

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held February 25, 2013

Call to Order

The Board of Trustees meeting was called to order at 4:03 p.m. on Monday, February 25, 2013 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York by Mary “Lisa” Minnich, President. This meeting was also available to the public via video conferencing from Schroon Lake Town Meeting Room.

Roll Call

Present: Gary Alexander, Maiko Barcomb, Judy Cobb, Chris de Grandpré, Jennifer Henry, Mary “Lisa” Minnich and Dr. Barbara Stowe

Present via Video Conferencing from Schroon Lake Town Meeting Room: Fran Filshie

Excused: Emily Castine, Martha Spear and Charles “Kip” Thompson

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

Others Present: Dave Minnich and Donna Fulkerson

Others Present via Video Conferencing from Schroon Lake Town Meeting Room: Jane Bouchard, Director of Schroon Lake Public Library

Oaths of Office for 2013

Lisa Minnich administered the Oath of Office to Dr. Barbara Stowe as Vice President of the Board of Trustees for 2013.

Consent Agenda:

Approval of Excused Absences: Emily Castine, Martha Spear and Charles “Kip” Thompson

Approval of Agenda

It was moved by Fran Filshie, seconded by Judy Cobb, to approve the February 25, 2013 meeting agenda. Motion carried unanimously.

Approval of Consent Agenda

It was moved by Fran Filshie, seconded by Judy Cobb, to approve Consent Agenda as presented. Motion carried unanimously.

Approval of Minutes of February 4, 2013 Meeting

It was moved by Fran Filshie, seconded by Judy Cobb, to approve the Minutes of the February 4, 2013 Meeting. Motion carried unanimously.

Financial Report

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

- Over and Under Report for period ending January 31, 2013
- Budget-to-Date Report from 1/1/13 through 1/31/13
- Balance Sheet as of 1/31/13
- Statement of Revenues and Expenditures from 1/1/13 through 1/31/13
- Balance Sheet – Status of Grants and Aids as of 12/31/12

Michael Spofford stated that New York State Aid was not received in January. The last of the 2012-2013 State Aid, \$9,559, was just received about a week ago. Half of that amount is going to the member libraries for the Local Library Service Aid (LLSA) and the rest will be used by CEFLS.

Motion to approve Financial Reports as presented by Michael Spofford carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Lisa Minnich asked those present to speak slowly and clearly, and at a volume that can be heard by those attending the meeting via video conferencing. A short discussion ensued regarding protocol if the video conferencing link goes down. If a meeting has a minimal quorum, such as this meeting, and the link goes down and cannot be reestablished within a reasonable length of time, there would not be a quorum and business requiring a vote could not be conducted. It was agreed that ten minutes is a reasonable period for trying to reestablish the link, after which time the remote party/parties should then telephone the Board at the primary location to state that their effort to reconnect is futile. If there is still a quorum without the remote location, the meeting could then continue minus the Trustees at the remote location.

Gary Alexander asked what would happen if there is a minimal quorum and a Trustee becomes ill and has to leave to which Lisa responded that business could not be conducted. Consideration was then given to amending the Bylaws to include such instances. Ewa will check Open Meetings Law to see what constitutes a meeting and what would be appropriate wording for Bylaws.

Trustees are asked to let the System know as soon as possible when considering attending their first Board meeting at a remote location so that instruction on using the equipment can be arranged. Whether the libraries at the remote locations are open at the times of the meetings must be considered. If they are not, to comply with Open Meetings Law, arrangements must be made so that the public can attend at the remote location. Dawn Recore will check the hours of operation for Saranac Lake Free Library and Wead Library in Malone. Currently, there are no Trustees from the

northwest area of Franklin County, so the Akwesasne Library location is not of concern at this time. Once trained on the use of the video equipment, Trustees planning to attend at remote locations should let Dawn know by the Thursday prior to the meeting date so that documents that will be distributed at the meeting can be faxed to the Trustee for prior review.

Chris de Grandpré has accepted the position of chairman of the Finance Committee. Lisa Minnich will be addressing membership of some committees that are a little weak.

A letter regarding the Leadership Campaign has been sent out.

Trustees are asked to please let the System know as soon as possible whether or not they will be able to attend Board meetings. Determining a quorum is crucial so that if a meeting needs to be cancelled, Trustees can be notified in a timely manner. Several Trustees travel lengthy distances to attend meetings and leave their homes two or three hours early. Once they are on the road, there is sometimes no way to contact them.

Trustees are reminded that there is coffee available at Board meetings, purchased with Trustee Discretionary Funds, and a Keurig coffee maker is in the kitchen.

Director's Report

In addition to her written report, Ewa Jankowska reported:

Three people from CEFLS, in addition to Ewa, will be attending Library Legislative Day in Albany on March 5th. Jane Bouchard, Schroon Lake's Library Director, will call Ewa to discuss transportation for two people from that library. The group is scheduled to meet with Senator Betty Little, Assemblywoman Janet Duprey and Assemblyman Daniel Stec.

The Creative Aging Grant is a wonderful program that was offered last year. The three libraries who participated really liked it and are applying again this year. Seven libraries are needed for 2013.

Work on the Consumer Health Grant continues. It would be appreciated if Trustees would check out the link that they received and provide comments. Fran Filshie requested that the health information be broadened to include Essex and Franklin Counties. She offered to help with information for Essex County resources.

The number of Trustees accessing the NYLTO website for Trustees has been low. Ewa is encouraging Trustees to log in. No additional work is required, and there is much information to be gained for Trustees and Library Directors.

Promotion of public relations continues. Each month a different data base is featured on the CEFLS Facebook page. Interesting new library information is being added to the page continuously. Ewa encourages Trustees and Directors to "friend" CEFLS on Facebook.

Rotating collections are being delivered to three former bookmobile stops, Newcomb Town Hall where it is hoped that in the future there will be at least a reading center, Roderick Rock Apartments in Morrisonville and Lake Forest Senior Living in Plattsburgh.

Jaci Kelleher, CEFLS Attorney, has approved the written part of the CSEA Contract. There is some question about how the salaries are presented in the Contract because what was received from the Union did not include updated salaries.

This month two people from the retiree list of CEFLS have passed away. Genevieve Blaise, age 90, worked at CEFLS for a very long time. The second person, Lawrence Liberty, was the spouse of retiree Lettie Liberty.

Plattsburgh Public Library (PPL) Report

Russell Puschak, Interim Director of Plattsburgh Public Library, was not in attendance. Ewa Jankowska attended PPL's last Board meeting which was reportedly routine. PPL's search for a Director continues.

Clinton-Essex-Franklin Director's Association – CEFDA

There is no report at this time.

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

There was no old business for discussion.

New Business

A brief bio and a resumé for Donna Fulkerson were distributed prior to this meeting. She is a retired English professor and among other things a member of the Saranac Lake Free Library Board of Trustees. She is interested in becoming a CEFLS Trustee. Gary Alexander motioned, seconded by Dr. Stowe, to submit Ms. Fulkerson's name to the Franklin County Legislature to request that she be considered for appointment as a Trustee of the Board of CEFLS. Motion passed unanimously. She will receive a letter regarding her appointment once Franklin County has acted on our request.

A yearly survey of member library Directors has been completed and summarized by Julie Weaver. It will be provided to Trustees via e-mail very soon. The survey was completed by library directors because CEFLS does not have the capability to survey patrons directly. A large part of the CEFLS Annual Report is based on this survey, plus there are additional questions included that are not required on the New York State Annual Report.

Lisa Minnich reported on a suggestion made by Dave Minnich that a small, eye-catching poster on how to become a Trustee of the Clinton-Essex-Franklin Library System could be posted in the 30 libraries of the System. This might catch the interest of someone who might otherwise never be

asked to consider serving as a Trustee. Any creative member of the Board who is interested in volunteering to make such a poster should contact Lisa. Once it is created, it can also be used on the CEFLS website and on Facebook. At the present time, there are Trustee vacancies for both Franklin and Essex Counties.

Adjournment

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 4:34 p.m.

Respectfully submitted,

Jennifer Henry
Secretary