

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held April 23, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:28 p.m. on Monday, April 23, 2018 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, President.

Oaths of Office

Nicky Bryant, President, administered the Oath of Office to Charles “Kip” Thompson as Vice President. Kip represents Essex County.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Dorothy Latta, Phyllis Magnus, Tom Mandeville (*entered at 4:32 p.m.*), Scott McDonald, Mary “Lisa” Minnich, Doreece “Darcy” Purick, Tim Rowland and Charles “Kip” Thompson

Excused Absence: Gayla LePage

Absent: James Bennett

Staff Present: Betsy Brooks, Library Consultant (*departed at 4:56 p.m.*); Michael Spofford, Finance Manager; Dawn Recore, Administrative Assistant

Others present: Anne de la Chapelle, Director of Plattsburgh Public Library (*departed at 5:29 p.m.*); Stephen Novacich

Nicky Bryant welcomed Steve Novacich. He is interested in becoming a member of the CEFLS Board of Trustees and would represent Clinton County.

Presentation

Karen Batchelder gave a 10-minute presentation on early literacy and sensory kits that can be used for programming in member libraries or checked out by patrons to use with their children at home. Items for the six early literacy kits were purchased with funds from a Stewart grant. Each one has a specific focus: writing, reading, singing, playing and talking with an end goal of improving pre-reading skills, which in turn helps children to be more successful in kindergarten. She has also put together six sensory kits, using grant funding from Autism Alliance of the North Country, for use with children who are on the autism spectrum or have sensory processing difficulties. The goal of these kits is to provide support for families and to give them an opportunity to try-before-you-buy. Having the early literacy and sensory kits available through our public libraries helps to bring awareness to families of what is available with a library card. Karen has brought the sensory kits to an Autism Alliance meeting where they requested usage statistics and they are considering funding more kits in the future. Each kit contains a feedback form to help gauge its usefulness.

Consent Agenda

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

- Approval of today's excused absences
- Approval of today's agenda
- Approval of the minutes of the February 26, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Property and Strategic Planning

Motion carried unanimously.

Director's Report

Ewa Jankowska was not able to be present for this meeting due to an emergency situation. In her absence, Nicky Bryant stated that in addition to her written report, Ewa would like the Board to know that she is working with a group to revitalize the North Adirondack Library Association (NALA).

Questions pertaining to the Director's Report

Betsy Brooks, Library Consultant, offered to answer questions regarding department reports.

Kip Thompson inquired about the upcoming Temple Grandin event. Betsy explained that Ms. Grandin is recognized as a very accomplished writer on the topic of humanely managing animal behavior. Initially, Anja Bouchard had also hoped that Ms. Grandin might do an author event for the system; however due to her very busy schedule, that did not work out. She will, however, be doing an agricultural speaking engagement at Beekmantown Central School on October 24, 2018. The event will be free and open to the public. Anja has been working with the Autism Alliance of Northeastern NY, Miner Institute, Cornell Cooperative Extension of Clinton County, and Beekmantown Central School to assist with arranging this event.

Kip asked about the charts in Betsy's department report that show the usage of the old and new websites and how the new website is aligned better with the CEFLS mission. Betsy explained that senior tutorials that were created with a grant in about 2007 were very popular pages on our old website. It was a very good project but was hard to keep up-to-date. It had static webpages with links that kept going dead so they were hard to replace. In the pie chart you can see that before the switch to the new website the e-senior programs were almost half of the total usage, but they were being used by people mostly in Nigeria, Asia and a few other places, but not here. For the new website we have found some really good sites to link to for tutorials that are up-to-date. The biggest usage on the website now is downloadables (e-books, audiobooks). The second biggest usage is people looking for information about libraries in our area, and next is sites for seniors.

Financial Report

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

Michael stated that the reports included in today's Board packet include up to February 28. He will provide the March and April reports for the May meeting.

- He is still working on separating the funding streams that used to be all inclusive in Basic Aid. He is also working to finish up the CEFLS annual report, review the member library annual reports and help a few libraries with theirs.
- We are encouraged that Governor Cuomo's budget has a \$1,000,000 funding increase for libraries across the state which means about \$10,000 to \$15,000 across our different funding streams that include Central Book Aid, Central Library Development Aid and others. When the new numbers are known, our budget will be amended. Whether we will have to borrow on our line-of-credit will be determined by when the money comes in.
- We are getting van quotes for replacing our aging vans that have over 230,000 miles each. We have one quote from a local dealer for about \$30,000 and includes the features that the drivers are requesting. He is working to get two more quotes, as required by our Purchase Policy.

Public Comment Period

There were no comments from the public.

Communications

Dawn Recore recapped two thank you cards 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 card from Pat Wiley of Saranac Lake Free Library after CEFLS acknowledged her retirement after working there for 22 years.

President's Remarks

Nicky Bryant stated:

We have a definite date and time for a meeting at Akwesasne Library and Cultural Center in St. Regis Falls. It will be June 25 at 1:00 p.m. We are waiting to hear whether we will be meeting in July at Keeseville Free Library or AuSable Forks Free Library, and in August at Mooers Free Library or Champlain Memorial Library.

A resignation from Rita Quinn has been received. A considerable amount of her time is being taken up by travel and she does not feel it is fair to be missing meetings. That leaves us with two Franklin County trustee vacancies. Rita was serving as Member-at-Large and she was chairperson of the Property Committee. Nicky mentioned that there will be a building project later this year. If anyone is interested in either position, please let her know.

There will be a Tea for Ewa Jankowska on April 30 from 1:00 to 3:00 for Board members and staff. The Board has sent Ewa a beautiful floral arrangement and they will present her with a card and gift at the Tea.

Plattsburgh Public Library Report

Anne de la Chappelle, Director of PPL, reported:

A 24-Hour Print Challenge was held at in the new maker space at PPL over the weekend. There were up to 60 people at times and they spent the night doing 3-D printing for a specific challenge. Families were invited in at noon on Sunday to see prizes awarded and for recognition due to participants.

Next weekend PPL will host the DEC Award Ceremony.

An intern from SUNY Plattsburgh is developing a business plan for the creative maker space.

The clay tile mural artists will be exhibiting their individual works in a show at PPL, *In the Garden*, on June 1. The Friends of the Library will be providing refreshments.

PPL librarians, Ben and Sarah, have been going out to area schools inviting them for class visits and tours at the library. They have been very well received.

The Adirondack P-Tech program will be closing. PPL will continue hosting the Girls That Code program, with a volunteer, Eva Schweber, running the program.

Committee Reports

Finance Committee: Scott McDonald reported that they met just prior to this meeting to review the two proposals for audit services that were distributed earlier this month. On behalf of the committee's recommendation, Scott motioned to enter into a one-year contract with Abbott, Frenyea & Russell, seconded by Lisa Minnich. Martindale Keysor's proposal was for \$500 less and they have done the audit for several years; however the committee feels that it would be good to have different eyes reviewing everything. The committee is recommending a one-year contract at this time. Motion carried unanimously.

Nominating Committee: Lisa Minnich stated that with Stephen Novacich's approval, she would like to motion approval to send the name of Stephen Novacich to the Clinton County Legislature requesting their consideration in appointing him to the CEFLS Board of Trustees. Scott McDonald seconded. Motion carried unanimously. A Trustee Handbook will be provided to Mr. Novacich at the May meeting.

Search Committee (Ad Hoc): Dorothy Latta reported that the committee placed ads for the system director position and had over 20 applications, a number of whom did not meet the minimum qualifications. Of those who were qualified, a few were selected for prescreening interviews that are in the process of being completed and there are an undetermined number of initial people that the committee wants to interview. Arrangements will be made for them to meet with the staff as well as the Board. Dorothy has been in communication numerous times with NYS Education Department regarding the process of appointing a new director as well as assuring that we are in compliance with Open Meetings Law.

Ancillary to all of this, Dorothy stated that we are having great success using Zoom video conferencing for the prescreening interviews and she feels that this technology could be of great benefit to CEFLS in the future for trainings and meetings. It allows for multiple users at the same time and there is capability to use PowerPoints and presentations.

Personnel Committee

Lisa Minnich stated that during the Executive Committee and Finance Committee meetings before this meeting, Michael Spofford mentioned that the Annual Report and the annual audit are due, and the preparatory paperwork needs to be done. The Personnel Committee is recommending and Lisa moved to have a temporary employee hired from a temp agency to help prepare for the audit. This term of employment would be a maximum of three months and funding for it is in the budget already. Dorothy Latta seconded the motion. Motion carried unanimously.

Old Business

There was no old business.

New Business

Updated Interlibrary Loan Policies – Lisa Minnich motioned approval of the updated Interlibrary Loan Policies, seconded by Phyllis Magnus. Motion carried unanimously.

Executive Session

Kip Thompson moved to go into Executive Session to discuss terms of employment for the new director position, seconded by Tom Mandeville. Executive session was entered at 5:29 p.m.

Return to Regular Session

The Board returned to Regular Session at 5:42 p.m. by a motion made by Kip Thompson, seconded by Lisa Minnich.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:42 p.m.

Respectfully submitted,

Mary “Lisa” Minnich
Secretary