

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held August 28, 2017

Call to Order

The Board of Trustees meeting was called to order at 3:00 p.m. on Monday, August 28, 2017 at Sherman Free Library, Port Henry, New York, by Nicole “Nicky” Bryant. She then gave the floor to Michelle Paquette, who thanked the System for all that we do, then spoke for a couple of minutes about the history of the library and the building itself. She also spoke a little a painting that was displayed in the library previously but over the years sustained damage. They have obtained a grant and the painting is being restored. She also spoke a little about her own background.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Fran Filshie, Dorothy Latta, Gayla LePage, Phyllis Magnus, Mary “Lisa” Minnich, Doreece (Darcy) Purick, Rita Quinn and Charles “Kip” Thompson

Excused Absences: Elizabeth “Liz” DeFonce, Thomas “Tom” Mandeville and Scott McDonald

Staff Present: Ewa Jankowska, Director; Michael Spofford, Finance Manager; and Dawn Recore, Administrative Assistant

Others present: Michelle Paquette, Director of Sherman Free Library

Consent Agenda

Fran Filshie motioned approval of Consent Agenda, which includes the following items, seconded by Phyllis Magnus:

- Approval of today’s excused absences
- Approval of today’s agenda
- Approval of minutes of the July 24, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Building, Development, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, Property and Strategic Planning
- Communications

Public Comment Period

There were no public comments.

Financial Report

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Kip Thompson.

Michael reported:

- At this time of the year expenditures should be at about 66 percent and we are within that.

- With regard to Central Book Aid and Central Library Development Aid, we do not know if we will receive the full amounts or if they will be cut by 25 percent with regard to Maintenance of Effort in NYS Ed Law. Anne de la Chapelle has reported to Ewa that she is working directly with DLD.
- Local Service Support Aid, which is based upon population in unserved areas, was received and was about \$3,000 less than expected. Michael has made an inquiry at DLD but so far has not received a response.
- Our annual field audit will begin in mid-September and will again be conducted by Martindale Keysor. The Form 990 and the audited financials are due by November 15.

Emily Castine inquired about liabilities as listed on the Balance Sheet as of July 31, 2017 for Ellenburg Center Reading Center, PPL and Mooers Free Library. Michael explained that every year the Town of Ellenburg gives CEFLS \$500 to support their Reading Center. Right now their total liability is large because of two \$2,500 Betty Little bullet aids that they haven't spent. PPL received a \$250 donation from the Adirondack Foundation for their mural that was channeled through us. The liability for Mooers Free Library is money from the Adirondack Foundation that has to pass through CEFLS for the technology piece of their new building project.

Dorothy Latta asked about #5411 and #5417 on the Over and Under Report - Audio Books on CD (under) and Downloadable Audio E-books (under). Michael explained that we try to spend a portion of the budgeted amount each month. Ewa added that publishers have a big push to sell books in the spring and the fall so in foreseeing this, we know that we might spend more at those times.

Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Nicky Bryant would like to initiate the search process for a new director. She will soon be sending out an email to Search Committee members to offer a couple of suggested meeting times.

This is the final "away" meeting for 2017. Next month's meeting will be back in Plattsburgh.

Director's Report

In addition to Ewa Jankowska's written report:

Julie Wever, President of the CSEA Union, has informed Ewa of two requests. The union would like to have a representative on the Search Committee for the new director and they would like to increase the number of work hours for the page who helps in the Technical Services Department. The Outreach Department feels that they could also benefit from assistance, such as with packing up rotating collections. Ewa explained to Julie that an increase in page hours will have to wait until we know if there will be funds available in the 2018 budget.

Kip questioned having a union member participate on the Search Committee. Ewa stated that when she was hired, staff participated in the interview process, and she thought it was good.

Director's Day was held on August 24 and was very successful. Although the newest directors were not able to attend, attendance was good and included two librarians from area correctional facilities. We provided an overview of services to member libraries and correctional facilities. Using grant funds from the Lake Placid Education Foundation (LPEF), we were able to offer a scholarship to pay for a substitute at one library which freed the director up so she could attend. The LPEF grant also made it possible to reimburse directors for mileage and to provide lunch. Afterwards, one library director of 31 years complimented CEFLS saying she has watched staff get smaller and smaller and yet we are doing more and more. Senator Betty Little and Assemblyman D. Billy Jones attended a few of the presentations and learned a little about our services and some of our new projects, and enjoyed lunch with us. They spoke a little about the need for increased Broadband in the Adirondacks. Senator Little encouraged everyone to write letters advocating for more Broadband and she will share the letters with the APA.

We were fortunate to have received another \$10,000 grant from LPEF. This will enable us to continue to provide trainings. Already Ewa is putting together a trustees' education for the future based on the HATS curriculum that will consist of five modules. Also, on October 16, we will be offering two one-hour seminars, one on budgeting and one on strategic planning. Ewa has arranged for Lauren Moore of Pioneer Library System to be the presenter.

Anja Bouchard has reserved an exhibition from the National Network of Libraries of Medicine (NNLM) for next summer on the topic of violence against women. The exhibition consists of several panels that are seven feet tall, so it will be necessary to stage these at larger libraries. One will be held at PPL and the other possibly at Saranac Lake Library. Anja will be applying for a grant that will allow her to procure accompanying lectures.

During the presentations of new projects at Director's Day, the correctional facility librarians expressed interest in same-title books for discussion groups, so Julie Wever and David Fuller have prepared bags of 12 same-title books that will be available by request.

A temporary person, hired through ETS, worked with Michael Spofford and Dawn Recore for the month of August. She is a college student so has now returned to school. A new temp was interviewed last week and will begin work later this week. Under Civil Service guidelines, she will be able to work for two additional months. Nicky Bryant asked if Michael and Dawn will need help for a longer period of time. Ewa responded that that we will decide as we go forward.

Questions or comments directed to Ewa Jankowska

In regard to DLD and the Maintenance of Effort concern, Nicky Bryant asked if CEFLS should also be talking with DLD. Ewa responded that Maintenance of Effort does affect member libraries. Dorothy Latta, Jim Bennett and Nicky Bryant will serve on an Ad Hoc Committee to determine the Maintenance of Effort issues and variance process, the role of this Board, the role of Plattsburgh Public Library Board, and how a library comes to be designated as a Central Library. Nicky encouraged others to consider stepping up to also participate. She encouraged looking at the big picture, which is the entire library system, and the importance of pursuing open dialogue.

Kip inquired whether there has been any activity on filling in the tunnel that extends from CEFLS to PPL. Michael responded that he has spoken with an electrician who will provide a quote on the

electrical part of the job. He is working with Primelink to obtain a quote to move a fiber line that runs inside the tunnel to outside the tunnel.

Kip asked if the Board is comfortable taking action on this, not knowing where our property line is with PPL. Nicky stated that her understanding is that unless the Board moves to have some type of survey done, which would be difficult and costly, we are looking at accepting the line at the beginning of the tunnel as being our responsibility. Ewa added that we would like to build a wall at both ends and have the middle filled in. Rita Quinn added that there is no one at the Real Property Office that can state with certainty where the property line is, though they have worked at it. Kip suggested having a legal agreement drawn up stating that both parties, CEFLS and PPL, agree that the fiber line needs to be moved and the tunnel needs to be filled in, and that PPL will hold CEFLS harmless. There was a general consensus on this. Kip would like this topic to be addressed by the Ad Hoc Committee.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, was not able to be present. Her Director's Report was extrapolated from PPL's August Board of Trustees packet that was provided to CEFLS, and copies were distributed prior to the meeting.

Committee Reports

There were no committee reports.

Old Business

There was no old business.

New Business

Jim Bennett returned recently from the ALA Conference. He brought back and gave out some *I love My Free Library* buttons and *World Books - Literacy Grows and I Weed* buttons. He said that the little free library movement based out of Wisconsin is growing rapidly and was promoted at ALA.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Emily Castine
Secretary