

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held November 27, 2017

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, October 23, 2017 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, President. She welcomed Tim Rowland, from Jay in Essex County, who is interested in becoming a trustee of CEFLS.

Roll Call

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Gayla LePage, Phyllis Magnus, Tom Mandeville (entered at 4:55 p.m.), Scott McDonald, Mary “Lisa” Minnich, Doreece “Darcy” Purick, and Charles “Kip” Thompson

Present via video conferencing at Schroon Lake Public Library: Fran Filshie

Excused Absences: Elizabeth Liz” Defonce

Absent: Dorothy Latta

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, and Tim Rowland

Presentation

Ewa Jankowska shared a video clip of a large modern library in Aarhus, Denmark, called Dokk1, prefacing that she doesn’t suggest that a library like this be built in the North Country. The Dokk1 Library was named as the world’s best library in 2016 by International Federation of Library Association. When this library was being built, they used *design thinking* which is a slightly different way of approaching a project. The Gates Foundation has sponsored a toolkit for implementing it. Ewa is hoping we can learn a little about design thinking and maybe introduce it to member libraries. Although the Danish library was a very grandiose project, design thinking can be used for smaller and other types of projects, such as how to bring teenagers to a library. It is a question of synthesizing a multitude of ideas to make them usable. At New York Library Association conference in Saratoga Springs, Ewa went to a lecture given by an architect from Indiana who talked about libraries being a third space, a term that you hear a lot; you have a home, you have work and then you have a third space. Ewa feels that that is where libraries can fill the gap, especially for the aging population.

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 the October 23, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Building, Development, Executive, Health Plan, Negotiating, Personnel, Property, Search and Strategic Planning

Motion carried unanimously.

Financial Report

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

Michael reported that things are going as planned. The IRS Form 990 was submitted by the November 13 deadline. The Finance Committee met with the auditor, Michel Phaneuf, C.P.A., and will recap his audit report later in the meeting.

Two separate Grant/Noncurrent Aid Status Reports, one for September and one for October, are included in this month's Board packet.

A few line item adjustments may be necessary into the year due to unexpected expenses, such as our oldest delivery van recently needed a tire, and some payroll adjustments will be needed.

Kip Thompson commented that, per the audit, little has been spent on professional fees and asked how much will end up being used. Michael responded that the audit itself will be \$5,600 or \$5,800. Legal advice, if needed, is included in professional fees. To date this year, little has been expended on legal advice.

Motion carried unanimously.

Public Comment Period

There were no comments from the public.

Communications

A thank you note was received on October 31 by Kim Fletcher of the Automation and Technical Services Department from Lora Langston, a former director of Elizabethtown Library Association. She is appreciative of Kim's assistance in obtaining a score from the Library of Congress for a musical program that was held at Hand House in Elizabethtown.

President's Remarks

Nicky Bryant will be in touch with all trustees regarding Committee assignments for 2018. A new list will be presented at the January meeting.

There are two major changes on our Board.

- Fran Filshie has served two full five-year consecutive terms, so this is her final meeting. Nicky thanked her for her service and wished her well in her future endeavors.
- Sadly, Emily Castine has passed away. Emily had nearly twenty years of service on this Board, at two different times, which speaks volumes of her dedication. Nicky suggested that the retirement gift that was intended for Emily and purchased with Sunshine Funds be given

to her family with a note of condolence. Nicky also suggested that the Board provide a donation to Chazy Public Library in Emily's memory. She asked if we could have a resolution of condolence written up to be sent to Emily's family. Jim Bennett motioned approval, seconded by Fran Filshie. Motion carried unanimously. *See attached for full Resolution in Memory of Mrs. Emily Castine.*

Director's Report

Ewa Jankowska informed the Board that a retiree of CEFLS, Joe Burnell, passed away at the end of October. Mr. Burnell was a bookmobile driver many years ago.

Ewa and Michael Spofford went to Elizabethtown this morning for the Essex County Budget Hearing. It appears that their budget overall looks very good and if approved, CEFLS will receive a three percent increase in funding for 2018.

On December 7, Ewa and Michael will attend Clinton County's Budget Hearing. We have not seen their budget so we do not know if it contains an increase for our funding.

Ewa explained that Franklin County had asked for our funding request to be less than \$15,000, so we made the same request as last year, which was just over \$15,300, and it appears that they will approve it.

The children's section at Schroon Lake Public Library is open. Elsewhere, they are waiting for delivery of furniture and some other things. Director Jane Bouchard reports that they will have a grand opening in the spring.

Mooers Free Library has moved to a new building which is across the street from the school. A \$20,000 donation that they received has been very helpful.

Karen Batchelder has received a grant on behalf of CEFLS from Autism Alliance for almost \$1,000. She is creating sensory kits for children with autism that will be available for distribution to libraries. If they are popular and needed, we will try to find grant money for more kits.

Every year the staff provides Christmas gifts for a family that is in a difficult situation. This year's family lives in Essex County and is a grandmother with five children, four of them between the ages of one and two years.

Libraries have more than just books that can be signed out. CEFLS now has a collection of baking pans that have been donated by several individuals. They can be viewed in our catalog by searching for *baking pans*.

The FFC Chairman is trying to dismantle the network neutrality situation. For libraries, that would be very bad because information that we get, such as medical and government, would be coming at a much slower rate. Ewa will send the Board a link to sign that is directed to congressmen. Their vote is set for December 14.

Ewa encouraged those who order from Amazon, to go to *smile.amazon.com*, instead of just *amazon.com* and select a registered not-for-profit organization (Clinton-Essex-Franklin Library System) to receive a small percentage of the purchase price. The percentage is a donation from Amazon; it does not affect your purchase price at all.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported that the mural is complete and there was a ribbon cutting ceremony with the mayor. The Robotics Team that The Friends of the Library is sponsoring is helping with the interactive piece that will be installed in the spring.

PPL is looking for a new board member. He or she must be a City of Plattsburgh resident.

Betsy Brooks has been working with Anne on the amendments to the CBA and CLDA budgets. They will be discussed later in this meeting.

Committee Reports

Finance Committee: The Finance Committee met prior to this meeting. Lisa Minnich reported that the Form 990 was submitted on time.

Copies of the audited financial reports were provided in advance of this meeting. An exit meeting was conducted with the auditor earlier today. There were only a couple of things of concern. As in the past, we did not do actuarial data showing how much it would cost to pay CEFLS retirees for the remainder of their lives. Due to many variables, figuring this, would be so expensive that it is cost prohibitive; however, auditors must cite the lack of it as a future liability. The second thing was an instance having to do with money in the bank when the grants from the state. The amount was over \$1,000,000, which was more than the collateral so it wasn't insured properly. Michael and Ewa have arranged with the bank that they will keep our collateral balanced with whatever amount of money is there. Overall, the accountant was extremely pleased with how things are going and feels that money is being controlled as it should be.

Lisa motioned to approve the audited financials for 2016 and 2015 prepared by Martindale Keyser and Company, seconded by Kip Thompson. With no further questions or discussion, motion carried unanimously.

Nomination Committee: Lisa Minnich presented a slate of officers for 2018 as follows:

President:	Nicole Bryant
Vice President:	Charles "Kip" Thompson
Treasurer:	Scott McDonald
Secretary:	Mary "Lisa" Minnich
Member-at-Large:	Rita Quinn

After asking for nominations from the floor and there being none, Fran Filshie cast a ballot for the slate of officers for 2018, as presented, seconded by Tom Mandeville. Motion carried unanimously.

Lisa then stated that we have a potential trustee candidate from Essex County, Tim Rowland, whose resumé was distributed previously. Lisa recommended to the Board that they move to send his name to the Essex County Board of Supervisors for consideration of appointment as trustee to the Board as of January 1, 2018, seconded by Scott McDonald. With no further discussion, motion carried unanimously.

Old Business

There was no old business.

New Business

Check Signers for 2018 – Lisa Minnich read aloud the bank’s Resolution of Lodge, Association or Other Similar Organization and named the check signers for 2018: Nicole Bryant, Charles Thompson, Scott McDonald, Mary Minnich, Rita Quinn and Ewa Jankowska. Lisa stated that this document must be signed every time check signers change, which is at minimum annually. Phyllis Magnus seconded. Motion carried unanimously.

Amended CBA and CLDA 2017 Budgets – Ewa Jankowska explained that Anne de la Chapelle prepared the CBA and CLDA budgets. Two sums of money are received with which the Central Library buys materials and services for all libraries in the system. In the past, the entire cost to use OverDrive serving e-books was charged to CBA (Central Book Aid). It included \$6,000 for the “platform” or their software, and \$3,000 was a book/content credit.

Although all books purchased with CBA funds are owned, insured and paid for by CEFLS, the Central Library selects the titles and prepares an e-book/book order which is sent to MAC for comments and is approved by Ewa. CBA has to be spent on adult non-fiction and reference materials. In recent years, the aid could also be spent on databases that often replace the traditional print reference sources. PPL and CEFLS use their own book budgets to purchase fiction and young adult materials. Both Anne and Ewa welcome suggestions for these purchases given by Member Advisory Committee and member libraries in general.

Lisa Minnich motioned approval of the Amended CBA and CLDA 2017 Budgets, seconded by Kip Thompson. Motion carried unanimously.

Snow Removal Contract – Contact was made with 18 or 19 snow removal contractors with one acceptable quote received (two others lacked a required component). Kip Thompson motioned approval to enter into a contract with Plattsburgh Lawn and Snow, seconded by Darcy Purick. Motion carried unanimously.

Member Library, Central Library and Reading Center Contracts for 2018 – Ewa Jankowska stated that the contracts are exactly the same as last year, only the date has been changed. Gayla LePage motioned approval of the Member Library, Central Library and Reading Center Contracts for 2018. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Nicole Bryant, President