

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held April 22, 2013**

**Call to Order**

The Board of Trustees meeting was called to order at 4:00 p.m. on Monday, April 22, 2013 at the Clinton-Essex-Franklin Library System (CEFLS), 33 Oak Street, Plattsburgh, New York by Mary “Lisa” Minnich, President.

**Roll Call**

Present at CEFLS: Maiko Barcomb, Emily Castine, Judy Cobb, Chris de Grandpré, Donna Fulkerson, Jennifer Henry and Mary “Lisa” Minnich

Present via video conferencing with Schroon Lake Town Meeting Room: Fran Filshie and Kip Thompson

Present via video conferencing with Saranac Lake Free Library: Gary Alexander, Martha Spear, and Dr. Barbara Stowe

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

**Amendment to Minutes of March 25, 2013 Meeting**

On page one, under **Approval of Agenda**, the name Emily *Cooper* was amended to Emily *Castine*.

**Consent Agenda:**

**Approval of Excused Absences**

There were none.

**Approval of Agenda**

It was moved by Gary Alexander, seconded by Martha Spear, to approve the April 22, 2013 meeting agenda. Motion carried unanimously.

**Approval of Consent Agenda**

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

**Approval of Minutes of March 25, 2013 Meeting**

It was motioned by Gary Alexander, seconded by Martha Spear, to approve the minutes of the March 25, 2013 meeting as amended. 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 Emily Castine.

- Over and Under Report for period ending March 31, 2013
- Accounts Payable and Receivable Quarterly Report
- Budget-to-Date Report from 1/1/13 through 3/31/13
- Balance Sheet as of 3/31/13
- Statement of Revenues and Expenditures from 3/1/13 through 3/31/13
- Grant – Noncurrent Aid Status Report as of 3/31/12

Kip inquired the status of the BTOP grant and the BTOP van, to which Ewa Jankowska replied that the grant has ended and CEFLS is using the van for deliveries. On days when there are multiple deliveries, the maroon van is also used. Clinton County now has the bookmobile which has freed up garage space, so both vans and the Equinox are now housed in the garage.

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 thanked the trustees for their work on the poster for the trustee search and the CEFLS staff for all the work they have done on the Annual Reports for the libraries and for the System. Lisa pointed out that there has been a nibble for a Clinton County trustee. However, at this time there are no open slots for that county, so the person's name will be kept on a list of potential trustees.

Lisa asked trustees to take a look at the Clinton-Essex-Franklin Library System Board of Trustee Information sheet that was distributed just prior to this meeting to make sure their entries are accurate and let Dawn Recore know of any corrections right away.

Trustees were asked to add Judy Cobb's name to the Finance Committee on the new Committee List.

Library System people who worked on the grants that have been approved and received recently are to be congratulated for their hard work.

Lisa thanked everyone who worked on the Creative Aging grants for libraries. There are a lot of very interesting projects.

## **Director's Report**

In addition to her written report, Ewa Jankowska reported:

Wead Library in Malone just had a very nice 80<sup>th</sup> Anniversary Celebration for being in its present building. Ewa attended and was grateful for the invitation.

Michael Spofford is working very, very hard with the remaining five libraries that have not completed their Annual Reports and will probably travel to some of them to help them finish.

The Creative Aging Arts program is beginning. One library is starting May 6<sup>th</sup>, others are starting later. They have until November to finish the programs.

World Book Night is tomorrow. Some staff will be at Champlain Centre to give away free books and bookmarks with information about World Book Night and the CEF Library System. A new table cover bearing the CEFLS logo and an attractive, informative display board prepared by the Outreach staff will be displayed at Champlain Centre. Other staff members will be giving away books and bookmarks at Sandy's Deli in Rouses Point. Trustee Emily Castine will be giving away books at a hair salon and at the Red Hat Jamboree in Altona. We would like to continue our participation in this event year after year and it is hoped that more libraries will get involved.

The librarian at Port Henry's Sherman Free Library, Jackie Viestenz, will be retiring at the end of May.

Lisa Minnich suggested that the appropriate place at Board meetings to address questions pertaining to department reports found in the Trustee's packet is following the Director's oral report.

Kip Thompson extended appreciation to Ewa her full schedule of meetings and activities during the past month, as listed in her Director's Report.

In response to Kip Thompson inquiring what a replacement technology inventory tool is, Betsy Brooks explained that CEFLS uses an inventory tool called Tech Abbott to inventory computers. It was free and worked nicely but has been discontinued. She has found a substitute inventory replacement tool that she wants to do some training on later in the year.

Kip Thompson then asked about the most popular websites listed in Betsy's report. Several have to do with computer training and seniors. He asked if there are additional grants available that can focus on computer training for trustees with senior status. Betsy responded that although we have done classes under grants, right now there is a state-wide initiative to train library directors on how to teach adults in general. Schroon Lake and Rouses Point are doing it now and many others are planning to do so that they can offer in-house adult computer classes. Ewa Jankowska stated that in June there will be a class on digital literacy given by a trainer from the State for library directors. CEFLS is looking for other grants, but they may be difficult to find. We did have an e-seniors federal grant for service improvement that was through the State Library. Due to the shortage of money on the federal level, we were told this grant would no longer be available. Focus is now on spending money on the NovelNY databases.

In response a question from Barbara Stowe about usage of databases, Betsy stated that usage fluctuates. A selection committee with NovelNY evaluates databases for effectiveness as they are up for renewal. CEFLS does not pay for some of the databases, such as Gale and NovelNY which is paid for by the State, and Plattsburgh Public Library pays for Value Line and Heritage. Betsy stated that the CEFLS budget does not allow for promotion to make these databases better known. Kip asked if posters might help to get the word out about them, to which Lisa suggested making conspicuous posters and sending them to schools.

Lisa Minnich asked how the visit from the 80 plus university students from Montreal went. Ewa provided a power point presentation assisted by Betsy Brooks, then the students broke into smaller groups and toured the Library System and Plattsburgh Public Library where respective staffs showed them around, showed them the CEFLS website, and talked about what we do.

Not long ago, Ewa Jankowska and our consultants visited Atwater Public Library in Canada. Ewa intends to plan more trips to public libraries outside of our own System in the future.

### **Plattsburgh Public Library (PPL) Report**

Michael Spofford attended the PPL Board meeting, which was right after the two candidates for Directorship did their presentations. He reported that there was discussion about how the PPL staff felt the talks went. Circulation was also discussed and PPL will be working on ways to increase it.

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

### **Old Business**

There is no old business at this time.

### **New Business**

A motion was made by Fran Filshie to approve the 2012 Annual Report, seconded by Kip Thompson.

It was explained that ratios of the new stats as compared to those of the previous year are reviewed at the State Library. Sometimes Michael Spofford receives questions from Albany involving disparities.

Motion to approve the 2012 Annual Report carried unanimously.

### **Adjournment**

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 4:28 p.m.

Respectfully submitted,

Mary "Lisa" Minnich  
President