

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held September 25, 2017

Call to Order

The Board of Trustees meeting was called to order at 4:53 p.m. on Monday, September 25, 2017 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, following an informative and invigorating jeopardy-style game led by Anja Bouchard, CEFLS Library Consultant.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Elizabeth “Liz” DeFonce, Dorothy Latta, Gayla LePage, Phyllis Magnus, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Doreece (Darcy) Purick, Rita Quinn and Charles “Kip” Thompson

Excused Absences: Emily Castine and Fran Filshie

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

Others present: Anne de la Chapelle, Director of Plattsburgh Public Library

Consent Agenda

Kip Thompson motioned approval of Consent Agenda, which includes the following items, seconded by Rita Quinn:

- Approval of today’s excused absences
- Approval of today’s agenda
- Approval of minutes of the August 28, 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

Financial Report

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

Michael reported:

- Currently he is working with the outside auditor on the 2016 field portion of the audit. The auditor has requested the number of hours each trustee spent working on Board business in 2016. This includes attending meetings, reviewing and signing abstracts, sending and reviewing emails, telephone calls, and reviewing Board packets.
- He would like to meet with the Finance Committee before the October Board meeting to discuss adjusting the 2017 budget. Adjustments to be discussed involve revenues received

from the State and line items that are over budget, one of them being for repair of the Equinox.

- He is communicating with the State to learn why Local Service Support Aid, which is based upon population in unserved areas, was \$2874 less than last year when we understood we were getting level funding.

Motion carried unanimously.

Public Comment Period

There were no comments from the public.

President's Remarks

Nicky Bryant reported that she received a voice mail message from Emily Castine thanking the Board for the flowers. She said her recovery from pneumonia and broken ribs has been slow. She is feeling the need to carefully select her activities, so she is withdrawing from the Search Committee.

Nicky thanked Board members for letting Dawn Recore know that they planned to attend today's meeting. It made determining a quorum easier because she did not have to make telephone calls.

Director's Report

In addition to Ewa Jankowska's written report:

There will be a regular CEFCAT meeting on October 24.

- Betsy Brooks will chair the meeting and will lead discussion on our catalog and circulation system. Enterprise, the new portal for Horizon, will be a nicer experience for users and we are hopeful to be able to show how it will work.
- Diana Aguglia, a guest speaker from Alliance for Positive Health, will provide training on opioids and the administration of Narcan. Even with this training, Narcan's administration in libraries will be optional.
- We are inviting Kelly Hornby of Clinton County Mental Health to give a little introduction and training on recognizing mental health issues.

Through Anja Bouchard's affiliation with Autism Alliance, she has been communicating with Temple Grandin to arrange for her to come to Plattsburgh in September 2018 for a speaking engagement. Ms. Grandin will be speaking on the topic of autism and her life and promoting her new book. She would also like to meet with dairy farmers and maybe 4H kids to talk about farm animals and animal welfare so Cornell Cooperative Extension has been asked to help identify local 4H contacts. Anja and Ewa have an appointment to meet with the folks at Miner Institute in Chazy to discuss the possibility of collaboration to use their auditorium and guest house where Ms. Grandin might be able to lodge.

On October 16, 2017 two staff members from Pioneer Library System will be at CEFLS to do two presentations for member library staff and board members, one on simple library budgeting and one on strategic planning. Through a grant from Lake Placid Education Foundation, we will be able to pay for their travel and lodging.

Michael Spofford and Dawn Recore attended a day-long training sponsored by New York State Retirement System to learn about the new online reporting that will be required in May 2018. With all of the additional responsibilities that Michael has taken on as a manager of business, finance and human resources, Ewa feels it might be beneficial to look into getting a permanent part-time person to help.

Julie Wever is very busy assisting libraries that are applying for construction grants.

Questions or comments directed to Ewa Jankowska

Kip Thompson asked about the Technology Innovation grant from NNYLN. Ewa explained that it will allow CEFLS to purchase equipment and pay for staff training to preserve and offer access to interesting historical collections in the area, such as photographs, letters and to produce recordings of recollections of “things past”. We are hoping to be able to put these things online so people can contribute related information, including oral histories provided by those who are in the photos or have knowledge of them.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, stated that although she has not been able to attend CEFLS Board meetings over the summer months, she has been reading the minutes and would like to respond to the following issues.

- She would like the names of the contractors providing quotes to do the work in the driveway so they could potentially have their section done at the same time.
- The fiber optic cable at their end of the tunnel is disconnected so it can just be pulled through.
- She is working with Architecture, Engineering and Land Surveying Northeast (AES) to determine PPL’s property lines. There may already be a survey on file and if not, with a metal detector the pins in the ground might be found. She stated that CEFLS owns at least half of the property behind PPL.
- A Central Library usually is the library with the greatest number of holdings, it should be located in a central location and it must have at least two professional librarians.
- Maintenance of Effort Clause is not an issue per her conversations with DLD representative Carol Desch of DLD and state funding will be released.
- City of Plattsburgh 2018 budget was passed with level funding for PPL.
- She is learning more about the process of becoming a city school district library. Libby Post, well-known advocate for school district libraries, will be speaking at PPL’s Board of Trustees meeting on September 26, 2017.

She also reported:

- Sara Spanburgh, their new Outreach Librarian, is beginning work this week.
- Installation of the mural project began today.
- The Robotics team has raised \$4,000. The Friends of the Library is sponsoring the group.
- \$4,000 for the creative space was awarded by NNYLN Technology Services on a reimbursement basis.
- \$1,000 for the creative space will be awarded soon by Stewart’s Shoppe in honor of the grand opening of a new store.

Comments following PPL Director's Report

Nicky Bryant asked if PPL has a building committee because it may make sense for theirs and that of CEFLS to get together to look at the options for determining property lines and options for the tunnel. Anne responded that they do not; they have a Finance and Facilities Committee. The task at hand is looked at as one of administration that she is taking care of. She will look at what they say they can do and the expense. She has some tax maps that show pretty clearly that PPL owns about two feet out from their building, although not definitively.

Nicky Bryant noted that the tunnel is a potential liability that needs to be addressed, so it is important to know where the property lines are and whether the fiber optic cable that runs through the tunnel is live. She feels that a construction grant to reinforce and seal off the tunnel can be done, and at some time in the future the driveway can be resurfaced. Anne stated that Public Works is concerned about the dips in the driveway and possibly damaging their plows. She believes that AES may have done a survey when PPL added on to their building. Rita Quinn agreed that AES might have kept it because maybe no one wanted to pay the filing fee. Rita approached the Office of Real Property where she used to work and learned that nobody can tell us where the property lines are. She suggested that because neither PPL nor CEFLS pay property taxes, establishing property lines has maybe never been important to the City.

Committee Reports

Search Committee: Dorothy Latta, Chairperson, stated that they met for the first time today. They anticipate that the director position will be open in early spring with the job posting happening around January. They will work with Ewa Jankowska to tweak the Civil Service job description and investigate the requirements for taking the civil service exam or if testing can be waived in lieu of the required experience. Prior to the next Finance Committee meeting, the Search Committee will work with Michael Spofford to determine their budget. The Search Committee will meet on October 23, prior to the full Board meeting.

Ad Hoc Committee: Nicky Bryant, Chairperson, stated that there have been concerns about the Central Library with regard to Maintenance of Effort and what that means with regard to NYSED Law, CBA and CLDA. Through research she has done, she has learned that if Maintenance of Effort were to have become an issue, DLD would have contacted Ewa Jankowska, and we would have been in a very good position to present an argument for a waiver. Looking at what has transpired in the City of Plattsburgh in terms of their budget cuts which were significant, and knowing that PPL funding was not cut by the City, she is glad to hear from Anne de la Chapelle that the State has no concerns because a 25 percent cut in State funding would have had a significant impact on member libraries. The fact that a cut occurred one year and did not occur this year when other significant cuts occurred, shows that there is a commitment from the local community to continue to fund PPL. Nicky is very encouraged now that she is hearing that we do not have to take action.

Rita Quinn inquired what led to the concern that there might be an issue with Maintenance of Effort and was there something that showed up in a budget line item that could have been put elsewhere. Ewa responded that the State contacted Michael Spofford with questions. Lisa Minnich responded that Anne talked about PPL's fund balance, and the idea that the Maintenance of Effort clause in State Ed Law says that if the overall local funding is cut five percent then the State cuts funding by 25 percent. Dorothy Latta added that with the City of Plattsburgh's budget being cut, we felt the need to be prepared in case the Central Library's funding was cut.

Old Business

There was no old business.

New Business

Variance for Dannemora Free Library: Lisa Minnich motioned approval of the variance request from Dannemora Free Library, seconded by Rita Quinn. Ewa Jankowska explained that the hours that libraries are required to be open is based upon population. Based on a census report for Dannemora in which the population of Clinton Correctional Facility was included, the number of residents is greatly inflated. However, since the town's population is less than that of the correctional facility, it is not affordable or realistic to open the library more than the 21 hours per week that it is already open. Motion carried unanimously.

Preliminary approval of Assurances: State Aid for CEFLS Construction Grant application: Rita Quinn motioned approval of the preliminary assurances: State Aid for CEFLS Construction Grant application, seconded by Gayla LePage. Ewa explained that in order to begin the process of applying for a construction grant to secure the tunnel, it is necessary to have quotes. Corky Corrado of Luck Brothers did a site visit and submitted and a quote was also received from Primelink for installation of a conduit for a data cable that runs through the tunnel.

Mr. Corrado found the tunnel to be solid, as it was several years ago when two other civil engineers checked it. His recommendation is to reinforce it with structural supports in three places where traffic passes over and install two block walls, inset a little from the ends to provide some storage space.

In another year, CEFLS can apply for another construction grant to resurface the driveway which will be extremely expensive. Mr. Corrado suggests at that time installation of a rubber membrane in the tunnel ceiling where there is a leak. Further discussion ensued regarding a data cable that passes through the tunnel that Primelink would relocate.

The preliminary quote by Luck Brothers is \$7,087 and Primelink's is for \$825. At this time these quotes are for the purpose of beginning the grant application process only and there will not be a resolution to approve the quotes at this meeting. Before contractors are selected, multiple quotes will be obtained. Today's resolution is for the purpose of initiating the grant application process.

Ewa stated that unlike member libraries who can apply for 75-25 percent matching construction grants, library systems must provide 50 percent of the expense, with a grant matching 50 percent.

Discussion ensued regarding whether the tunnel should be filled and whose financial responsibility it is to take care of the data cable since Primelink, a public utility, is serving additional customers in the area with its use.

Motion approved unanimously.

Jim Bennett asked about construction grant approval for member libraries. Ewa explained that after dollar amounts have been assigned to the libraries based on various criteria, CEFLS Board approval will be requested at the October meeting.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:52 p.m.

Respectfully submitted,

Nicole Bryant
President