

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held August 26, 2013**

*Prior to the start of this meeting, Emily Castine introduced Tina Trombley, President of Chazy Public Library Board of Trustees, who extended a warm welcome to the CEFLS Board of Trustees and staff. A tour of the library and refreshments were provided.*

**Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, August 26, 2013 at Chazy Public Library, 1329 Fiske Road, Chazy, New York by Mary “Lisa” Minnich, President.

**Roll Call**

Present: Nicole “Nicky” Bryant, Emily Castine, Judy Cobb, Chris de Grandpré, Fran Filshie, Donna Fulkerson, Thomas Mandeville (entered at 4:31 p.m.), Mary “Lisa” Minnich, Dr. Barbara Stowe and Charles “Kip” Thompson

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

Excused Absences: Gary Alexander, Maiko Barcomb and Martha Spear

Others Present: George Brendler, Debbie Powers and Tina Trombly, Trustees of Chazy Public Library; Francie Fairchild, Director of Chazy Public Library, and David Minnich

**Consent Agenda:**

**Approval of Excused Absences**

**Approval of Agenda**

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

**Committee Reports**

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

**Approval of Consent Agenda**

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

**Financial Report**

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

- Over and Under Report for period ending July 31, 2013
- Budget-to-Date Report from 1/1/13 through 7/31/13
- Balance Sheet as of 7/31/13
- Revenues vs. Expenditures from 1/1/13 through 7/31/13
- Grant/Noncurrent Aid as of 7/31/13

Motion carried unanimously.

### **Public Comment Period**

There were no comments from the public.

### **President's Remarks**

Lisa Minnich thanked everyone involved in the preparation of the proposed 2014 budget for their hard work.

Lisa likes the inclusion of additional staff information in the monthly Board packets. The use of graphs is also a welcomed addition and in the future she hopes to see more information in graph format. Kip Thompson commented that trends are easier to follow with visual aids.

### **Director's Report**

Ewa Jankowska hand delivered the Essex County 2014 Budget Application to Daniel Palmer's office. He was not available so she spoke with his secretary with hope that their conversation will be shared with him. Nicky Bryant, who resides in Essex County, volunteered to contact Mr. Scozzafava about our funding.

Clinton County's budget application is due on September 18. Michael Zurlo, County Administrator and Clerk of the Legislature, has inquired why we had money left over at the end of 2012. It will be explained when the budget application is hand delivered that we do not get our funding from the State until well into the year, so we have to carry funds over to carry us through. For example, we still do not have 2012 funding. Chris de Grandpré will accompany Ewa when the completed application is delivered to Mr. Zurlo.

Ewa has spent some time in Albany talking with colleagues from public library systems and school library systems and we will be working on some projects with them. Julie Wever went to Denver where she attended a training on Muslim Journeys, which is a grant received for books presenting to people of Muslim culture that some of the libraries get. Karen Batchelder attended a conference in Albany on Common Core Curriculum, for which she provided a report that was distributed prior to this meeting. At some time in the future, we would like to provide a very brief presentation on what Common Core Curriculum is and how it will affect libraries. It is apparent that every year libraries have more responsibility and less funding.

The draft of the Staff Handbook has been sent to Jaci Kelleher, CEFLS Attorney. We do not expect it to be reviewed by the October Board meeting. In the meantime, Ewa will review policies to see if they need to be updated.

When we start meeting again in our Board room, Ewa has prepared a graphic presentation with some color charts focusing on trends to show what we do. Discussion can follow as to whether this is the outcome desired of the Board.

An evaluator of the Creative Aging program from Minnesota met recently met with Ewa, then with a Focal Group of two member library directors who are or did participate in the current round of projects. This has been a very successful program and it is hoped that it will be able to continue, maybe with different venues and different grants but still helping libraries with adult programming.

### **Comments and Questions Directed to Ewa Jankowska**

Kip Thompson inquired how we are doing with the health information on the Affordable Care Act in regard to last month's report that we are working with PPL to develop an information kiosk. Ewa responded that we are continuously working on two related things. We have the Consumer Health Website with LibGuides, and Betsy and Ewa are working on two new topics, Healthy Aging and Affordable Care Act (ACA). Librarians will be able to point to the ACA LibGuide to connect people with health care reform information. It is possible that many trustees may not be thinking yet about librarians who do not have health insurance and how they will be directly affected by ACA.

Tom Mandeville asked if his understanding is correct that Senator Little has distributed money to other districts but not to ours. Ewa responded that neither the System nor the member libraries have received any bullet aid for the past two years. Previously, when there were member items, there was an application process, and we were getting some money. Ewa will schedule an appointment with Senator Little to discuss library funding, then notify the trustees to see who can accompany her.

In light of next month's Board meeting at Hammond Library in Crown Point, Kip asked about the recent meeting that Betsy Brooks held with Essex County member library directors. Hammond is a school district library and is not automated. Hammond patrons can borrow e-books through neighboring libraries with a valid and barcoded card. Ewa commented that in 2010, the Hammond director did a fantastic job in speaking on behalf of the System at an Essex County Board of Supervisors meeting. The trustees of Hammond Library will be invited to attend the September CEFLS Board meeting which will be held in Crown Point.

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

Ewa Jankowska presented a brief report of PPL activities on behalf of Anne de la Chapelle who could not be present.

- Submitted NNYLN Technology Service Improvement Grant to upgrade computer classroom to a Community Technology Training Center
- Working on State Construction Grant to cover replacement of concrete entryway and workroom floor
- Expect to begin repairs to brickwork soon which was funded by 2012 State Library Construction grant
- Welcomed new trustees Jen Creedon and Jesse Feiler to the Board this month
- Working with Elizabeth Rogers to weed print reference collection
- Updated library brochure and working on a new website

## **Committee Reports**

### **Finance Committee**

The Finance Committee met just prior to this Board meeting. Chris de Grandpré stated that in light of the fact that distribution of State aid has not taken place, and with some obligations to take care of in the next couple of weeks, it has been decided that the System should use \$20,000 of \$50,000 that is in reserve to avoid borrowing or using the line-of-credit, either of which would incur interest charges. It is a definite advantage to use internal funds for two or three weeks, or even a month until the State aid is received.

PPL, as the System's Central Library, receives additional State funding which is funneled through CEFLS. Michael Spofford recapped that CEFLS trustees received prior to this meeting a copy of a letter to them and to PPL trustees explaining a part of the application process for State aid 2013-2014 that was just implemented this year. It requires assurance that the System has on file and available to the public for inspection a signed Central Book Aid (CBA)/Central Library Development Aid (CLDA) annual Expenditure Plan that has been approved by the Central/Board of Trustees and the Library System's Board of Trustees. Because on August 7 the amount of funding for 2013 was not known, the 2012 level of funding was used. Ewa Jankowska explained that this year the State is requiring that we be very specific about how we use State aid and also the aid that is given to member libraries, and budgeting must be approved by both the CEFLS and the PPL Boards before we can receive our aid or the aid that we give to member libraries. In the past, CBA was used for non-fiction reference books. Now we are using it for databases that are available to all, at all times. CLDA is to be spent on staffing and salaries, presuming that the Central Library is also assisting other libraries when needed.

Chris de Grandpré motioned approval of the Central Library budget using 2012 figures and the plan for budget 2013, seconded by Fran Filshie. With no further discussion, motion carried unanimously.

The Finance Committee reviewed the Independent Audit for 2011 and 2012 and was pleased with the outcome. Chris de Grandpré congratulated Ewa Jankowska, Michael Spofford and everyone involved for the nice, clean audit.

Emily Castine motioned acceptance of the Independent Audit for 2011 and 2012, seconded by Judy Cobb. Lisa Minnich recapped from the auditor's letter that Michael has done a fine job. Motion carried unanimously.

The IRS Form 990 was also reviewed by the Finance Committee. Chris de Grandpré motioned approval of Form 990 as presented to the Board, seconded by Dr. Stowe. Ewa Jankowska stated that the Form had to be submitted to the IRS by August 15, 2013. Motion carried unanimously.

Chris de Grandpré stated that a preliminary 2013 budget in the amount of \$1,314,614.78, was prepared several months before the end of fiscal year 2012, without the benefit of knowing what amount of aid would be received in 2013. Now that some information from the State has been received with some idea of what the carryover will be, a 2013-01 amended budget, in the amount of \$1,339,863.39 has been prepared. Chris motioned approval of the 2013-01 amended budget, seconded by Kip Thompson.

Ewa Jankowska recapped that a 4 percent increase was expected, but we received 4.91 percent, which is still behind what is in NYS Education Law. Originally we were cut 21 percent. Some of the amendments in the 2013-01 budget are:

- Some expenses are a little higher than expected.
- Automated system revenue was increased.
- Revenue for the server that serves the automated libraries was increased.
- Less was paid for medical insurance due to two retirees and the spouse of a retiree passing away.
- Some money was moved to travel, which is always a big issue.
- Building equipment was increased by \$4,000. A construction grant was received requiring 50 percent participation from our side. This will be used to replace some lighting in the garage and also repair the crumbling steps of an entrance used by some staff and delivery people.

Kip Thompson noted that the amended budget reflects more focus on purchasing databases and e-books, beefing up the firewall, and working toward e-signatures to be used for abstract approvals.

Chris de Grandpré stated that the Finance Committee talked about setting up a reserve for unemployment insurance as an item and the retirement bill looks like it will be higher than expected. Kip Thompson pointed out that next year's audit will reflect the write-off of the bookmobile which was given to the county.

Motion carried unanimously.

### **Old Business**

Dr. Stowe motioned approval of Maiko Barcomb as Member-at-Large. Maiko was not able to be present at this meeting, so she will take her Oath of Office at September's meeting. Judy Cobb seconded the motion. This position became vacant when Gary Alexander was sworn in as Secretary of the Board in July. Motion carried unanimously.

Approval of June's Financial Reports was tabled in July due to three concerns. Michael Spofford explained that in the Revenue vs. Expenditure Report two line items are grouped, but the same items are reported separately in the Budget-to-Date Report (telecommunications - phone and cell phone, and utilities - water, sewer and electricity). Beginning next month you will see *utilities/phone* so you will know it is two items in that line item in the Revenue vs. Expenditure Report.

Also pertaining to the Budget-to-Date Report and the Revenue vs. Expenditure Report, the State grant to member libraries line item does not show the same dollar amount. The \$31,998 was a partial payment for 2012 State Aid and is not a part of the 2013 Aid which has not been received yet. The third concern is the big difference between what we paid in 2012 for health insurance and what we expensed in 2013. The money for both union and nonunion health insurance has always been expensed the month before so in June 2012 we were showing seven months of expenses. We also had three people who took a buyout (\$10,146) in 2012, which was done in the beginning of that year. In 2013 it will be done at the end of the year. Also different for 2013, Michael took health insurance out of prepaid but forgot to book May, so next month May will be booked. And again, because three retirees/spouses passed away in 2013, 2012 health insurance expenditures are greater by \$1,175.74.

Lisa Minnich recapped that the June 2013 Financial Reports were motioned for acceptance at the July meeting by Chris de Grandpré, seconded by Gary Alexander, then it was agreed to table the vote so they could be discussed further at this meeting due to concerns, so at this time only a vote is needed for approval. Motion carried unanimously.

### **New Business**

### **Adjournment**

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Gary Alexander  
Secretary