

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Special Meeting

Held May 30, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:03 p.m. on Monday, May 30, 2018 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, President.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Dorothy Latta, Gayla LePage, Phyllis Magnus, Scott McDonald, Mary “Lisa” Minnich, Stephen Novacich, Timothy “Tim” Rowland, and Charles “Kip” Thompson

Excused Absences: Doreece “Darcy” Purick and Tom Mandeville

Staff Present: Michael Spofford, Finance Manager and Dawn Recore, Administrative Assistant

President’s Remarks

Nicky Bryant thanked everyone for attending this special meeting. Having a consensus present allows the Board to conduct a big piece of business. She also thanked in particular the members of the Search Committee, led by Dorothy Latta, who have put in a lot of hours in finding the perfect candidate for the position of Library System Director.

Executive Session

Gayla LePage motioned to enter into Executive Session to discuss the appointment of a new Library System Director, seconded by Lisa Minnich. Motion carried unanimously. Executive Session was entered at 4:05 p.m.

Return to Regular Session

Phyllis Magnus motioned to return to Regular Session, seconded by Lisa Minnich. Motion carried unanimously. Regular Session was reentered at 4:30 p.m.

Gayla LePage motioned approval to appoint Steven Kenworthy as Library System Director, dependent upon the contingencies outlined in the May 25, 2018 letter to him: approval by the CEFLS Board, approval by NYS Library and approval of Clinton County Civil Services application. Kip Thompson seconded the motion. Motion carried unanimously.

Lisa Minnich motioned that up to \$10,000 of the reserve funds will be earmarked for relocation expenses for the new director, seconded by Scott McDonald. Motion carried unanimously.

Dorothy Latta motioned, seconded by Gayla LePage, to offer Steve Kenworthy reimbursement up to \$10,000 for appropriate relocation expenses contingent upon his agreement to voluntarily stay in the position of Library System Director at Clinton-Essex-Franklin Library System for at least 36 months. If this does not happen, he will have to repay the amount paid to him for relocation expenses. If the new director doesn’t want reimbursement for appropriate relocation funds, he does not have to accept

it. Dorothy and Michael Spofford will prepare a draft agreement for the relocation expenses and have Jaci Kelleher, CEFLS attorney, review it. Motion carried unanimously.

Kip Thompson asked for an update on the hiring process.

- Michael has spoken with Amy Heebner of NYS Library.
- Amy Heebner has received Steve Kenworthy's resumé and his unofficial transcript.
- Steve Kenworthy has obtained a NYS Certification number.
- Michael has provided Clinton County with Mr. Kenworthy's application.
- Clinton County is waiting to receive Steve Kenworthy's official college transcript.
- Nicky Bryant has sent an official employment offer to Mr. Kenworthy by letter with a statement for him to sign and return, stating that he understands the provisions of the offer and accepts the conditions.

Kip asked what has been spent on the search process. Michael responded that about \$1300 remains out of the \$3000 that was budgeted. An offer for mileage reimbursement for a previous candidate who traveled to Plattsburgh will be good for a year so Michael will hold those funds.

Steve Kenworthy's first day at CEFLS will be July 2, 2018. In the meantime, Betsy Brooks has been approved and appointed as interim director.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 4:43 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary