services of the Workforce Investment Board.

PPL is looking at e-readers to experiment with Kindles and Nooks that are already loaded with some titles that would be available for patrons to sign out. Kindles are available now for \$69 which is almost the cost of a hardcover book. Amazon is selling them at cost to dominate the market then sell more e-books.

As a Central Library, Mr. Puschak does not know of any other System that services 50 percent of their patrons for free. Patrons come from areas outside of the City of Plattsburgh that are not served by a library and are not economically contributing to PPL. Citizens in these unserved areas are more interested than ever in library services, and Mr. Puschak would like to see this addressed somehow for the future viability of the Central Library. He requested help from CEFLS trustees to somehow assist with getting some additional funding so patrons from areas such as the Towns of Plattsburgh, Saranac, Schuyler Falls and Altona can continue to use the Central Library. A last option that he would not want to see would be to charge minimal user fees for patrons from these areas.

Kip Thompson asked if PPL would try to take advantage of the 25 percent matching funds from the Construction Grant, to which Mr. Puschak responded that they will. Due to the short timeline and PPL's need to go through the City Chamberlain's office, they will be addressing their smaller needs of the physical plant at this time, rather than the leaky roof.

Mr. Puschak encouraged CEFLS trustees to take advantage of the New York Trustees Online Grant for trustee training that Ewa Jankowska spoke about in her Director's Report. It will be an excellent opportunity.

Finance Committee

Independent Audit for Fiscal Year Ending December 31, 2011 and 2010

Nancy Cooper, Chairperson for this committee, could not be present today. Some of the members of the Finance committee met last Friday. Kip Thompson reported that the letter from Martindale Keyser & Co., the independent auditor, did not find anything that concerned them and the Finance Committee is asking the Board's consideration in approving the fiscal audit.

Martha Spear resolved approval of the Independent Audit for Fiscal Year ending December 31, 2011 and 2010. Dick Kibben seconded. There was no further discussion. Resolution carried.

Proposed Amended Budget for 2012

The original proposed Budget for 2012 was in the amount of \$1,287,098.88. The Proposed Amended Budget for 2012- #01 in the amount of \$1,314,614.78 was prepared with actual figures whereas for the previous one, actual amounts of grants and aids were not known. Michael Spofford pointed out that CEFLS was billed for additional employees that New York State Retirement says CEFLS is going to have between now and March 31, 2013, totaling \$7,000 more than was estimated. The State says they will review the amount after it is paid and then provide a credit after the payment is due again in 2014. Then in 2014, a similar situation will occur, with the State charging \$10,000 more than CEFLS's preliminary estimate.

CEFLS has learned that the amount of New York State Unemployment Insurance to be paid will be \$6,300.

Medical insurance expenses are down 6.77 per cent on the Proposed 2012-#01 Budget due to a reserve that NYSHIP had. NYSHIP for 2012 only went up 3 percent; however, the reserve will be used up in 2012, so NYSHIP is expected to be up approximately 11 percent for 2013.

Under Capitol Expense-Computer/Servers, Basic Aid-Computers, the amount is up because it is felt that two computers will need to be purchased this year. The Board has previously agreed that one or two will be purchased each year so as to not have more than that be obsolete in one year.

Michael Spofford explained that the amounts of revenue that we don't have actual figures for yet are Interest Income, Gifts & Endowments, Funded Board Reserve-Retirees, Buy-a-Book Fund and Anticipated Workers' Comp. Almost all of the aid has been received, excepting Supplemental Aid, about \$95,000-96,000, which is being withheld by the State. Ninety percent of Local Library Services Aid and Local Services Support Aid have been received; we will have to do a variance for the standard number of hours that a library is open, and then the remaining 10 percent will be received. All the Clinton County funding has been received, and one more quarter each is to be received from Essex and Franklin Counties.

Kip Thompson resolved approval of the Proposed Amended Budget for 2012 in the amount of \$1,314,614.78 as presented. Dr. Stowe seconded. There was no further discussion. Resolution carried.

Proposed Preliminary Budget for 2013

Kip Thompson stated that the Finance Committee went through the Proposed Preliminary Budget for 2013 line by line, and the same base amount, \$1,314,614.78, that was just approved for the 2012 budget was used in the Proposed Preliminary Budget for 2013. Dick Kibben recapped that a year ago CEFLS was in the same position when preparing the budget proposal for 2012. Gary Alexander questioned the expense for the State Retirement System, to which Michael Spofford reiterated that they are billing for employees they say we might have and the figure is higher than it was for 2012.

Dick Kibben resolved to approve the Proposed Preliminary Budget for 2013 in the amount of \$1,314,614.78 as presented. Emily Castine seconded. There was no further discussion. Resolution passed.

Nominating Committee

Martha Spear has been working on finding two potential trustees to represent Franklin County. She has been networking within that county with Wead Library and North Country Community College. She found it interesting to learn that Franklin County has two populations, Northern and Southern. Martha would be appreciative of help with networking from the trustees, explaining that someone who is not interested in serving on the Board at this time might be interested next year or in the future. Developing a list will make a better pipeline for future use.

Old Business

Disposition of the Bookmobile

Bob Butler, Clinton County Legislator and Chairman of the Public Safety Committee, has conveyed to Chris de Grandpré that Clinton County would still like to acquire the bookmobile to be used as a mobile command center for Emergency Services. Mr. Butler expects that CEFLS will be hearing from Essex and Franklin Counties that they would have no objection with the bookmobile being transferred to Clinton County. Sometime later, Randy Douglas, Chair of the Essex County Board of Supervisors, contacted Chris to say there is no animosity in Essex County over this and though he cannot speak for individual Essex County supervisors, he does not think the bookmobile transfer to Clinton County will have any bearing on the outcome of the budget request of CEFLS. Mr. Douglas did report that Essex County is looking at cuts in funding to all agencies.

Tim Burpoe, Chair of the Franklin County Legislature, has not contacted CEFLS as of yet.

To recap from the August CEFLS Board meeting, it was decided to table any action on the bookmobile for a while. Since then, Clinton County passed a resolution authorizing “upon the recommendation of the Public Safety Committee, at its meeting of September 10, 2012, the Clinton County Legislature hereby authorizes the acceptance of the “Bookmobile” from the C-E-F Library and instructs the Director of Emergency Services to take the necessary steps to convert it to a Mobile Command Center.” Essex County has also passed a resolution, theirs relinquishing “any claim or

rights to the sale or surplus of the C-E-F Library Bookmobile, which was to be used as a shared communications van.”

Insurance was renewed on the bookmobile as of September 1st with collision being removed which decreased the premium by \$700. The vehicle inspection will be due in January.

New Business

Typically the Board does not meet in December, so Chris de Grandpré stated that the Nominating Committee has 60 days to work on a slate of officers for 2013. Martha Spear is working on it.

Executive Session

A motion was made by Kip Thompson for the Board to enter into Executive Session to provide the trustees with an update on the status of the Mediation Session that was held earlier today. Dr. Stowe seconded the motion. Motion carried. Executive Session was entered at 5:00 p.m.

Return to Regular Session and Adjournment

The Board returned to Regular Session at 5:23 p.m. A motion was made by Dr. Stowe to adjourn the meeting, seconded by Martha Spear. The meeting was adjourned by Chris de Grandpré at 5:24 p.m.

Respectfully submitted,

Jennifer Henry
Secretary