

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held September 23, 2013

Call to Order

The Board of Trustees meeting was called to order at 4:40 p.m. on Monday, September 23, 2013 at Hammond Library, 2732 Main Street, Crown Point, by Dr. Barbara Stowe, Vice President, after which President Mary “Lisa” Minnich arrived and assumed presidential responsibilities.

Roll Call

Trustees were asked as their name was being called to state where they reside and the county they represent.

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

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

Excused Absences: Nicole “Nicky” Bryant, Judy Cobb, Thomas Mandeville and Martha Spear

Others Present: Diana Kahler, Connie Bishop, Becky Blaise, Robin Holmberg, Kathy Hyatt and Tatum Trombley, Trustees of Hammond Library; Wendy Terbeek, Director of Hammond Library, and David Minnich

Consent Agenda:

Approval of Excused Absences

Approval of Amended Agenda as distributed prior to meeting

Approval of Minutes of August 26, 2013 Meeting

Committee Reports

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

Approval of Consent Agenda

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

Financial Report

Kip Thompson moved that the following August financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Gary Alexander.

- Over and Under Report for period ending August 31, 2013
- Budget-to-Date Report from 1/1/13 through 8/31/13
- Balance Sheet as of 8/31/13
- Revenues vs. Expenditures from 1/1/13 through 8/31/13
- Grant/Noncurrent Aid as of 8/31/13

Kip Thompson inquired what criteria are used to determine the components of the Over and Under Report. Discussion ensued with Kip concluding that he loves this report.

Motion carried unanimously.

Public Comment Period

Wendy Terbeek, Director of Hammond Library, stated that Hammond is no longer participating in rotating collections. She asked for consideration of what the replacement fee for lost or damaged books means to a small library's budget. Ewa Jankowska responded that CEFLS also struggles financially, with the book budget being cut all the time, and this fee is actually a processing fee, agreed upon by member libraries as a whole. It defrays the expense of ordering, wrapping and shelving new books, and creating records from OCLC (Online Computer Library Center). Kip Thompson asked if a grant might be available to assist with the fee, to which Ewa responded that there are very few grants, and though Julie Wever does spend a tremendous amount of time pursuing grants, particularly construction grants, grant capability is limited. Wendy works without a staff and rarely has assistance from volunteers. Though she takes a driver's license as identification, tracking people down isn't very successful because a high number of patrons are transient. She tries to limit what they can borrow. Ewa explained that at one time, CEFLS had around \$30,000 worth of lost books so the processing fee was agreed upon to defray System losses. Ewa said she will speak with Michael Spofford, Business Manager, and Elizabeth Rogers, Automation Librarian, to see if a request due to a special situation might be granted. Trustees Emily Castine and Fran Filshie agree that the lost and damaged book situation exists in all libraries. Ewa stated that one benefit of automation is that there is one record in the system for all member libraries to access, so when patrons move around within the System, the information gets updated. Wendy stated that she spoke with Betsy Brooks at one time about possibly getting a grant to cover the cost of automation. Ewa explained though we are one System, each library has their own policy for obtaining cards and borrowing limitations. A commonality across the board is that a fee cannot be charged for library cards, unless the patron is from outside of the three counties of the System.

President's Remarks

Lisa Minnich thanked the director of Hammond Library for hosting this Board meeting and Hammond trustees for rearranging their schedules to attend it. She also expressed appreciation for the refreshments.

Michael Spofford and Ewa Jankowska were thanked for their work on various and sundry financial issues in the recent past, including budget applications to the counties.

Martha Spear was thanked for her work with the Nominating Committee and Chris de Grandpré and the Finance Committee were thanked for their continuous work.

Director's Report

Ewa Jankowska reported that the budget applications to the three counties have been submitted. She explained that this is the time, after budget applications have been submitted and before the counties' budget meetings, to ask trustees to contact their local legislators for their support. It is much more effective for trustees to do than it is for CEFLS staff.

Ewa contacted Betty Little's office about the bullet aid program and was told that it was given to the area that really needed money. Due to the recent server crash at CEFLS, Ewa was hoping to apply for some funding. She is awaiting a return call from the Senator's office.

There are three extra major programs with which CEFLS will be helping libraries deal. One is the Common Core Curriculum, which will require more nonfiction materials in libraries. CEFLS will try to build up the collection because neither school libraries nor public libraries have received extra funding to do so.

Next is the Affordable Care Act. Libraries will be asked to help people find reliable information, so Betsy Brooks is working on developing a website with helpful links. There is still much yet to be determined with health care reform.

The third item is a webinar scheduled for mid December on upcoming e-Rate changes. E-Rate is a federal program that provides assistance to libraries with their telephone/internet connection.

Due to a medical emergency for a staff member, everyone pitched in for two week to help cover responsibilities.

CEFLS did not receive the NNYLN grant for the kiosk where we were going to post 2-1-1 and e-Government information. We still intend to continue working with United Way to help explain 2-1-1 to people and to make 2-1-1's services more accessible.

Julie Wever has spent an enormous amount of time recently on construction grant applications, visiting the libraries who are applying, to gain a thorough understanding of their requests.

Comments and Questions Directed to Ewa Jankowska

In response to an inquiry by Dr. Stowe, Ewa explained that she spoke with Sharon Henderson, Special Projects Coordinator in Senator Little's office, letting her know that we are aware of bullet aid having been distributed to libraries in other areas. Ewa was told that Ms. Henderson would speak with Senator Little and return Ewa's call. To date, there has been no further information. Ewa explained to the Board that bullet aid is very complicated. Andrew Cuomo did not allow members of the House or Senate to have what they call member items in order to make everything very transparent. In the past when there were member items, with the assistance of Betty Little and Assemblywoman Theresa Sayward, CEFLS applied for and received funds for the servers. Recently it was learned that the House did not have any member items, but the Senate got money and awarded bullet aid to a lot of libraries from other districts. Chris de Grandpré suggested that a list of items for which CEFLS could use assistance be put together and sent in a letter to Betty Little requesting that CEFLS be remembered if there are any funds available. Assistance might not happen for this cycle, but might for the next cycle. Fran Filshie suggested adding a cc to Sharon Henderson, then placing a

call to advise her of the crisis we are experiencing, letting her know she will be receiving a cc of our letter to Senator Little.

Ewa suggested to Wendy Terbeek that if automation of Hammond Library is being considered, she should also write to Senator Little.

In response to an inquiry by Dr. Stowe about the Wild Center's USDA/RUS Distance Learning and Telemedicine grant program that appears in Betsy Brooks' department report, Ewa explained that the Wild Center would like to become a site for distance learning and applied for a grant to do so. A letter of support was sent by CEFLS.

Kip Thompson commented that since the matching construction grant percentages have changed from 50-50 to 75-25, it appears that the number of grant applications has increased. Ewa responded that libraries are encouraged to make use of this opportunity, though the application process is becoming more cumbersome and directors must get quotes. CEFLS is very fortunate to have Adirondack Community Trust and Charles R. Wood Foundation who are involved in funding technological requests. Potentially, libraries can ask to refurbish a room or whatever is allowable within the construction grant, then place computers in the room and they will pay for it.

The library director in Peru got solar panels at no cost when construction grants were 50-50, and received 50 percent through an energy grant with New York State Energy Research and Development Authority (NYSERDA).

A brief discussion ensued regarding the benefits of having a Friends of the Library group, to which Emily Castine of Chazy and Fran Filshie of Schroon Lake both attested.

Kip Thompson asked about a chart in the Board packet that depicts Downloadable Audio Usage. It shows CEFLS' collection continually being increased though downloads and active users are not increasing. Betsy Brooks explained that this is a subscription service so it doesn't cost CEFLS any more to increase the collection.

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.

- PPL is applying for a NYS Public Library Construction Grant to replace their front entrance and workroom floor and to repair building coping.
- They are reviewing their print reference collection to keep it current with the help of CEFLS. Upon completion, new reading tables will be added to the reference room, paid for through a bequest.
- The contract of the AmeriCorps staff person is coming to an end. This person manages the Public Computing Center and offers workshops for the public and individual groups. Funding sources are being researched to continue with this great service.
- Budget time is here. The city is cutting department budgets for 2014.

Committee Reports

Finance Committee

The Finance Committee met at 3:30 today. Chris de Grandpré recapped that currently there is a situation causing concern with the servers. Ewa Jankowska explained that there are five servers at CEFLS with three being dedicated to serving Horizon, the integrated library (circulation and catalogue). One server is for e-mail and one server administrates all the computers in our building, giving permissions, and regulating traffic. On September 11, the administrating server crashed. A technician did a temporary repair but replacement is desperately needed.

One option is to extend the warrantee on the old server and replace the drive, which may or may not work or may work for a short period because of the age of the server.

The next option is to get quotes for a new server, so quotes were obtained for a:

- Dell server for \$4,851 from Novatec, a Plattsburgh-based company. CEFLS had a negative experience with this company in 2004 when a firewall was set up that never worked properly and had to replace it the following year.
- Hewlett Packard server for \$5,144 from Symquest, a Vermont-based company. In 2008, Symquest set up two servers in CEFLS' then new server room.

On top of these server quotes, there will be additional cost for assistance for configuration and installation which could be between \$5,000 and \$10,000, based on hourly rate. Symquest estimated \$8,450 but they were also willing to bill for actual time which could be more or less. Their hourly rate is higher, \$200 per hour compared to about \$100 for Novatec. Novatec, however, has not provided a quote or estimate of how many hours they will require to set up a new server.

A third option is to delay and obtain more estimates of both the equipment and service portion, and then to discuss it again at a future meeting. To protect data and productivity short term, extended warranties and "Safety Net" service (for two months) from Symquest could be purchased, at a total of \$1,174, after which, a new server would still be needed.

To avoid such emergency costs in the future, consideration is being given to hosting the three automation servers elsewhere, and also outsourcing e-mail to the cloud, leaving CEFLS with only one server (the one currently needing replacing), with plans for replacement approximately every five years. Such proposals will be prepared in the near future to protect from the sudden large costs that maintaining new servers can entail.

CEFLS has \$6,000 budgeted this year to replace a server; however, with staging costs and a needed upgrade in the operating system from Windows 2003 to Windows 2008, additional funds will be needed. Ewa requested permission to transfer about \$10,000 from a reserve fund for the building roof to cover the fixed price of \$8,450 to stage a new server.

Chris de Grandpré recapped the recommendation of the Finance Committee in a resolution to purchase one HP server and labor to install, from Symquest, with the equipment and hardware part totaling \$5,144 and installation at a fixed price of \$8,450, and to transfer from budget code 5306 to code 5317 an amount not to exceed \$10,000. Emily Castine seconded.

Further discussion ensued pertaining to the total amount and the future plans of CEFLS to avoid such emergency situations in the future by moving to the cloud.

Motion carried.

Nominating Committee

Emily Castine reported for Martha Spear who could not be present for today's meeting. Currently, there is a vacancy for a trustee to represent Clinton County due to the recent resignation of Maiko Barcomb. It was agreed that resumés will be requested from the first two people on the list of several potential Clinton County candidates and will be considered at the next meeting. There are also two Franklin County Board vacancies at this time, with no potential candidates. Kip Thompson stressed the importance of having a continuous list of potential trustee candidates to alleviate lengthy vacancies.

Lisa Minnich stated that it is time for the Nominating Committee to begin looking at a slate of officers for 2014 and due to Maiko Barcomb's recent vacancy from the office of member-at-large, Emily Castine has expressed interest. Dr. Stowe motioned that Emily Castine be sworn in as member-at-large, with Chris de Grandpré seconding the motion. The oath of office will be administered at the October meeting. Motion carried.

Old Business

There was no Old Business for discussion.

New Business

Julie Wever submitted information prior to the meeting on construction grant applications from six member libraries. A motion to approve the construction grant applications was made by Kip Thompson, seconded by Fran Filshie. The total of System funds to allocate is \$318,512, with the total cost of the member library projects at \$198,300. Lisa Minnich expressed thanks to Julie for all of her hard work and is pleased that Julie visited the potential construction sites to have an accurate understanding of the projects.

Adjournment

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 5:46 p.m.

Respectfully submitted,

Gary Alexander
Secretary