

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held December 16, 2013

Call to Order

The Board of Trustees meeting was called to order at 1:30 p.m. on Monday, December 16, 2013 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary “Lisa” Minnich, President.

Roll Call

Present: James Bennett, Nicole “Nicky” Bryant, Emily Castine, Judy Cobb, Chris de Grandpré, Donna Fulkerson, Thomas Mandeville, Mary “Lisa” Minnich, and Dr. Barbara Stowe

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

Excused Absences: Gary Alexander, Fran Filshie, Martha Spear and Charles “Kip” Thompson

Others Present: Anne de la Chapelle, Director of Plattsburgh Public Library and Dave Minnich

Consent Agenda:

Approval of Excused Absences

Approval of Amended Agenda, removing Personnel Committee from Consent Agenda

Approval of Minutes of November 25, 2013 Meeting

Committee Reports

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

Approval of Consent Agenda

It was motioned by Nicky Bryant, seconded by Donna Fulkerson, to approve Consent Agenda with Personnel Committee removed. Motion carried unanimously.

Financial Report

Emily Castine moved that the following November financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Judy Cobb.

- Over and Under Report for period ending November 30, 2013
- Budget-to-Date Report from 1/1/13 through 11/30/13
- Balance Sheet as of 11/30/13
- Revenues vs. Expenditures from 1/1/2013 through 11/30/2013
- Grant/Noncurrent Aid Status as of 11/30/13

Michael Spofford stated that these financial reports are based on a shorter than usual reporting period that coincides with the date of this meeting being the second Monday of the month, rather than the fourth Monday.

Motion passed unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Lisa Minnich, President, thanked everyone for attending today's luncheon and meeting, and expressed appreciation for the staff for doing a lot of the work.

The current officers of the Board will continue to be the check signers for 2014.

Funding for 2014 from Clinton, Essex and Franklin Counties appears to be positive. Thank you to all who have spoken to their local legislators.

Director's Report

Ewa Jankowska and Michael Spofford attended the budget hearings in Clinton, Essex and Franklin Counties. Franklin County's funding will be level, and there will be increases from Essex and Clinton Counties, respectively at four percent and two percent.

Ewa met with Michael Zurlo, Clinton County Administrator, and shared with him CEFLS' server problems. He advised that when the details of a contract with North Country Library System have been worked out for migrating to the cloud and additional expenses that will be incurred are known, such as for transferring data, CEFLS should apply for a grant through the county made possible with Tobacco Settlement Money.

Staff has met to review progress on Service Priorities for 2013, and tomorrow there will be a meeting to set department and personal goals to align with Service Priorities for 2014, which have already been Board approved. Ewa Jankowska is in the process of meeting with staff members individually to review 2013 personal goals.

There is a group in Rouses Point that is interested in forming a Friends of the Library group. Ewa has attended two recent meetings with them to provide input on how to begin, and she feels strongly that the formation of Friends groups is essential to getting volunteer help. With some libraries having a staff of only one, a Friends of the Library group can provide extra staffing so that the director is not working alone. Emily Castine elaborated a bit about positive aspects of the Friends of the Library group at Chazy Public Library.

A brief discussion ensued regarding libraries being not-for-profit; however, some do not have 501c3 status, which affects whether donations are tax deductible.

Comments and Questions Directed to Ewa Jankowska

Nicky Bryant commented that sometimes it is easier to find co-chairpeople for groups such as Friends of the Library, rather than a singular chairperson. Tom Mandeville stated that at Champlain Memorial Library, where his wife is the director, there is no Friends Group, so the trustees are relied upon heavily for volunteer help.

Tom Mandeville inquired about the tobacco grant referred to by Mike Zurlo. Ewa responded this is tobacco settlement money collected by the county, to be distributed through a competitive grant application process. With CEFLS' serious server situation, this would be an opportunity to get funds to cover the expense of transferring data when the migration to the cloud occurs.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle, Director of Plattsburgh Public Library, reported:

She has attended a couple of City budget committee-type meetings. It is looking like the council will restore the \$60,000 that they have been adding each year to Plattsburgh Public Library funding. They do not know about the other \$60,000 that was cut from the Mayor's budget. It appears that the money that PPL has been putting into reserve over time makes it appear that they might be okay without restoring the funds cut from the Mayor's budget.

PPL has brought back their Americorp volunteer. Joanne Weis will begin in the new year. She will be doing constructive marketing of the computer space and making it more available to the community for structured workshops.

Public Employee Health and Safety (PEOSH) training is taking place this week at PPL.

The little alley between PPL and CEFLS is designed for one way traffic entering from Brinkerhoff Street and exiting on Oak Street. The city will be putting up a *Do Not Enter* sign at the Oak Street end. CEFLS will have two signs installed, a *One Way* sign, plus one that will say *Staff Parking Only*.

PPL is using the balance of their book budget to purchase e-books. They also have a Tilson Grant that is specific for the topic of securities analysis and portfolio investment research items, such as databases, and they have checked into ordering e-books on these topics.

Committee Reports

Nominating Committee

Judy Cobb will be stepping down from the Board of Trustees effective December 31, 2013, and there is a potential candidate. However, the candidate works for a bank where the Library System has a relationship so there is concern that there could be possible conflicts of interest. General consensus was that another candidate should be sought. Emily Castine has two prospects in mind. In the meantime, the resumé of the first prospect will be held in case the situation changes so there would no longer be a potential conflict of interest.

Old Business

Dr. Stowe, as Chairperson of the Personnel Committee, addressed the topic of the director's annual evaluation. Prior to this meeting, the director's self-evaluation report was distributed to the trustees and from that a list of questions was addressed. Lisa Minnich stated that any questions felt to not be appropriate for open session, would warrant a motion to go into Executive Session afterward.

Questions:

Is there a plan to address the number of libraries that are purchasing e-books? Ewa reported that she has asked for 100 percent participation of member libraries in purchasing e-books regardless of the number purchased. It is difficult for libraries to get any increase in their book budgets, and ownership of e-books is difficult to understand. Basically, only access to e-books is purchased. Libraries can make their own purchase(s) or they can ask Elizabeth Rogers to do it for them, with the library then reimbursing CEFLS. CEFLS staff will be providing more training at member libraries to teach staff and patrons how to use e-books. For holiday gift giving of e-readers, the Outreach Department prepared and distributed gift bags to member libraries containing instructions on how to use e-books. Included was the suggestion that for the person who has everything, patrons can work with their library to purchase e-books that can be accessed by anyone with a library card within the System.

What are deposit collections and where are the five depositories? Ewa responded that there are two types of collections that CEFLS moves around. One is rotating collections. These are the collections that are grouped and sent to libraries for three months. Deposit collections are for places where the bookmobile used to stop. In Newcomb for example, it is at Legislator George Canaan's office where staff there helps to keep track of it. There is also Beekmantown Seniors, Bright Beginnings, Roderick Rock Apartments in Morrisonville, and Lake Forest. CEFLS does not provide library cards for individuals at these places, but the places themselves are responsible for the books in the collections. There have been no real problems with returns or losses.

What is the new OCLC Interlibrary Loan platform? Ewa explained that this is basically software used by Elizabeth Rogers and Kim Fletcher to search for requested books from other locations. OCLC is used for nonfiction materials that are not available through the Northern New York Library Network (NNYLN) area, which includes our System, the System next to us, and all the universities. It does cost money, but it is more efficient. We have a policy that we do not borrow fiction from outside our network area.

Is it a local policy that we do not borrow copyrighted materials from elsewhere? Ewa stated this is local policy. In most cases, libraries do not want to loan anything through OCLC that is defined as a new book. When you go to OCLC worldwide website of linked catalogs, you can see that each entity has its own loaning policy.

Dr. Stowe then stated that Kip Thompson commends Ewa and the staff on two continuing education initiatives in the last year, Affordable Care Act education and Common Core education, and including the trustees in continuing education is also to be commended. Dr. Stowe read from Kip's message, "If being a library user is about being a lifetime learner, what's good for the goose is good for the gander."

Have we done a library advocacy workshop yet? Ewa stated that nothing has been provided yet. Library advocacy is a very specific, narrow topic making it difficult to find a trainer locally, and

CEFLS doesn't really have the budget to pay someone for a workshop, their hotel and their travel to get here. Ewa is speaking with a colleague from Westchester Library System who is willing to provide a workshop. She has also spoken with Bob Parks, the publisher of the Press Republican, then she left a message for a Press Republican staff person about speaking to libraries about how to write a press release, but so far hasn't received any response. Ewa is also hoping to find something on line, perhaps through NYLA.

Do we use surveys and other evaluative tools to measure member library satisfaction with CEFLS? Ewa responded that CEFLS subscribes to Survey Monkey for one month every year and does a survey. Responses are compiled and included in the annual report.

Dr. Stowe asked for Ewa's thoughts on the timing for the director's evaluation, to which Ewa responded that she was hired on October 1st so for two years her evaluation was going from October to October, and then it was changed to match the calendar year. As a manager, her main goal is to make the Service Priorities work for the year which requires the results of the member library survey that is sent out at the end of December and compiled in January. Evaluating the director at the end of January seems to make the whole process fall into place. Lisa Minnich asked about the timing for setting the director's salary. Ewa responded that she feels the Board cannot have the whole picture unless they see the results of the survey, and she would feel most comfortable doing her self evaluation in the middle of January. With that being the case, Lisa recapped that the Board would be able to discuss Ewa's self evaluation in February and make their recommendations in March, providing retroactive pay if it applies.

Chris de Grandpré asked Michael Spofford to provide him, as chair of the Finance Committee, with the current salary of the director, administrative assistant and principle account clerk. The figures will be provided to the trustees soon, as will figures showing a two percent increase as was included in the budget, after which the Finance Committee will make recommendations to the full Board at the January meeting.

New Business

There was no new business.

Adjournment

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 2:18 p.m.

Respectfully submitted,

Gary Alexander
Secretary