

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held June 24, 2013

Call to Order

The Board of Trustees meeting was called to order at 4:04 p.m. on Monday, June 24, 2013 at Wells Memorial Library, Upper Jay, New York by Mary “Lisa” Minnich, President.

Roll Call

Present: Gary Alexander, Emily Castine, Judy Cobb, Chris de Grandpré, Frances Filshie, Donna Fulkerson, Mary “Lisa” Minnich, Martha Spear, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Excused Absence: Maiko Barcomb

Others Present: David Minnich and Anne de la Chapelle

Swearing In of New Trustee

The Oath of Office was administered by Lisa Minnich, President, to Nicole Bryant, new trustee representing Essex County. Nicole was welcomed by the Board.

Consent Agenda:

Approval of Excused Absences

Approval of Amended Agenda

Executive Session that appeared on the agenda as Item #13 is changed to: **Motion to enter into Executive Session Regarding a Personnel Member Leave Request**

It was moved by Kip Thompson, seconded by Emily Castine, to approve the June 24, 2013 meeting agenda as amended verbally at this meeting. Motion carried unanimously.

Approval of Minutes of May 20, 2013 Meeting

It was motioned by Kip Thompson, seconded by Emily Castine, to approve the minutes of the May 20, 2013 meeting. Motion carried unanimously.

Committee Reports

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

Approval of Consent Agenda

It was motioned by Martha Spear, seconded by Fran Filshie to approve Consent Agenda, with the above mentioned amendment to today's Agenda. 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 Judy Cobb.

- Over and Under Report for period ending May 2013
- Budget-to-Date Report from 1/1/13 through 5/31/13
- Balance Sheet as of 5/31/13
- Revenues vs. Expenditures from 1/1/13 through 5/31/13
- Grant/Noncurrent Aids Status as of 5/31/13

Ewa Jankowska stated that at the last PULISDO telephone conference call on June 11, 2013, it was stated that the charts that show how much State Aid is to be distributed to us have not been made. This is reportedly because there are so many new people in the State Office of the Budget who are learning how to make the charts. Therefore, it is unknown how much State Aid will be received for 2013. Michael Spofford stated that if no large bills are received, there should be enough money to carry through to mid August if necessary. Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Lisa Minnich expressed appreciation to the Wells Memorial Library for hosting this meeting. The library is very beautiful and they have recovered well from the flooding of 2011.

Congratulations to all the member libraries and the System people who helped them to get their Annual Reports submitted and accepted.

Kudos to Julie Wever on the two recent grants that were received.

Lisa was glad to see in Ewa Jankowska's written report that brochures and other public relations items are being developed. The trustee-search posters that were previously distributed throughout our three-county area are getting results. People are showing interest and they are contacting us.

Director's Report

Ewa Jankowska is now including in her written report any training sessions attended by Dawn Recore and Michael Spofford.

A very good training on Digital Literacy was recently held at CEFLS, arranged by Ewa. There were 15 participants from member libraries, plus some of our staff participated. This was training for

librarians to learn how to teach digital literacy and was made possible by a grant obtained by a trainer from NYLA.

Ewa attended an opening on a Saturday of a new Senior Housing in Willsboro. She brought new CEFLS brochures to be distributed, some that were made especially for seniors, on topics such as e-books, and large print materials.

Betsy Brooks went to a conference on broadband last week. Efforts are underway to bring more broadband to the North Country and we are sharing this new information with member libraries.

Elizabeth Rogers and Julie Wever attended a NNYLN annual conference that featured a very well-known speaker in library technology, Helene Blowers.

As NNYLN announced a new grant for 2014, we are trying to develop a plan for a technology grant on e-government. It is important for us to partner with another local agency and we will be meeting with United Way next week. Not only does this help when applying for grants, but it helps other agencies to better understand what CEFLS is.

The construction grant to repair the stairs and the lighting in the garage at CEFLS has been approved.

Regarding the development of a library in Lewis as mentioned in Elizabeth Rogers' Technical Services Report, Kip Thompson inquired whether CEFLS has any role in rationalizing or supporting this plan. Ewa Jankowska stated that CEFLS really doesn't have any administrative oversight over any of the libraries or reading centers. Discussion ensued, and CEFLS will be available to respond to their inquiries.

Ewa suggested that a reading center in Newcomb, where there used to be a bookmobile stop, and we now deliver rotating collections to George Cannon's office, seems to make sense. If located in his office, there would be someone responsible for opening, closing and keeping track of books.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported that on July 26 PPL is offering a version of digital literacy training that was held at CEFLS, with the a.m. and the p.m. session each covering the same material. This way all of PPL's staff can attend one session or the other while the library is open. The training will also be open to the public.

PPL was a recipient of a Construction Grant in the amount of \$22,500 that will be used to re-point the brickwork around the library. The City's Infrastructure Committee is talking about replacing PPL's whole front entrance, though they may try to wait to tie it in with another Construction Grant.

Anne has moved her office into the History Room on the first floor with all the processing people, and all of the librarians are now together on the second floor. Regular hours have been set up for the Cole Historical Collection, Tuesday 1 to 4 p.m. and Wednesday through Friday 2 to 5 p.m. or by appointment by calling Kelly Sexton.

Movie nights are starting again, with *Oz the Great and Powerful* at 6 p.m. on June 29th. *Wreck It Ralph* will be shown at 2 p.m. on July 6th, which falls on Downtown Plattsburgh First Weekend.

In August, there will be an interesting program on worm composting presented by a master gardener.

The “Summer Reading Program: Dig into Books” will be running July 10 to July 31, with a performance or demonstration each week. The master gardeners are scheduled for the first weekend event in August.

Computer classes are being set up again in the computer center using the Americorp volunteer that will be at PPL until, at least, September. A calendar for classes will be put on the website. Walk-ins are welcome.

The Central Book Aid Committee will be meeting on Wednesday at CEFLS to help familiarize Anne with purchasing decisions, money, and ordering. Central Book Aid is money that can be used by CEFLS to serve the 30 libraries with electronic databases and non-fiction or reference e-books.

Kip Thomson asked Anne de la Chappelle how the physical moving around was received by staff, to which she responded that they are receptive and what she is doing is all mission driven. She is asking for ideas for working as a team and she is encouraging attendance at trainings because as a public library, it is easy to set training aside due to staffing.

Committee Reports

Nominating Committee

Lisa Minnich read a letter of resignation effective May 28, 2013 from the CEFLS Board of Trustees from Jennifer Henry who has been representing Clinton County and serving as Secretary of the Board. Jennifer has accepted employment in Potsdam, NY and will soon be relocating.

Prior to this meeting, a resumé for Thomas Mandeville from Champlain was distributed. Mr. Mandeville has expressed interest in becoming a CEFLS trustee. Martha Spear moved to send Professor Mandeville’s name to Clinton County Legislature for consideration of appointment to the Board of Trustees of CEFLS, seconded by Dr. Stowe.

Lisa explained that Professor Mandeville’s interest is the result of having seen a trustee-search poster and Martha has spoken with him. Chris de Grandpré knows of Professor Mandeville’s involvement with the Battle of Plattsburgh Association and other historical events and organizations. Additionally, Chris stated that Professor Mandeville has offered a lot of courses at Clinton Community College where he has invited not only college-age students but older folks to partake in them.

Motion to send the name of Thomas Mandeville to Clinton County Legislature carried unanimously.

With the resignation of Jennifer Henry, who was secretary of the Board, Lisa Minnich asked for a volunteer willing to serve in this capacity. Lisa explained that the basic responsibility of the secretary is to attend meetings and review the draft minutes that are typed up by Dawn Recore and then sent to the President and Secretary for their recommendations. After the Board approves the minutes at the following meeting, the Secretary signs them, indicating that to the best of her/his knowledge, the minutes are an accurate reflection of the meeting. The secretary is also one of the check signers.

A motion to accept the appointment of Gary Alexander as secretary was made by Fran Filshie, seconded by Judy Cobb. Motion carried unanimously.

The Oath of Office for the position of Secretary was then administered to Gary Alexander by Lisa Minnich. Gary's acceptance of the office of Secretary vacates the position of Member-at-Large for which he was serving. Over the next month, Martha Spear will be seeking a candidate for Member-at-Large.

A trustee-search poster specific to Franklin County created by Martha Spear was distributed to the Board members prior to this meeting. Video conferencing from Akwesasne Library and Cultural Center when additional sites are also video conferencing with CEFLS has not been tested, so at this time, that location cannot be listed on the poster, though video conferencing from Wead Library and Saranac Lake Free Library is viable. When the poster is finalized, it will be distributed to member libraries and CEFLS trustees who represent Franklin County, to be posted in prominent locations. Suggestions were the Historical Society in Saranac Lake, The Wild Center in Tupper Lake, churches, hospitals, and academia-type locations, such as North Country Community College and its satellite location in Malone.

Finance Committee

Chris de Grandpré stated that Franklin County has requested a proposed budget for 2014 by July 15 which is six weeks earlier than in past years, so the Finance Committee met today to come up with a preliminary budget. The committee agreed on a two percent salary increase for nonunion staff to be figured into the budget so any increases would not have to be pulled from carryover fund balances or taken from other accounts. This will be discussed more at a later date. Further, the three counties will be asked for a four percent increase over this 2013's funding to cover the estimated increased expenditures, the biggest of which are retirement and health insurance.

It was suggested that an estimated dollar amount for services provided to each county be prepared to show them what they receive from CEFLS in return for the funding they provide. The committee also agreed that a copy of the original agreement that was signed with each county be provided along with all the other preliminary budget paperwork, as a reminder that they have a commitment to assuring the viability of the Library System.

With the 2013 figures for NYS Aid still unknown, over the course of the next few months the committee will be meeting to refine the preliminary 2014 budget that is being proposed to the Board today. A carryover that is smaller than this year's is expected as we move into 2014 because the 2013 State Aid hasn't been received and some of the reserves are being used to balance the budget.

The Property Committee is being encouraged to look at what types of infrastructure projects might need to be addressed, roof, carpet, telephone system, and maybe air conditioning system. Interest rates are low now making this a good time to start working on this sort of thing, rather than waiting until there is an emergency situation.

Chris de Grandpré motioned approval of the preliminary 2014 budget with the adjustments aforementioned so that it can be forwarded to Franklin County in a timely manner, seconded by Donna Fulkerson.

Michael Spofford stated that a four percent increase in county funding would add \$2,997 to the budget. A two percent increase in expenditures, amounting to about \$5000, would leave a balance of about \$2,000 that would have to be adjusted or lowered in other areas.

Motion carried unanimously.

Personnel Committee

Dr. Stowe read from a list of potential staff training topics, many revolving around stress and time management. She encouraged the Board to come forward with names of people they may know who could talk on some of the subjects.

Gloria Volz of Saranac Lake, an organizational expert, and American Management Association were suggested though the latter would charge a fee. Michael Spofford was asked to check the budget to see if any funds for such trainings would be available. Free webinars are already heavily utilized, though assistance with finding good ones would be appreciated. Dr. Nancy Church and Cerise Oberman, both former CEFLS trustees who work at Plattsburgh State, could possibly line up people who would do trainings at no cost. Tom Mandeville also might be able to offer some training or know of someone who could.

Old Business

There is no Old Business at this time.

New Business

Kip Thompson questioned that sometimes the Board is asked to approve grants, yet for the \$1,200 award for “Created Equal: America’s Civil Rights Struggle” film set, Board approval was not obtained. This particular award was the result of a prepackaged grant that Julie Wever obtained through the American Library Association (ALA). The award includes a set of books plus a sum of money to get someone to speak on the topic. It came about because one of the correctional facility librarians wanted to apply but they do not really have the ability to do so, so we assisted.

Ewa Jankowska explained that some grants are the result of programs that we want to do and some are prepackaged, such as this one. She suggested that in the future a policy on grants could be written to delineate when it is necessary to obtain Board approval. Basically, when a grant is something we want to do and requires the signature of the Board President, it is brought to the Board for approval.

To Kip’s further inquiries about grants, Ewa explained that she looks carefully at each grant to consider the time and effort they will require, versus what will be gained. She stated that there is no money in the budget for programming, so all that we get has to be free or obtained with a grant.

Motion to Enter into Executive Session to Discuss a Personnel Member Leave Request

Emily Castine motioned to enter into Executive Session to discuss a personnel leave request, seconded by Kip Thompson. Motion carried unanimously. Executive Session was entered at 5:04 p.m.

Return to Regular Session

Regular Session was reentered at 5:06. A motion to grant Ewa Jankowska’s requested vacation from September 24 to October 11, 2013 was made by Martha Spear, seconded by Chris de Grandpré. Motion carried unanimously.

Return to New Business

Lisa Minnich stated that with no regular Board meeting in December, plus Ewa Jankowska's approved vacation, it will be difficult to get the Director's evaluation completed, so the Board would like to have a meeting on Monday, December 16. It would be in conjunction with a holiday party for the staff and the Board combined, and would assist the Personnel Committee with finishing the Director's evaluation.

Dr. Stowe motioned in favor of having a Board meeting on December 16, 2013, seconded by Chris de Grandpré. Motion carried unanimously.

Adjournment

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Gary Alexander
Secretary