

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held May 20, 2013**

**Call to Order**

The Board of Trustees meeting was called to order at 4:04 p.m. on Monday, May 20, 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, Mary “Lisa” Minnich and Kip Thompson

Present via video conferencing with Saranac Lake Free Library: Gary Alexander, Donna Fulkerson (entered at 4:12 p.m.), 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 (left at 4:32 p.m.)

Excused Absences: Fran Filshie and Jennifer Henry

Others Present: David Minnich

**Consent Agenda:**

**Approval of Excused Absences**

**Approval of Amended Agenda**

Nominating Committee and Communications were removed from Consent Agenda to be discussion items.

Approval of these amendments to the agenda as stated was moved by Maiko Barcomb, seconded by Martha Spear. Motion carried unanimously.

**Approval of Minutes of April 22, 2013 Meeting**

It was motioned by Maiko Barcomb, seconded by Martha Spear, to approve the minutes of the April 22, 2013 meeting. Motion carried unanimously.

**Clinton-Essex-Franklin Director’s Association – CEFDA**

There is no report at this time.

**Committee Reports**

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

## **Approval of Consent Agenda**

It was moved by Maiko Barcomb, seconded by Martha Spear, to approve Consent Agenda with the above mentioned changes. Motion carried unanimously.

## **Financial Report**

Charles “Kip” Thompson 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 April 30, 2013
- Budget-to-Date Report from 1/1/13 through 4/30/13
- Balance Sheet as of 4/30/13
- Revenues vs. Expenditures from 1/1/13 through 4/30/13
- Grant/Noncurrent Aids Status as of 4/30/13

Motion carried unanimously.

## **Public Comment Period**

There were no comments from the public.

## **President’s Remarks**

Lisa Minnich is looking forward to hearing more about World Book Night. From the Department Reports, it sounds like it was a big success.

Dawn Recore was thanked for compiling the list of library-related acronyms that was included in the Board packet.

Lisa is grateful to Karen Batchelder for expanding our mailing list for the Trailblazer to a few companies as a result of networking at the Seniorama.

It is good to see that the video conferencing equipment is being used by both staff and Board members. Its recent use saved staff members from making the long drive to Utica for a conference.

It is good to know that Horizon will continue to have technical support and development, though it is still important to continue looking at other options in case that status changes.

There will be discussion today about the purposes and use of the various Board committees.

Seven out of twelve trustees have contributed to the Trustee Discretionary Fund, with a total of \$117 in the fund presently. Participation in the Leadership Campaign, which runs October 1 to September 30, is at 8 out of 12 trustees, with a total of \$830 contributed so far. If anyone else would like to contribute, anytime is good.

## **Director’s Report**

Ewa Jankowska introduced Anne de la Chapelle, the new director at Plattsburgh Public Library, and she is looking forward to Anne’s reports at future meetings.

Dawn Recore was again thanked for the list of acronyms provided in the Board packet. A list will be included in future packets with additional acronyms added as they appear in Department Reports.

Julie Wever is to be praised for having written the Family Literacy Grant which has been approved by the State. Normally we would apply yearly for the Summer Reading Grant and the Family Literacy Grant, which were different projects. Now what was the Summer Reading Grant is being used to finance NOVEL NY which is the database financed by the State Library. Family Literacy is now the Summer Reading Program. The Family Literacy Grant application now covers a three-year period rather than one year, and every library will get \$200 instead of \$100 as they did for the Summer Reading Grant.

As members of the North Country Chamber of Commerce, last week our staff had a free training at CEFLS on back safety. We offered it also to member libraries and a few attended. We have already changed how our shelves are arranged for van deliveries to minimize the risk for back injury.

Our next training will be at Feinberg Library, SUNY Plattsburgh, with a two-hour tour and introduction to some databases. We are encouraging others to attend, especially member libraries. Feinberg Library offers a lot that is not available from any other library in the area, and under certain circumstances Feinberg Library is open to the public.

Ewa recently went to Keene Valley to talk about a special part of Education Law 259 that allows member libraries, even association libraries, to be on school district ballots without being part of the school district budget, allowing tax payers to tax themselves for the library. Usually it is very, very successful and other libraries need to know about this and take advantage of it. Three libraries in the northern part of Clinton County, Mooers, Rouses Point and Champlain, are on the ballot at Northeastern Clinton Central School District; however, the school district is requesting that the libraries sign a contract to provide certain services. This is not school district money. It is important to understand the tenet of the law. There could be a letter of understanding or a request for a service.

Ewa requested vacation to visit her mother in Poland after the Board meeting in September, returning in mid October.

Betsy Brooks was asked to talk about the recent conference in Utica with SirsiDynix that she and Elizabeth Rogers attended via video conferencing. A Product Roadmap of SirsiDynix was provided in Board packets to show trustees what is provided without charge, what services are for fee and how we may choose to proceed with the same database provider while continuing to investigate options.

Betsy and Elizabeth were pleased to learn that SirsiDynix is going to continue with support for Horizon, our ILS System. Most of the northern NY users of SirsiDynix who also attended are using a product called Symphony. At some point, we might want to join forces with North Country Library System to use Symphony and perhaps have North Country host our System, since they have a larger IT staff and we would not have to buy servers and other hardware. For now, due to the expense that would be involved with migration, it is really good news that we are continuing to receive support for Horizon. Products that appear above the line on the Roadmap are at no cost above the regular maintenance fee of \$20,000 that unfortunately increases yearly. One new feature, which falls below the line (for fee) on the Roadmap, is a new catalog called BLUEcloud PAC. It will have a "Did you mean?" function that will suggest something else if you input a misspelling of a word, which is a very desirable feature. Around the beginning of 2014, there will be some new products that will work on top of both systems.

Some of the shortcomings of the current Horizon system are:

- Reporting capabilities are very poor and difficult to use. An add-on to help that could be purchased, instead of a whole system.
- The OPAC, or the public access catalogue, has become dated but will be improved by BLUEcloud PAC.
- It is a slow system for some of our outer areas due to its structure. The new add-on will be like accessing a website. It will recover better from internet speed fluctuations.

The upcoming Trailblazer will feature an article on our future with Horizon. This will also be a topic of discussion at a CEFCAT meeting at the end of the month. One of Betsy's goals for this year is to make sure directors understand the finances and involved considerations of supporting this automated system. Ewa Jankowska stated that it will be important for directors to understand the increases with regard to our payment to SirsiDynix, so they will understand why CEFLS must also look at increasing fees.

Kip Thompson inquired about Wordpress-based websites. Betsy stated that our current website is a traditional HTML website. The program used to update it is fragile in the sense that if you make a mistake you can break the look of the layout. Compared to Wordpress, it doesn't have an easy ability to add functionality for things like an online calendar or a form for contacting us. Many Wordpress.org functions are simple to plug in. It is a robust platform for website development and is free to us because our web host is free to nonprofits. It is very slow though so we may have to look at using a paid host, which is not expensive.

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

Anne de la Chapelle is settling in as PPL's new director. She is familiar with CEFLS and how so much is done with so little. She will have a prepared report for the next CEFLS Board meeting.

### **Committee Reports**

Chris de Grandpré stated that 5 of the 6 members of the Finance Committee met this afternoon and would like to make recommendations for approval by the full Board on several items. Their recommendations are based on documents prepared by Michael Spofford that were distributed to the full Board prior to this meeting.

Ewa Jankowska would like to attend the annual convention of the American Library Association which is being held in Chicago beginning June 27 at which she has been asked to be a presenter. A resolution to approve Ewa's attendance at said convention was made by Chris de Grandpré, seconded by Emily Castine. Kip Thompson stated that the Director has not attended this convention in quite some time, and while it is not too costly, it is good training and networking. Motion carried.

Chris de Grandpré recommended on behalf of the Finance Committee the transfer of \$1000, the sum of \$750 from negotiations legal expense and \$250 from vehicle fuel expense, to facilitate the attendance of the Director at the ALA Convention. A motion for said transfer was made by Chris de Grandpré, seconded by Dr. Stowe. There being no further discussion, motion carried.

A number of transfers were recommended by the Finance Committee, amounting to \$11,447.99, to balance the 2012 Budget. Chris de Grandpré motioned approval of said recommendation, seconded by Kip Thompson. Motion carried.

The next item, not an action item, is the Finance Committee's review of the 2013 Budget. When the exact amount of State Aid for the Library System is known, an amendment to the budget will be needed. A four percent increase in aide is estimated but until we actually see the tables, the amount is unclear.

Another topic of the Finance Committee was the need for, at some time in the future, a new telephone system. It is their recommendation that the Director and Principal Account Clerk be authorized to look into the cost of a new system. Additionally, the Property Committee is asked to take a look at the cost of repairing or filling in the tunnel and also to look into how much it might cost to repair the roof when it is time to do so, so that the Finance Committee can begin looking at where they will get the funds to pay for these expensive items.

### **Nominating Committee**

Martha Spear introduced and welcomed Nicole Bryant, a potential new trustee of the System. Nicole has a very distinguished career and would like to help manage the strategic issues at CEFLS. A motion was made by Kip Thompson to recommend Nicole Bryant for consideration as a trustee to the Essex County Board of Supervisors, seconded by Judy Cobb. Pending appointment by the Board of Supervisors, Nicole will receive a letter from CEFLS inviting her to meet with Ewa Jankowska and to have a tour of the facility and meet the staff. Motion carried.

### **Communications**

A thank you letter to Ewa Jankowska from David Kendall Martin of West Chazy was read in regard to computer assistance provided by Betsy Brooks.

### **Old Business**

The 2013 Board of Trustee meetings that will be held at member libraries will be as follows:

- June 24 - Wells Memorial Library, Upper Jay
- August 26 - Chazy Public Library
- September 23- Hammond Library, Crown Point

Dawn Recore will be in communication with the directors to let them know the dates and to provide further information.

Gary Alexander inquired about the purpose of the various Board committees, stating that some seem to have little or no activity and he wonders whether there are things they should be doing. Lisa Minnich stated that generally committees get their direction from the Board. Ewa Jankowska agrees that some committees meet frequently; others meet when there is a need. She reiterated from earlier in this meeting that help has been asked of the Property Committee, and due to the changes in health care that are coming into play, the Health Plan Committee will be asked for help as the Negotiating Committee begins its work again.

Ad hoc committees, as needed, were suggested, to which Ewa Jankowska stated that she prefers to also have standing committees with a chairperson to initiate addressing issues they deem appropriate. Dr. Stowe inquired whether the Personnel Committee could be Ad hoc, to which Ewa inquired whether the Board sees that committee's purpose as being evaluation of only the Director, or to also address issues with staff. By general consensus, the trustees then agreed that the Director should meet with each of the committee heads before the June Board meeting to discuss their respective roles and what assistance the Director could receive from the committees.

### **New Business**

There was no new business to be addressed.

### **Adjournment**

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 4:52 p.m.

Respectfully submitted,

Mary "Lisa" Minnich  
President