

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

Call to Order

The Board of Trustees meeting was called to order at 4:08 p.m. on Monday, July 22, 2013 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York by Mary “Lisa” Minnich, President.

Roll Call

Present: Nicole Bryant, Emily Castine, Chris de Grandpré, Mary “Lisa” Minnich, and Charles “Kip” Thompson

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

Staff Present: Ewa Jankowska, Executive Director; Dawn Recore, Administrative Assistant; Elizabeth Rogers (left at 4:30 p.m.)

Excused Absence: Maiko Barcomb, Frances Filshie and Martha Spear

Absent: Judy Cobb

Others Present: David Minnich

Swearing In of New Trustee

The Oath of Office was administered by Lisa Minnich, President, to Thomas Mandeville, new trustee representing Clinton County.

Consent Agenda:

Approval of Excused Absences

Approval of Agenda

Approval of Minutes of June 24, 2013 Meeting

Committee Reports

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

Approval of Consent Agenda

It was motioned by Kip Thompson, seconded by Nicole Bryant, to approve Consent Agenda as presented. Motion carried unanimously.

Financial Report

Ewa Jankowska stated that Michael Spofford was not present at this meeting because he is on vacation. She commented that we still have not received the charts from NY State so we do not know yet exactly how much funding we will receive or when.

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

- Over and Under Report for period ending June 30, 2013
- Budget-to-Date Report from 1/1/13 through 6/30/13
- Balance Sheet as of 6/30/13
- Revenues vs. Expenditures from 1/1/13 through 6/30/13
- Grant/Noncurrent Aids Status as of 6/30/13

Kip Thompson questioned some of the figures in the Revenue vs. Expenditures Report for the period of January 1, 2013 to June 30, 2013, specifically the figures for Health Insurance, Grants - Member Libraries, and Utilities, which then affect the totals. Michael will be asked to redo this report and resubmit it for approval at the August meeting.

Lisa Minnich stated that since changes are required on the Revenue verses Expenditures report, she would like to have the motion for approval of the June 2013 financials tabled. Thomas “Tom” Mandeville motioned to table approval of the June financial reports until they are amended and resubmitted for the August Board meeting, seconded by Chris de Grandpré. Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President’s Remarks

Lisa Minnich thanked Martha Spear and Ewa Jankowska for creating a trustee-search poster specific to Franklin County. Donna Fulkerson has a person from Saranac Lake who is interest in becoming a CEFLS trustee. However, the individual is employed by a member library so serving on the CEFLS Board would be a conflict of interest.

Ewa Jankowska and System people were thanked for the preparation that went into submitting the proposed 2014 budget to the Franklin County Legislature. The letter, brochure and additional paperwork included a proficient graph to corroborate the facts and figures presented. It is hoped that each Legislator clearly understands what has been happening to our funding.

For the benefit of the newer members of the Board, Lisa asked each trustee to introduce themselves and briefly summarize their background including the county they represent.

Lisa Minnich: Retired teacher from Saranac Lake, representing Franklin County

Emily Castine: Retired librarian from Chazy Central, served 35 years on the Board of Chazy Public Library, served 15 years in the 1990s on the CEFLS Board before accepting the current appointment, representing Clinton County

Chris de Grandpré: Retired school administrator, residing in Rouses Point, representing Clinton County

Donna Fulkerson: Retired English professor, residing in Saranac Lake for 12 years now, representing Franklin County

Gary Alexander: Retired, originally from out of the area, now residing in Tupper Lake having moved into the Adirondacks in 2008, representing Franklin County

Barbara Stowe: Child and Adolescent Clinical Psychologist, residing in Lake Placid, representing Essex County

Kip Thompson: Retired investment manager after a 27-year career in New York City having moved into the Adirondacks in 2003, residing in Elizabethtown, representing Essex County

Nicole Bryant: Retired three years ago after 32 years as Director of Mental Health in Essex County, residing in Moriah, representing Essex County

Tom Mandeville: Professor teaching American History at Clinton Community College and State and Local Government at SUNY Plattsburgh, originally from Port Huron, Michigan, residing in Champlain, representing Clinton County

Lisa then stated that Tom Mandeville's teaching schedule conflicts with the 4:00 Board meeting time, so she asked everyone to think about whether they would have any strenuous objection to moving the start time to 4:30. Further discussion will follow later in this meeting.

Director's Report

Ewa Jankowska welcomed Tom Mandeville to the Board. She met with him earlier today to talk about the System.

A letter with an official application for funding for 2014 was hand delivered by Ewa to Franklin County. She will adjust the application, emphasizing different aspects of the System's services as appropriate for Clinton and Essex Counties. So far Mike Zurlo of Clinton County has only asked for the proposed budget; we do not know yet if we will have to submit an official letter as in the past. Essex County has not provided a due date for 2014 budget requests as of yet, but they usually are a little later.

Michael Spofford has been very busy with the audit. The auditors will file the Form 990 which must be done by August 15, which means there will be no opportunity before the next Board meeting for Board approval. A copy of the completed Form 990 will definitely be sent to trustees beforehand. Any discussion can take place at a later meeting and by that time hopefully the audit will be done and we will know the outcome.

Ewa is now including in her monthly written report any travel, webinars and training sessions done by Dawn Recore and Michael Spofford, as well as her own, to provide a better view of what is done by the Management Confidential team.

Ewa and Julie Wever are working now with a budget application to NNYLN for another technology grant and they are hopeful to partner with United Way. We would like to add e-government information to United Way's 211 Directory, which is a little-known community directory. 211 really could use our help to make itself known and hopefully the partnership will benefit CEFLS also. Currently, we have a health information grant going and with an e-government grant and by joining forces with 211, we could combine some of the issues that libraries might have with providing information on Obama Care and its schedule. One idea is that we might want to have a kiosk outside PPL, and working with the City of Plattsburgh who already has some kiosks and is skilled with the software, we could add additional information. Not only would the kiosk serve the public in front of

PPL, but the 211 information could be added also to the City's other four kiosks. In the future, that particular model could be expanded upon to other counties and other locations.

Ewa and other staff members went to Plattsburgh Public Library to learn about Ask Us 24/7 which is a 24-hour reference service for which Anne de la Chapelle is advocating. It is a virtual chat service that connects people with reference librarians who will help find answers to questions by using a wide range of Internet sources and specialized databases. PPL will have to provide three hours of coverage per week and about \$2,000 a year in Central Book Aid money which is to be used for reference services anyway, so there is nothing better than having a reference service available 24 hours a day every day of the week.

Comments and Questions Regarding Monthly Department Reports

Kip Thompson inquired about Betsy Brooks' recent regional meeting of the southern tier libraries that was held at Crown Point's Hammond Library. Ewa Jankowska responded that being a non automated library, Hammond patrons are not able to access e-books unless they have a barcoded library card from a neighboring library. We will be determining the number of Hammond patrons who are doing so. In order to become automated, a library would need to have some money for a computer, and their yearly automation fee would be about \$600. Automation fees in this Library System are the least expensive in all of New York State because CEFLS only recovers the fees charged by Dynix. CEFLS staff trains the library staff and barcodes and weeds the library's books. There are no additional costs to be incurred.

Kip is pleased to see in monthly department reports that CEFLS staff is attending industry conventions and receiving a considerable amount of continuing education.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle could not be present for this meeting. In her PPL report that was distributed prior to this meeting, she reported:

PPL has updated the author list for Automatically Yours, new book purchase program.

With support from CEFLS, PPL is moving ahead with participation in Ask Us 24/7 Online Reference that will be paid for with Central Book Aid money. The following groups have been contacted about participation: YMCA, Literacy Volunteers, ARC, TBI Center, North Country Cultural Arts Center, Downtown Business Group, United Way, Master Gardeners of Clinton County, and Cornell Cooperative Extension of Clinton County.

PPL has been awarded the following grants: NNYLN Documentary Heritage Program for Archival Assessment and NYS Construction Grant in the amount of \$22,500 for brickwork.

PPL's summer calendar boasts numerous story times, Summer Reading Program, free movies, Art Opening of Hale Walters Gallery, and more, with overall participation so far being excellent. The NNYLN Technology Grant which is due August 15, 2013 is a priority project.

Committee Reports

Personnel Committee

In reference to the drafted Personnel Handbook that Ewa Jankowska submitted to the Personnel Committee in June, Dr. Stowe stated that the committee feels that she is doing a very good job. They would like Ewa to send it to the attorney to have its contents meshed with the recently negotiated labor contract.

Old Business

Dr. Stowe inquired why past trustees who were local librarians were allowed to serve on the CEFLS Board. Ewa Jankowska explained that they were not employed by the System's member libraries, but by other types of libraries. Per System Bylaws, Article III. Board Membership, (2) "A current employee or a retired employee of the System or member library or of a reading center shall be ineligible for appointment and/or election as a System trustee."

New Business

Kip Thompson stated that as the treasurer of another non-profit organization, he has observed that most people are not financially oriented. If more of the CEFLS finances could be reported in color bar chart or graph format, they would be much easier to interpret, which is particularly important for the Finance Committee. Lisa Minnich stated that this would be good if the Finance Committee is going to do it but Michael Spofford has enough to do. Ewa Jankowska offered to work with Michael. The majority of the Board agreed that over the course of the next four or five months they would like to see more colorful graphs and charts implemented. Kip also feels that the charts in the monthly Automation Reports could be simplified in this manner.

Lisa Minnich asked if anyone would have objections to moving the Board meeting time to 4:30 to make it possible for Tom Mandeville to be present. His work schedule conflicts somewhat with the 4:00 start time. Chris de Grandpré stated that one trustee in particular has great difficulty driving after dark, to which others responded that the availability of video conferencing has lessened that situation, and that in the winter months a half hour wouldn't make much difference since it is dark before meetings are done whether they begin at 4:00 or 4:30. Kip Thompson motioned, seconded by Dr. Stowe, for the meetings of the Board of Trustees of the Clinton-Essex-Franklin Library System to move to 4:30 p.m. Motion carried unanimously.

Emily Castine stated that she does not foresee any problem with the August meeting starting at 4:30. It is scheduled to take place at Chazy Public Library.

Adjournment

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 4:49 p.m.

Respectfully submitted,

Gary Alexander
Secretary