

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held February 4, 2013

Call to Order

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, February 4, 2013 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York by Christopher de Grandpré, President.

Chris de Grandpré welcomed Board Member Fran Filshie and Jane Bouchard, Director of Schroon Lake Public Library, who participated in this meeting via live video feed from Schroon Lake.

Oaths of Office for 2013 Officers and Reappointed Trustees

Christopher de Grandpré administered the Oath of Office to Mary Elise “Lisa” Minnich as the new President of the Board of Trustees for 2013. As the newly installed President, Lisa then presided over the remainder of the meeting by first administering the Oath of Office to:

Jennifer Henry, Secretary
Gary Alexander, Reappointed Trustee and Member-at-Large
Charles Thompson, Treasurer
Frances Filshie, Reappointed Trustee
Emily Castine, Reappointed Trustee

Dr. Barbara Stowe, who was not able to be present, will take her Oath of Office as Vice President at the next meeting.

Roll Call

Present: Gary Alexander, Maiko Barcomb, Emily Castine, Nancy Cooper, Chris de Grandpré, Fran Filshie, Jennifer Henry, Mary “Lisa” Minnich, Martha Spear, and Charles “Kip” Thompson

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

Consent Agenda:

Approval of Excused Absences: Judy Cobb and Dr. Barbara Stowe

Approval of Agenda

It was moved by Martha Spear, seconded by Nancy Cooper, to approve the January 2013 meeting agenda, as amended for the February 4, 2013 meeting. Motion carried unanimously.

Approval of Consent Agenda

It was moved by Martha Spear, seconded by Nancy Cooper, to approve Consent Agenda as presented. Motion carried unanimously.

Approval of Minutes of November 26, 2012 Meeting

It was moved by Martha Spear, seconded by Nancy Cooper, to approve the Minutes of the November 26, 2012 Meeting. Motion carried unanimously.

Financial Report

Chris de Grandpré moved that the following financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Martha Spear.

- Over and Under Report for period ending November 30, 2012
- Budget-to-Date Report from 1/1/12 through 11/30/12
- Balance Sheet as of 11/30/12
- Statement of Revenues and Expenditures from 11/1/12 through 11/30/12
- Status of Grants/Aids as of 11/30/12
- Preliminary Over and Under Report for period ending December 2012
- Accounts Payable and Receivable Quarterly Report
- Preliminary Budget to Date from 1/1/12 through 12/31/12
- Preliminary Balance Sheet as of 12/31/12
- Preliminary Revenues vs. Expenditures from 12/1/12 to 12/31/12
- Preliminary Grants/Non-Current Aid Status as of 12/31/12

Questions were raised on the following financial topics:

The increase in the number of e-books in the Automation Department Report does not correspond with Budget-to-Date figures for e-books. Ewa Jankowska explained that grant monies have to be spent by a certain date and budgeted funds can be carried over to a new year. In 2013, it is not expected to receive a grant such as Northern New York Library Network's, so NNYLYN's Grant was spent first, and some of the budgeted funds for 2012 were carried over into 2013. This allows the purchase of e-books to be more evenly dispersed over time, especially now that we are involved with the Health Information Grant and need to buy e-books on health information. The OverDrive subscription also provides for \$3,000 worth of e-book non-fiction purchases and that will be spent before budgeted funds.

In the Over and Under Reports, Contingency Fund for Integrated Library Software was questioned, to which Ewa Jankowska commented that funds are slowly building for a new system to replace the present Horizon Cataloging System.

In Preliminary Budget-to-Date from January 1, 2012 to December 31, 2012, under State Correctional Grant, travel appears to be overspent. Ewa Jankowska explained that several items are included in this category. Salaries, which comprise the largest portion, and benefits, plus some book purchases are also expensed in this grant. With other items under spent, the State Correctional Grant is balanced.

In Preliminary Budget-to-Date from January 1, 2012 to December 31, 2012, All Other Salaries, Basic Aid, appears to be overspent. Michael Spofford explained that included in that line item there are also adjusted State Corrections, adjusted Coordinated Outreach, and the raises that were not budgeted for in the original budget or Revision 01. Michael will prepare a Reconciliation that will reflect the various factors.

Motion to approve Financial Reports as presented carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Lisa Minnich thanked Chris de Grandpré for his service and dedication during his two years as Board President.

The Finance Committee is in need of a new member and a new chairperson. One person has volunteered, and anyone else who is interested should let Lisa Minnich know.

Board members were asked to look at the Committee List to see if there are any committees that appear to be understaffed or if their skills meet the need. Committee participation might be easier now with video conferencing capabilities. The Finance Committee works on the budget and is very important, requiring more frequent meetings. Their meetings are generally held just prior to full Board meetings, which makes travel less frequent.

A new date has been set for the May 2013 Board meeting because the fourth Monday of the month conflicts with Memorial Day. The meeting will be held on the third Monday, May 20th.

We have a continuous need for trustees, particularly in Franklin County, so if anyone knows of anyone who might be interested, please talk with them and ask if they might be willing to have their name put on a list so when openings occur in their county they can be contacted. With video conferencing capability in Schroon Lake, Saranac Lake, Malone and Akwesasne, a lot of travel can be eliminated, making meeting attendance more convenient.

At this time, 4 of 11 trustees have contributed \$550 to Leadership Campaign, for 36.4% participation. The campaign runs from October 1 to September 30. Support in any amount demonstrates the sincerity of trustees to help to support the Library System. Letters will be mailed to trustees explaining options for designating the use of their donations.

The Trustees Discretionary Fund is used to send cards and/or small gifts on occasions such as that of illness, to thank or congratulate, or to offer condolence. At this time, there is \$80.56 in the fund. Donations in any amount are appreciated.

A letter of resignation from the Board of Trustees from Nancy Cooper was read by Lisa Minnich. Nancy will be moving to the western part of New York State. She thanked everyone for the experience of working with this very talented group of dedicated individuals. Lisa expressed appreciation for Nancy's years of service.

Director's Report

In addition to her written report, Ewa Jankowska reported:

Lynn Dufort, who served for a number of years on the CEFLS Board of Trustees, recently passed away. Ewa attended the visitation at the Funeral Home in Malone which was very well attended.

Senator Betty Little participated in a meeting at CEFLS on January 25, organized and attended by John Hammond of Northern New York Library Network (NNYLN). Attending were Francie Fairchild and Liz Rapalee, the Directors from Chazy and Wadhams Libraries, Russell Puschak, Interim Director, and Ginny Brady, Trustee, from Plattsburgh Public Library, Chris de Grandpré, CEFLS Trustee, Jennifer Henry, School Library System Director and CEFLS Trustee, Ewa Jankowska and Dawn Recore from CEFLS, Jesse Feiler, author and library patron, and Glenda Smith Rowe, retired school librarian from Saranac Central School District. Mr. Hammond reiterated Betty Little's support for libraries. The primary focus of discussion was the request for reinstatement of library aid to what is due to libraries and library systems per education law.

Leg Day in Albany will take place on March 5. The System's Equinox will be used to transport people from the System's area. Fran Filshie is likely to attend with the Director of the Schroon Lake Public Library, and Ewa will be in Albany a day early for meetings so she will attend. John Hammond of NNYLN offered to pay half the cost of a bus, but perhaps due to our spread-out geographic area, there isn't enough interested to warrant the expense of a bus. It is more difficult to drive to designated pick-up points than to drive directly to Albany.

Ewa Jankowska is anxious to meet Dan Stec, the new Assemblyman from Essex County who replaced Theresa Sayward. He has an office in Elizabethtown, and is active on many committees including Tourism, Parks, Arts and Sports Development and Social Services. He is originally from Queensbury so she is hoping Southern Adirondack Library System has reached out to him and she will do so soon.

Bonnie Black of Employment Assistant Services (EAS) recently provided an interesting seminar for staff on the topic of communication. We pay for services from EAS and two free seminars per year on topics of our choosing are included.

A request from Professor Savard of Université in Montreal, was received. He wants to bring 80 students to Plattsburgh to visit the CEFLS facility and Plattsburgh Public Library. They will meet at the Presbyterian Church in Plattsburgh then will divide into smaller groups. Ewa would like to publicize this event.

Recently Ewa and the CEFLS consultants visited Atwater Library in Montreal. Atwater is a private, English-speaking library. Kip Thompson commented that he feels it is beneficial to meet people from different libraries and systems across the border to talk about their endeavors and issues. Emily Castine stated that it would be nice to form a relationship with the library in Hemmingford, Quebec. Ewa would like to have sister libraries for our member libraries.

There is more interest in the Creative Aging Grant for this year. Creative Aging is the arts program for seniors. More artists are expressing interest in becoming teachers for the program, and Ewa is hopeful that there will be more than seven libraries who want to participate.

Plattsburgh Public Library (PPL) Report

Russell Puschak, Interim Director, of Plattsburgh Public Library, was not present at this meeting. Ewa Jankowska commented that PPL's last Board meeting was very routine. She will be meeting with a PPL trustee soon to learn about their search for a new director using the services of ETS.

Consent Agenda: Communications

There are no communications at this time.

Consent Agenda: Committee Reports

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

Old Business

Disposition of the Bookmobile - It was moved by Emily Castine, seconded by Maiko Barcomb, to adopt the following resolution:

WHEREAS, the Library System has discontinued its bookmobile services, and the bookmobile is now surplus equipment; and

WHEREAS, the Board has determined that the bookmobile is of limited financial value for resale; and

WHEREAS, the Clinton County Legislature has authorized the Director of Emergency Services to accept ownership of the bookmobile from the Library System for use as a mobile command center; and

WHEREAS, Essex and Franklin Counties have indicated that they do not have interest in obtaining the bookmobile; now, therefore

BE IT RESOLVED, that the Director be authorized to be take all necessary steps to transfer the bookmobile from the CEF Library to the Clinton County Director of Emergency Services, in a “as is” condition, without warrantee, and without cost to the Library System.

Regarding the value and transfer of the bookmobile, it currently needs a battery, so the resolution is worded “as is” condition. Car dealers and M.A. Jerry, where the bookmobile was routinely serviced, do not know of anyone locally who is interested in purchasing it. A place in Wisconsin wanted \$2,500 to come here to evaluate it, then they wanted 10% of the final negotiated sales price. The biggest problem was that they already had 18 bookmobiles in stock. Ewa Jankowska stated that signing it over to Clinton County, who was a large contributor when it was originally obtained, makes the most sense. Further, resolutions were received from Essex and Franklin Counties relinquishing their claims to the bookmobile, though we are being assured that as a mobile command center, it will be available to Essex and Franklin Counties in times of emergency. Appreciation is extended to Bob Butler, Eric Day and Kelly Donoghue who helped people to understand the complexity of the situation.

Ewa Jankowska is hoping that in the future libraries can act as disaster information preparedness centers.

Motion carried unanimously.

Discussion of the GMC Van – The System’s older GMC van that has over 236,000 miles on it has a Kelly Blue Book value of about \$4,000. It has always been well maintained and is in very good condition. It was used for deliveries to member libraries and correctional facilities. When CEFLS obtained a newer van that had been used in Essex County for a digital literacy program and purchased with the BTOP Grant that CEFLS facilitated, the future of the older GMC van was uncertain. With bookmobile service having been discontinued in December 2011, there were unserved areas, such as seniors’ homes and communities like Newcomb, so additional deliveries with the System’s Equinox have been implemented. However, the Equinox does not really have the cargo space required and is often needed for other purposes. Ewa Jankowska proposed that CEFLS keep the older van for the additional deliveries and rescheduled deliveries that follow inclement weather. There are also times when multiple trainings, meetings, consultant visits, etc. are scheduled for the same day and an additional vehicle is beneficial. With the pending disposition of the bookmobile, the older van could be housed in the garage.

Chris de Grandpré motioned to continue to insure the older van, have it inspected, purchase new tires, and keep it for a period of one year, then revisit the viability of keeping it longer. Motion was seconded by Kip Thompson. Motion carried unanimously.

New Business

Service Priorities 2013 – Kip Thompson moved to approve a resolution to accept Service Priorities 2013, as distributed prior to the meeting for review, seconded by Martha Spear. Motion carried unanimously.

Member Library/Central Library/Reading Center Contracts for 2013 – Jennifer Henry motioned to approve a resolution to accept Member Library/Central Library/Reading Center Contracts for 2013, as distributed prior to the meeting for review, seconded by Nancy Cooper. Ewa Jankowska explained that the only change in the contracts from 2012 is that CEFLS is no longer able to offer free copying service. A rate schedule that was approved by the Board in 2012 will be mailed out with the contracts. Motion carried unanimously.

Individuals, Entities and Institutions with Whom to Conduct Business in 2013 – Martha Spear moved to approve a resolution to accept Individuals, Entities and Institutions with Whom to Conduct Business in 2013, seconded by Jennifer Henry. Motioned carried unanimously.

Individuals Permitted to Conduct Business in 2013 – Jennifer Henry moved to approve a resolution to accept CEFLS Individuals Permitted to Conduct Business in 2013, as amended to include the names of those currently on the Board, seconded by Fran Filshie. Trustees must be on the Board for one year before they are permitted to conduct business as outlined in this document. Motion carried unanimously.

2013 LSTA Summer Reading Mini-Grant Program - Nancy Cooper moved to approve 2013 LSTA Summer Reading Mini-Grant Program, seconded by Gary Alexander. Approval of this grant for the yearly Summer Reading Program is being required earlier than in the past and the program will take place earlier this year. Motion carried unanimously.

Family Literacy Library Services Grant Program 2013-2016 – Emily Castine moved to approve Family Literacy Library Services Grant Program 2013-2016, seconded by Gary Alexander. Motion carried unanimously.

Adult Literacy Library Services Grant Program 2013-2016 – Kip Thompson moved to approve Adult Literacy Library Services Grant Program 2013-2016, seconded by Chris de Grandpré. Motion carried unanimously.

Conflict of Interest Statements – Trustees were asked to sign this yearly document and return it to Dawn Recore.

Possible Locations for 2013 Away Board Meetings – Each year three Board meetings are hosted at member libraries. Ewa Jankowska recommended Hammond Library in Crown Point; they are the only member library that is not automated, Chazy Public Library; they are settled into their new location, and Wells Memorial Library in Upper Jay; they have recovered from Hurricane Irene's devastating flood in 2011. Fran Filshie and Jane Bouchard volunteered to host a Board meeting at Schroon Lake Public Library. The Directors of the first three libraries will be contacted and if scheduling difficulties arise, Schroon Lake will be next on the list.

Adjournment

There being no further business to come before the Trustees, Emily Cooper motioned to adjourn the meeting, seconded by Nancy Cooper. The meeting was adjourned at by Lisa Minnich at 5:00 p.m.

Respectfully submitted,

Jennifer Henry
Secretary