

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held February 26, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, February 26, 2018 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, President.

Oaths of Office

Mary Minnich, as past president of the Board of Trustees, administered the Oath of Office to Nicole Bryant as President. Nicole then administered the Oath of Office to Mary Minnich as Secretary and to Scott McDonald as Treasurer. She then administered the Oath of Office to Tim Rowland as a new trustee representing Essex County.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Dorothy Latta, Phyllis Magnus, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Doreece “Darcy” Purick and Tim Rowland

Excused Absences: Gayla LePage, Rita Quinn and Charles “Kip” Thompson

Absent: James Bennett

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

Presentation

Ewa Jankowska shared a video clip about CEFLS and member libraries that Anja Bouchard produced for Facebook. The clip showcases a multitude of events that take place at local public libraries. Nicky commented that the services offered at libraries have vastly changed over the years.

Consent Agenda

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

- Approval of today’s excused absences
- Approval of today’s agenda
- Approval of the November 27, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Nominating, Personnel, Property and Strategic Planning

Motion carried unanimously.

Financial Report

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

Michael reported that in Budget-to-Date statement, Basic Aid is now broken down to reflect how the money is being spent and how each county's funding is being used. For example:

- *Certified Librarians' Salaries* used to be broken down into three lines, now there are eight.
- Under *All Other Salaries*, Van Delivery assists with Interlibrary Loan and rotating collections, so a large portion of the van drivers' salaries is now shown to come proportionately from funding from the corresponding counties.

Other items will be broken down to show actual distribution as time allows. These breakdowns are now incorporated into the Draft Budget 2018-00-01.

As a public not-for-profit employer set up by NYS and Civil Service, CEFLS opted out of the Paid Family Leave Act of New York. Michael provided the Board with copies of a letter he sent to the Workers' Compensation Board. We were previously required to prepay approximately \$585 into the plan, so we will be receiving a refund.

Michael provided updates on the Board of Trustees Leadership Campaign and Sunshine Fund. For this year, Leadership has taken in \$480. It would be nice to have 100 percent participation, regardless of the amount given. For the Sunshine Fund, last year it took in \$325 and paid out about \$380. Its current balance is \$108.62. The suggested yearly contribution for Sunshine Fund is \$20. Prior to the April meeting, Michael will send out an email reminder of these funds.

Motion to approve the financial reports as reported by Michael Spofford carried unanimously.

Public Comment Period

There were no comments from the public.

Communications

Dawn Recore recapped four thank you cards and letters that have been received and passed them around for all to see.

- Thank you card from Chazy Public Library acknowledging the donation made by the Board in memory of Emily Castine
- Thank you letter from Families First of Essex County for Christmas gifts provided by CEFLS staff to a rather large family in need
- Thank you card from Fran Filshie who served on the CEFLS Board of Trustees for 14 years for the retirement card and gift card given to her by the Board
- Thank you card from Clinton County Literacy Volunteers to David Fuller for assistance provided in January to Literacy Volunteer clients at Plattsburgh Public Library

President's Remarks

With regard to Ewa Jankowska's letter of resignation, Nicky recapped that her retirement will be effective May 1, 2018. With regret, Nicky asked for a resolution accepting Ewa's letter. Lisa Minnich so moved, seconded by Liz DeFonce.

Ewa then commented that she has really appreciated the opportunity to work for this great institution that she really loves and that this Board has been really wonderful. Nicky then thanked Ewa, adding that it's been nice to have her directing the Board, advising of the needs of the System and of individual libraries, representing and advocating for the System, and ever being present. She added that it's been an honor to be president and to have Ewa as director.

Motion to accept Ewa Jankowska's formal announcement of her retirement carried unanimously.

Conflict of Interest Statement – There is a Conflict of Interest Statement in every trustee's packet that each trustee is required to sign every year.

Committee Assignments for 2018 – Nicky has communicated with most members of the Board with regard to committees. Some committees may be a little obscure, as there has been no need for them to meet in quite some time.

Advocacy Committee, Phyllis Magnus, Chair – This involves representing the library system and communicating its needs with legislators. Tomorrow Phyllis Magnus will be going with Karen Batchelder to Library Advocacy Day in Albany. At present, there are two people on this committee. More would be welcome. Nicky suggested working with David Fuller as she has read advocacy articles in the Pathfinder. Ewa added that as David's supervisor, Julie Wever, Outreach Department, is a great person to work with.

Nicky encouraged fellow trustees to take advantage of the pre-formatted advocacy letters that are receive by email from the State Library. It is very easy to use their format and sending these letters really does make a difference.

Development Committee (formerly Future Finance), Lisa Minnich, Chair – Maybe there was a need for this committee at one time, but it hasn't met in a very long time and it is not in the Bylaws. Nicky would like to eliminate it and if a need arises later, a new committee can be created.

Executive Committee - represents the officers

Finance Committee, Scott McDonald, Chair – Nicky Bryant, Kip Thompson, Lisa Minnich

Health Plan Committee, Scott McDonald and Tom Mandeville, Co-Chairs - required by the CSEA Contract

Negotiating Committee, Tom Mandeville, Chair and Jaci Kelleher, Chief Spokesperson – Kip Thompson, Lisa Minnich and Rita Quinn. Tom had concerns about serving on this committee, because at his place of employment he is representing the union and the CEFLS attorney, Jaci Kelleher, is also the attorney for his place of employment, making her his opposition at work and his ally at CEFLS. Jaci has been consulted and she affirms that this is not a conflict of interest either on her part or on Tom's. This is the year that the CEFLS contract is up for negotiations.

Nominating Committee, Gayla LePage, Chair – Nicky Bryant, Lisa Minnich, Darcy Purick

Personnel Committee, Lisa Minnich, Chair – Liz DeFonce, Dorothy Latta, Phyllis Magnus, Scott McDonald

Property Committee, Rita Quinn, Chair – Nicky Bryant, Darcy Purick

Search Committee, Dorothy Latta – Gayla LePage, Tom Mandeville, Nicky Bryant, Lisa Minnich, Kip Thompson

Strategic Planning Committee – A strategic plan was developed a few years ago and will probably at some point need to be revisited. We will cross this committee off for now and wait for a new director to work on a new strategic plan.

If anyone is interested in belonging to additional committees, they should contact Nicky.

Away Meetings for 2018 – The Board tries to schedule three away meetings at member libraries each year during summer months, one in each county. Using a list of member libraries where the Board has met every year since 2009, by consensus the following libraries were selected: Mooers Free Library or Champlain Memorial Library in August, Akwesasne Library in June or July at 1:00 and AuSable Forks Free Library or Keeseville Free Library in June or July. Dawn Recore will contact the directors to make arrangements. We will request that the meetings in Mooers (or Champlain) and AuSable Forks (or Keeseville) begin whenever is convenient for them between 1:00 and 3:00.

Director's Report

In addition to her written report, Ewa Jankowska reported:

She distributed 'talking points' that she asked David to prepare for Leg Day. Ewa is going to Albany this week for meetings on Tuesday and to attend a fundraiser for Library PAC, and on Wednesday to meet with our legislators for Library Legislative Day.

She has asked Anja Bouchard to be on the State Library PULISDO team to update the publication *Helpful Information for Meeting Library Minimum Standards*. Ewa has learned that the minimum standards for number of hours that libraries must be open, based on population, will remain the same.

Karen Batchelder is interested in attending training to be a trainer for Supercharged Story Time. This is a pilot project partially funded by ILMS that would train trainers to train directors, trustees or library volunteers who would like to offer story time.

Julie will be doing a webinar this week to learn about the rules and regulations for a voluntary program whereby member libraries could serve very simple free lunches at their libraries during the summer.

We are participating in Colon Cancer Awareness for the month of March. We are distributing displays, including literature and blue lights, to each library.

Recapping what Nicky has already said about advocating for library funding, Ewa asked trustees to communicate with local legislators for their assistance because a four percent cut is significant and to small libraries even a few hundred dollars is a lot.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported:

Ben Carman has been promoted to Librarian II and Betsy Smith to Senior Library Clerk.

Garaun McKenzie, from SUNY Plattsburgh's Business program, is interning for the spring semester.

PPL will host the area robotics teams' Annual 3D Print Challenge on April 21.

Also in April, PPL will host the Quad County Decentralization Grant Awards. At last year's awards that were held in Lake Placid, PPL received funds for their outside mural.

Patrick McFarland has left the PPL Board and Matthew Miller is a new Board member. He has an undergraduate degree from Lehigh University in Mechanical Engineering and wants to get involved with the creative maker space.

PPL Board of Trustees has the full support of the mayor and the city council. Anne knows that further cuts to the City's budget will come next year, but the library has built their reserve fund back up to where it should be and construction-wise the capital fund is good, so she feels they have a good path going forward.

Committee Reports

Search Committee: Dorothy Latta reported that the committee has met a couple of times. Since Ewa officially offered her retirement date, they have developed two different types of job descriptions advertisements. A longer describes the attractiveness of the region. It will be used for a multitude of venues such as our website and other free job placement postings, including Indeed.com and various library associations. Then are more specialized places for postings where a fee is involved. A short ad was written for the Press Republican, Malone Telegram and The Sun Community News. Letters of interest and resumes will be requested by March 23. The committee is also developing a matrix to use for the interview process.

Finance Committee: Scott McDonald reported that the Finance Committee met prior to this meeting to review the budget that Michael Spofford and Ewa Jankowska have been working on. Basically it reflects revenues equal to last year, with Clinton and Essex Counties providing small increases in CEFLS funding and the governor proposing a four percent decrease, as he did last year. We are hoping that the Legislature reverses the governor's decrease, as they did last year also.

Scott McDonald motioned to approve the Draft 2018 Budget 001-01, seconded by Lisa Minnich. Lisa pointed out on behalf of the Finance Committee that Michael has done his best to predict what will happen. Michael expounded a bit on the Basic Aid breakdown that now better shows the services provided to each county, such as van deliveries and the purchase of e-books.

Nicky asked what the four percent decrease means to CEFLS, to which Michael responded that \$43,000 would have to be taken out of our budget, plus there could be additional reductions in other revenue sources.

Motion carried unanimously.

Old Business

There was no old business.

New Business

Individuals, Entities and Institutions with Whom to Conduct Business in 2018 and Individuals to Conduct Business in 2018: Lisa Minnich motioned to accept Individuals, Entities and Institutions with Whom to Conduct Business in 2018 and Individuals to Conduct Business in 2018, seconded by Dorothy Latta. This document correlates directly to the Conflict of Interest Statement that all trustees sign yearly.

Recent Non-State and Grant Opportunities: Ewa Jankowska recapped that Julie Wever submitted recent applications for two grant opportunities. From Stewart's 2018 Holiday Match, we requested \$500 for three more Early Literacy Kits and five additional STEM related 3D Maker Kits based on 3D pens, and \$2,250 from the 2018 Adirondack Quad County Decentralization Grant that will be used to help pay for a performer for the summer reading program at member libraries.

Executive Session

Lisa Minnich moved to go into Executive Session to discuss the review and salaries of specific staff members, seconded by Phyllis Magnus. Executive session was entered at 5:42 p.m.

Return to Regular Session

The Board returned to Regular Session at 5:50 p.m. by motion made by Lisa Minnich, seconded by Scott McDonald.

Lisa Minnich moved to approve a four percent pay increase for Michael Spofford, Ewa Jankowska and Dawn Recore, retroactive to January 1 of this year, seconded by Scott McDonald. With no further discussion, motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:53 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary