

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held November 26, 2012

Call to Order

The Board of Trustees meeting was called to order at 3:12 p.m. on Monday, November 26, 2012 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York by Christopher de Grandpré, President.

Roll Call

Present: Gary Alexander, Maiko Barcomb, Emily Castine (entered 3:22 p.m.), Nancy Cooper, Chris de Grandpré, Jennifer Henry, Mary “Lisa” Minnich, Martha Spear, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Consent Agenda: Excused Absences: Judy Cobb, Fran Filshie and Richard “Dick” Kibben

Approval of Agenda

It was moved by Nancy Cooper, seconded by Dr. Stowe, to approve today’s Agenda as Amended on November 20, 2012. Motion carried unanimously.

Approval of Consent Agenda

It was moved by Nancy Cooper, seconded by Dr. Stowe, to approve the Consent Agenda as presented. Motion carried unanimously.

Approval of Minutes of October 22, 2012 Meeting

It was moved by Nancy Cooper, seconded by Dr. Stowe, to approve the Minutes of the October 22, 2012 Meeting. Motion carried unanimously.

Financial Report

Martha Spear moved that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk:

- Over and Under Report for period ending October 31, 2012
- Budget-to-Date Report from 1/1/12 through 10/31/12
- Balance Sheet as of 10/31/12
- Statement of Revenues and Expenditures from 10/1/12 through 10/31/12
- Status of Grants/Aids as of 10/31/12

Michael Spofford and Ewa Jankowska explained that accounts included in this month’s Over and Under Report are determined by the month’s proportion of the 12-month calendar year and they are

either one percent above 10/12's of their budget amount for the year or 10 percent below their budgeted amount for the year.

With the balance of State Aid money now received, the purchase of books, e-books, etc. that was budgeted for 2012 will either be purchased or the remaining money will be encumbered. With funding amounts for next year being uncertain, encumbering allows CEFLS to pace the purchase of new materials into 2013.

Gary Alexander seconded the motion. Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Chris de Grandpré commented:

A new date for the May 2013 Board meeting will be determined because the fourth Monday conflicts with the Memorial Day holiday.

There will be an Executive Session to discuss the Performance Evaluation of the Director, Employment Agreement between the Library System and the Director, salary and benefits of the Director and Confidential Staff, and ratification of the CSEA Agreement.

It is the time of the year to bring up the Leadership Campaign and the Trustees' Discretionary Fund. Lisa Minnich will talk about the Leadership Campaign later in the meeting. For the Discretionary Fund, last year \$10 was asked of each trustee for the purpose of buying cards and things of that nature as deemed appropriate.

Dick Kibben will be leaving the Board on December 31st after six years of service. It is hoped that he will attend the Holiday Get-Together with staff on December 13th.

Ewa Jankowska has been watching for the posting of Essex County's proposed 2013 Budget on-line. It is expected that funding will be level. CEFLS will have representation at Essex County's second and third budget hearing meetings which will take place when they are further into the process.

Director's Report

In addition to her written report, Ewa Jankowska reported:

Health insurance options for staff are limited.

- Joining the consortium at Champlain Valley Educational Services to provide a lower rate is not an option because of our small size.
- The Clinton County Government Center has a New York State Health Insurance Plan, as does CEFLS' CSEA staff. NYSHIP rates are set for the whole state so there would be nothing to gain if we were able to be included with the county.

- The county's non-union staff has Excellus, which the CEFLS non-union staff has, but only county employees can participate in the county's Excellus plan.
- Tish Biesmeyer of Burnham Financials will be meeting with non-union staff later this week to discuss their options.

Ewa, Julie Wever and Betsy Brooks went to a meeting in Mooers recently. There is disagreement between the Town of Mooers and the Mooers Fire Department as to the construction site of a new library. We have since been reassured that the new library will happen.

Ewa encouraged everyone to look at the CEFLS Facebook page for postings about our databases and events as well as interesting stories about libraries and topics outside of our System. The number of Facebook's "likes" is increasing all the time and when stories are shared onto other people's Facebook pages, they are then distributed over a much larger area.

A \$2500 CVPH Foundation grant has been awarded to CEFLS to purchase health related books. Ewa did a presentation to their Board and is looking forward to developing a continuous relationship with them.

Ewa had a telephone conference with Maura of Lifetime Arts, the art program for seniors "55 and better". It has been a very successful program with three of our member libraries participating, and 25 people on a waiting list for next year. These three libraries, plus four more so far, plan to apply for a grant next year. Grant money pays for the supplies and the participating artist instructors. At the end of the program, each participating library has a public reception for artists to show their work. Ewa attended the reception at the Rouses Point Dodge Memorial Library on October 27 and the final projects were very impressive.

CEFLS is going to participate in World Book Night on April 23, 2013 as a book distribution center. Everyone is encouraged to register to give away 20 books. Authors of the books have waived royalties in order to make it possible to print the free World Book Night editions. The purpose of World Book Night is to provide books to those who are not typically readers. Visit <http://www.us.worldbooknight.org/how-do-i-get-involved/apply-giver-us/application-guidelines>.

There is a group who would like to develop a library in Lewis. Elizabeth Rogers went to their first meeting to talk with them about the process. She encouraged them to find a location, and explained what a reading center is. With three existing libraries (Elizabethtown, Westport and Wadhams) already in their small geographic area, some are questioning whether there is need for another library.

Plattsburgh Public Library (PPL) Report

There is no report from Russell Puschak, Interim Director, of Plattsburgh Public Library at this time. Ewa Jankowska will be attending the PPL Board of Trustees meeting on November 27, 2012.

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

Francie Fairchild, Director of Chazy Public Library, reported that 14 library directors and Betsy Brooks and Elizabeth Rogers from CEFLS attended a CEFDA meeting on October 19, 2012. Kathy Linker, who hopes to open a library in Lewis, was a guest. Discussions included the layout of children's areas, programming, fundraisers, dealing with a Board, printing fees, attending NYLA

conferences and public computers. All library directors are urged to attend CEFDA meetings to share information, ideas and general fellowship.

Consent Agenda: Communications

There are no communications at this time.

Consent Agenda: Committee Reports

Advocacy, Bookmobile, Health Plan, Negotiating, Nominating, Personnel, Property, and Strategic Planning Committees have no reports at this time.

Executive Committee

This is the time of year to fund the Trustees' Discretionary Fund. Last year \$10 was requested of each trustee to buy cards and small gifts for occasions such as retirement or loss of a family member.

Lisa Minnich explained the Leadership Campaign as an opportunity for trustees to support the Library System by leading the way with a donation in whatever amount can be afforded. The important thing is that there is 100 percent trustee participation.

Finance Committee

The Finance Committee met earlier in preparation for today's Executive Session. Points of discussion will be ratification of CSEA Agreement, discussion of Director's Evaluation and renewal of Director's Employment Agreement, and salary and benefits of Director and Confidential Staff.

Old Business

Discussion of the Bookmobile

Two bookmobile issues were discussed. First, resolutions from all three counties have been received relinquishing rights to the bookmobile. This would enable CEFLS to sign the vehicle over to Clinton County Office of Emergency Services for use as a mobile command center. The second bookmobile issue is that Queens Library System has been speaking with Ewa Jankowska about possibly borrowing the bookmobile for use in Far Rockaway due to two of their libraries having been destroyed by Hurricane Sandy and three more libraries that do not have electricity. Discussion ensued regarding whether to loan the bookmobile for use by the Queens Library System or sign it over to Clinton County Emergency Services. If loaned, a proper legal agreement and insurance papers would be drawn up.

A motion was made by Gary Alexander to loan the bookmobile to Queens Library System, if they make a formal request, for a period of up to 60 days, subject to CEFLS Director being satisfied with conditions. If it is needed for an extended period of time, the CEFLS Board of Trustees will then revisit the matter. Nancy Cooper seconded the motion. Motion carried unanimously. If Queens Library System does make a formal request, the CEFLS attorney and insurance broker are ready to move on it.

Ewa Jankowska will speak with Eric Day of Clinton County Office of Emergency Services to explain the situation.

New Business

Under New Business, today's agenda has three documents for consideration. Copies of each were provided to trustees for review prior to this meeting.

Resolution for Variance Request for Dannemora Free Library

Based on circumstances, over which Dannemora Free Library has no control, that are barriers to compliance with their charter with Division of Library Development, Dannemora Free Library is requesting a variance to exclude Clinton Correctional Facility from its "Population Chartered to Serve." The actual population is less than half of the chartered population which says the library should be open 35 hours per week.

A motion to approve the Variance Request for Dannemora Free Library making 20 its minimum number of standard hours per week was made by Lisa Minnich, seconded by Kip Thompson. Motion carried unanimously.

Resolution for Check Signers for 2013

The Officers and Director of the CEFLS Board of Trustees are the signers of abstracts and checks. For the year 2013, the officers will be: Mary Minnich, Barbara Stowe, Charles Thompson, Jennifer Henry and Gary Alexander. These Trustees and the Director will sign the Corporate Authorization Resolution for Community Bank NA.

A motion to approve the Officers and Director as the check signers for 2013 was made by Nancy Cooper, seconded by Martha Spear. Motion carried unanimously.

Proposed Calendar for Board of Trustee Meetings in 2013

The proposed calendar for Board meetings for 2013 was distributed for prior review. The fourth Monday in May conflicts with the Memorial Day holiday. Therefore, May 20, 2013 and June 3, 2013 were considered as alternatives.

A motion was made by Kip Thompson and seconded by Emily Castine to move the May 2013 meeting of the CEFLS Board of Trustees to May 20, 2013. Motion carried unanimously.

Executive Session

Lisa Minnich made a motion, seconded by Nancy Cooper, to enter into Executive Session for the purpose of discussion related to the ratification of the CSEA agreement, discussion of the Director's Evaluation and discussion relating to the renewal of the Director's Employment Agreement, and discussion of salary and benefits of the Director and Confidential Staff. Motion carried unanimously. Executive Session was entered at 4:20 p.m.

Return to Regular Session

The Board returned to Regular Session at 5:22 p.m. with three action items.

Ratification of Memorandum of Agreement between CEFLS and CSEA

A motion was made by Nancy Cooper and seconded by Lisa Minnich to approve the ratification of Memorandum of Agreement between CEFLS and CSEA for a contract which will span from January 1, 2011 through December 31, 2014. Motion carried unanimously.

New Agreement for Director of the Library System

A motion to approve a new Three-Year Employment Agreement between the Director and the Clinton-Essex-Franklin Library System, effective January 1, 2013, was made by Kip Thompson and seconded by Gary Alexander. Motion carried unanimously.

Salary Adjustments for Director and Confidential Staff

A motion that the Director and Confidential Staff, who are exempt and salaried employees, receive a one percent retroactive salary increase for 2012 and a two percent increase effective January 1, 2013 was made by Nancy Cooper, seconded by Kip Thompson. Motion passed unanimously.

Michael Spofford inquired about a payout date for the retroactive pay for CSEA Staff, stating that they have asked if they could receive it before the end of the year and in a separate check. Michael could prepare the retroactive payment the week of December 10th, payable on December 14th. Tami Williams, who is finalizing the CSEA Agreement between the parties, will provide the complete Agreement to the Board, and once it has been reviewed by Jaci Kelleher, CEFLS Attorney, it can then be signed by the Board President. Chris de Grandpré stated that the process is expected to be complete by December 14th.

Adjournment

There being no further business to come before the Trustees. Kip Thompson motioned to adjourn the meeting, seconded by Nancy Cooper. The meeting was adjourned at by Chris de Grandpré at 5:28 p.m.

Respectfully submitted,

Jennifer Henry
Secretary