

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held October 22, 2012

Call to Order

The Board of Trustees meeting was called to order at 3:53 p.m. on Monday, October 22, 2012 at the Goff-Nelson Memorial Library in Tupper Lake by Christopher de Grandpré, President.

Roll Call

Present: Gary Alexander, Emily Castine, Chris de Grandpré, Jennifer Henry, Richard “Dick” Kibben, Mary “Lisa” Minnich, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Others Present: Peg Mauer, Librarian at Goff-Nelson Memorial Library, and Dave Minnich

Consent Agenda: Excused Absences: Maiko Barcomb, Judy Cobb, Nancy Cooper, Frances Filshie, and Martha Spear

Approval of Agenda

It was moved by Lisa Minnich, seconded by Dr. Stowe to approve the Consent Agenda and the Amended Agenda dated October 19, 2012 with the deletion of Item 13.B Discussion of Director’s Evaluation. Motion carried unanimously.

Approval of Minutes

It was moved by Lisa Minnich, seconded by Dr. Stowe to approve the minutes of the September 24, 2012 meeting with the following amendments:

1. **Proposed Amended Budget for 2012, first paragraph** - The amounts of the original proposed Budget for 2012 and the Proposed Amended Budget for 2012 - #01 are to be reversed.
2. **Proposed Amended Budget for 2012, last paragraph** – Kip Thompson’s resolution is to include the amount of the Proposed Amended Budget 2012 - #01 - \$1,314,614.78.
3. **Proposed Preliminary Budget for 2013, second paragraph** – Dick Kibben’s resolution is to include the amount of the Proposed Preliminary Budget for 2013 - \$1,314,614.78.

Motion carried unanimously.

Financial Report

Dr. Stowe moved that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk:

- Over and Under Report for period ending September 2012

- Accounts Payable and Receivable Third Quarter Report
- Budget-to-Date Report from 1/1/12 through 9/30/12
- Balance Sheet as of 9/30/12
- Statement of Revenues and Expenditures from 9/1/12 through 9/30/12
- Status of Grants/Aids as of 9/30/12

Michael Spofford called attention to the Accounts Payable and Receivable Third Quarter Report which recaps payables and receivables which are over 90 days past due. There is an amount of \$7,170 due to Southern Adirondack Library System. CEFLS has requested draw down funds from New York State to cover this invoice before the funds are paid to the Library System. There is a balance of \$1,134.12 due to CEFLS which will be addressed with member libraries and correctional facilities to clear these items.

Gary Alexander seconded the motion. Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Chris de Grandpré thanked Peg Mauer and the trustees of Goff-Nelson Memorial Library for hosting this meeting. He welcomed Ewa Jankowska back from Poland and thanked Michael Spofford and Dawn Recore for assisting during Ewa's absence.

The trustees will need to meet in Executive Session for the purpose of discussing a Mediation Session scheduled for October 23. Bill Lochner, representing Public Employee Relations Board, PERB, will be present during the Mediation Session to assist with CSEA negotiations.

The final 2012 meeting of the Board of Trustees will be in November. There is no meeting in December unless deemed necessary.

Director's Report

Ewa Jankowska has returned from Poland. Internet access while in Poland was not as reliable as anticipated so she was not able to communicate with CEFLS staff as often as planned.

The BTOP (Broadband Technology Opportunities Program) van, which was obtained through a grant and was used throughout Essex County for a computer technology training program at member libraries, is now being used by CEFLS for deliveries. Ewa will meet with the staff to discuss how to make the van identifiable and what will happen with the old van.

Ewa's November report will include the period between the September and October Board of Trustees meetings.

Plattsburgh Public Library (PPL) Report

There is no report from Plattsburgh Public Library. Ewa Jankowska stated that Interim Director of PPL, Russell Puschak, has decided not to take the position as director. It is unclear at this time whether he will stay on as interim director while the search for a director is opened again.

Communications

A letter from Jeanie Roberts, who retired in 2011 as Director of North Country Chapter of American Red Cross, was read. Ms. Roberts encourages the CEFLS Board to support working with Clinton County Emergency Services for the transition of the bookmobile. She feels it would enhance how well responders can do their jobs and be a positive move for the North Country.

Consent Agenda: Committee Reports

Advocacy, Bookmobile, Development, Executive, Finance, Health Plan, Negotiating, Personnel, Property, and Strategic Planning have no reports at this time.

Nominating Committee

Dick Kibben presented the Nominating Committee's 2013 potential slate of officers for the Board of Trustees:

Mary "Lisa" Minnich – President
Barbara Stowe – Vice President
Jennifer Henry – Secretary
Charles "Kip" Thompson – Treasurer

Dick Kibben moved to accept the slate of officers as presented for 2013, with an amendment to include Gary Alexander for Member-at-Large. Emily Castine seconded the motion. The amended motion carried unanimously.

The terms of four trustees will expire on December 31, 2012. Gary Alexander, Frances Filshie and Emily Castine have all agreed to accept nomination for another term. Richard "Dick" Kibben will not be seeking an additional term.

It was moved by Dick Kibben and seconded by Kip Thompson to accept these three candidates as Trustees of the Clinton-Essex-Franklin Library System beginning in 2013. Motion carried unanimously.

Letters will be sent to the respective counties of the trustees and officers who have accepted nomination so that official appointments can be made. The Oath of Office will be administered at the January 2013 meeting.

The Nominating Committee is continuing their search to fill the remaining vacancies on the CEFLS Board. Currently, there are two open Franklin County seats. As of January 1, 2013, there will be three.

Old Business

Disposition of the Bookmobile

Mr. Paul Burrow of Wallingford, Vermont has inquired by telephone message about the bookmobile. A return telephone message was left for him advising that its disposition is on hold at this time and that he can follow the minutes of the CEFLS Board of Trustee meetings on the website to see when the status changes.

New Business

Public Library Construction Grant

A request for approval of a grant, Public Library Construction FY 2013, was distributed prior to this meeting for review by the trustees. With matching help from this grant, CEFLS would like to undertake two minor projects that would yield big improvements in energy efficiency and safe ingress/egress to the rear delivery doorway of the building. Work would include replacing garage lighting with new high efficiency T-8 strip fixtures and removing and replacing existing stairs on the rear of the building. Respectively, the two proposed vendors are Harvey Electric of Chazy with a quoted cost of materials at \$1,349 and labor at \$1,965, and Corrado Concrete of Plattsburgh with a quoted cost of materials and labor at \$4,746. The total amount of construction funds requested is \$4,030, with CEFLS matching that amount, for a grand total for the two projects at \$8,060.

Emily Castine moved, seconded by Lisa Minnich to approve the grant application of Public Library Construction FY 2013 for use at Clinton-Essex-Franklin Library System, in the amount of \$4,030, with Clinton-Essex-Franklin Library System providing the matching amount. Motion carried unanimously.

Executive Session

Kip Thompson made a motion, seconded by Dick Kibben for the Board to enter into Executive Session to discuss the Mediation Session scheduled for October 23, 2012. Motion carried unanimously. Executive Session was entered at 4:26 p.m.

Return to Regular Session and Adjournment

The Board returned to Regular Session at 5:20 p.m. and was adjourned by Chris de Grandpré at 5:21 p.m.

Respectfully submitted,

Jennifer Henry
Secretary