

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

Call to Order

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, March 25, 2013 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York by Mary “Lisa” Minnich, President.

Oaths of Office

Donna Fulkerson took the Oath of Office as a new Trustee, as administered by President Mary “Lisa” Minnich.

Roll Call

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

Excused: Frances Filshie, Martha Spear and Charles “Kip” Thompson

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

Consent Agenda:

Approval of Excused Absences: Frances Filshie, Martha Spear and Charles “Kip” Thompson

Approval of Agenda

It was moved by Dr. Stowe, seconded by Emily Castine, to approve the March 25, 2013 meeting agenda. Motion carried unanimously.

Approval of Consent Agenda

It was moved by Dr. Stowe, seconded by Emily Castine, to approve Consent Agenda as presented. Motion carried unanimously.

Approval of Minutes of February 25, 2013 Meeting

It was moved by Dr. Stowe, seconded by Emily Castine, to approve the Minutes of the February 25, 2013 Meeting. Motion carried unanimously.

Financial Report

Gary Alexander 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 February 28, 2013
- Budget-to-Date Report from 1/1/13 through 2/28/13
- Balance Sheet as of 2/28/13
- Statement of Revenues and Expenditures from 2/1/13 through 2/28/13
- Grant – Noncurrent Aid Status Report as of 2/28/12

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 welcomed Donna Fulkerson to the Board and thanked her for volunteering to serve.

Lisa thanked Martha Spear, who was not able to be present at this meeting, for creating a poster to be sent to the Library System's 30 member libraries and 3 reading centers. Its purpose is to attract people who might be interested in serving on the Board.

Lisa thanked the trustees who have contributed to the Trustee Discretionary Fund.

Director's Report

In addition to her written report, Ewa Jankowska reported:

Voting on the New York State Budget that was scheduled to take place last Sunday is now scheduled for this Thursday. It is hoped that there will be a four percent increase in library funding.

Work is progressing on the Annual Report. Michael Spofford is working with the member libraries. The CEFLS Annual Report is due April 22, 2013 which is much later than usual.

CEFLS had a very good meeting with the facility's Correctional Services libraries. Suzanne Orlando from Adirondack Correctional Facility applied for another part of a grant called Muslim Journeys which basically consists of a set of very nice books on various topics, including art, the Koran, and some written by Orham Pamuk. Also included is an Oxford Islamic Database, which the inmate population will not be able to access, but we will.

Suzanne Orlando also wants to apply for another grant which would require someone from the System go to Chicago on June 26 and 27 to be trained in cultural issues to in turn be able to propagate them. Ewa has volunteered, as she has coincidentally been invited to speak about the Arts for Seniors grant at the American Library Association Conference that is being held on June 28. However, nothing was offered in the way of covering involved expenses, so if linking the two functions works out, then she will attend. Lisa Minnich would like the Finance Committee to try to work something out.

Two candidates for directorship of Plattsburgh Public Library will be doing presentations at City Hall at 5:15 today. If the timing with this meeting works out, Ewa will attend their presentations.

Plattsburgh Public Library (PPL) Report

Ewa Jankowska attended PPL's last Board meeting which was reportedly routine. Their search for a Director continues. .

Ewa stated that there continue to be challenges while PPL searches for a Director. For instance, on April 1 CEFLS has 80 students from Montreal coming to tour our facility and they would also like to tour PPL. However, Ewa has not been able to get confirmation from PPL's Interim Director who works his regular job at a school during the day and arrives at PPL the later part of the afternoon.

The Montreal students will arrive in Plattsburgh by bus and congregate at the Plattsburgh Presbyterian Church meeting room at 10:00. Ewa will speak with them a bit about the CEF Library System, and if there is no representative from Plattsburgh Public Library she will also talk about PPL. The students will then divide up into smaller groups, probably 20, to come to CEFLS and then to PPL. Ewa invited Trustees to join in. The students will be going to lunch by foot on their own downtown. Ewa is hoping that CEFLS staff and Trustees will be able to join them. A list of local restaurants that are open on Mondays will be prepared to hand out.

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

Bookmobile: Eric Day and a mechanic from the Clinton County Highway Department came to check on the bookmobile. The mechanic will return when his schedule allows. When he is able to start it, it will be taken to their garage for some work, then they will return it to CEFLS at an agreed upon time for a photo opportunity with Board members.

Video conferencing: Due to Open Meetings Law, when doing video conferencing for Board meetings, the remote locations must be announced publicly in the newspapers. If Trustees plan to attend meetings at member libraries in Schroon Lake, Saranac Lake or Malone, more notice than previously thought is necessary. Newspapers request notice two to three weeks prior, so that much notice must be provided to Dawn Recore. Lisa Minnich suggested that if it is probable that Trustees will want to attend remotely, they should provide Dawn with notice. In good faith, CEFLS will notify the press. Then if it turns out that it is not possible or reasonable, the newspapers will be notified again to say that the remote location will not be available for video conferencing.

Saranac Lake's video conferencing equipment is located in their Community Room with a separate and independent door from the library. Gary Alexander, Donna Fulkerson and Dr. Stowe are willing

to learn to operate the equipment so that a library staff member would not have to be present at the time of CEFLS Board meetings. This would allow public access, per Open Meetings Law, even if the library is not open at that time.

Communication with the three library Directors with video conferencing equipment will take place to determine whether their staff could be available at the time of CEFLS Board meetings. The possibility of training Trustees to run the equipment will also be addressed.

Poster for Trustee search: It would be advantageous to have a list of people who have expressed interest in serving on the CEFLS Board of Trustees. Currently there are two open seats for Franklin County, and one for Essex County. Following discussion at the February Board meeting, Martha Spear created a flyer to be posted in the 30 libraries and 3 reading centers of the System. The poster's intention is to catch the interest of those who might otherwise never be personally asked to consider serving as a Trustee. Ewa Jankowska will address suggestions for amending the flyer and redistribute it for consensus of the Board.

There is a potential candidate for Trustee from Essex County who expressed interest quite some time ago. At that time there was no vacancy for Essex County. The person's name and information will be provided to Martha Spear and she can contact her to see if there is still interest.

The long distances that Trustees have had to travel to attend Board meetings in Plattsburgh, due to the large geographic area of the three counties, may have been the biggest barrier to finding people who are willing to serve on the Board. With the new convenience of video conferencing, it may now be easier to attract Trustees. Lisa Minnich feels that the equipment at Akwesasne Library in Hogsburg should be tested to see whether it is compatible with the System's new equipment, as that could be an asset for that far-reaching area of Franklin County.

Total users and active users/borrowers: Gary Alexander questioned the terminology *total users* and *active users/borrowers* that appears in the monthly Automation Report. Betsy Brooks, Automation Librarian, entered the meeting at this point to offer clarification. Total users are in the system as having used books or e-books or are preparing to use e-books. They may have downloaded a book a year ago and haven't downloaded one since, or maybe they have a library card but have moved out of town some time ago. The number of total borrowers gets inflated over time. Active users/borrowers are those who have used books or e-books during that period of time

World Book Night, April 23, 2013: Emily Castine signed up to participate and ordered the book that was designated to her so she could read it before she hands it out to others. She and those from the CEFLS staff who signed up to participate will be picking up their books at CEFLS at a date to be determined between April 15 and April 22.

New Business

There was no new business.

Adjournment

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 4:40 p.m.

Respectfully submitted,

Jennifer Henry
Secretary