

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held June 25, 2018

Call to Order

The Board of Trustees meeting was called to order at 1:33 p.m. on Monday, June 25, 2018 at Akwesasne Library, 321 Route 37, Hogansburg, New York, by Nicole Bryant, President.

Oaths of Office

Nicole Bryant, President, administered the Oath of Office to Tom Mandeville as Member-at-Large. She then introduced Margot Gold. Margot expressed her appreciation of libraries staying relevant in changing times. Everyone then introduced themselves to her, telling where they reside, after which the Oath of Office was administered to Margot as a new trustee representing Franklin County.

Nicole thanked the Akwesasne Library for hosting the Board and arranging for a tour of the Akwesasne Cultural Center earlier this afternoon. Glory Cole, Director, of the library stated that part of their exhibit is at the Wild Center in Tupper Lake right now. She provided everyone with a little packet to take home containing, among other things, historic Akwesasne information, a listing of services available in their community, a museum brochure, information on Akwesasne Casino and a set of ear buds.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Margot Gold, Gayla LePage, Phyllis Magnus, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Tim Rowland and Charles “Kip” Thompson

Excused Absence: Dorothy Latta, Stephen Novacich and Doreece “Darcy” Purick

Staff Present: Betsy Brooks, Library Consultant; Michael Spofford, Finance Manager; Dawn Recore, Administrative Assistant

Others present: Glory Cole, Director, Akwesasne Library

Consent Agenda

Lisa Minnich motioned approval of Consent Agenda with the following amendments regarding the Minutes of the May 21, 2018 meeting, seconded by Tom Mandeville:

- On page 1, the meeting was called to order at 4:34 p.m. on *May 21*, 2018 (replaces *April 23*)
- On page 1, under Consent Agenda, approval of *April 23*, 2018 Minutes (replaces *February 26*)
- On page 8, under President’s Remarks, the end of the first line should read ‘Having a *quorum* present...’ (replaces ...a *consensus* present...)

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of the minutes of the May 21, 2018 meeting with the amendments listed above
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Financial Report

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

Michael stated that:

- We are getting close to having to use the line-of-credit. We are being told that our funding from NYS will be received during the first couple of weeks of July. The increase in funding that we will be getting amounts to .98 percent. Michael will break it down between the operating budget and non-operating budget (mostly pass-through funds).
- Our delivery vans each have 248,000 to 250,000 miles on them. Michael is working on getting bids to replace the older 2006 van that is being used as a back-up. Durocher's has provided a quote of approximately \$29,000. If we choose to work with Durocher's, they say they could have a vehicle ready in two weeks. Including this year, we have \$30,000 saved for this purpose. If we went with State contract from a dealer outside of this area, we might wait 3 to 6 months. Michael is hoping that by the July meeting we will have three bids, although when using State Procurement, it is not necessary to have three.
- We would like the new van to be a six foot walk-in, 15 feet long, with the capability of adding an angled shelf and bin system at a later date to better secure deliveries.

A later decision will be made regarding the 2011 van. It could be used as a back-up for the handful of times that a second van is needed each year, or a substantial savings might be realized if instead a van is rented on State contract. We would not have to register and insure a rented van.

Michael is also thinking ahead to future plans to replace the 12-year-old Equinox that has 90,000+ miles. Tom Mandeville suggested looking into renting on State contract for that also.

Motion carried unanimously.

Kip Thompson inquired whether Michael feels it will be necessary to use the line-of-credit before this year's State funding is received. Michael responded that he will spend very carefully and if it is necessary he will notify the Board.

Public Comment Period

There were no comments from the public.

Communications

Dawn Recore recapped three thank you letters that were received and passed around for all to see.

- Thank you letter to Karen Batchelder from the Autism Alliance of Northeastern NY. She and David Fuller provided an activity at the 13th Annual Autism Awareness Walk in May.
- Thank you letter from Mike Zurlo, Clinton County Administrator, for forwarding several Oaths of Office to him. He said that he was saddened to hear of the passing of Emily Castine, long-time trustee of the CEFLS Board and valued member of the community who contributed much to the area. He closed with best wishes to CEFLS for continued success with library activities.

- A letter of appreciation from Alison Follos, Director of AuSable Forks Free Library, for all the assistance provided by Julie Wever, retired Outreach and Youth Services Librarian. Alison is particularly grateful for Julie's assistance with the construction grant application process.

President's Remarks

Nicky Bryant stated that our next meeting will be at Mooers Free Library at 1:00.

The new director will begin July 2. Tim Rowland will write a press release to provide an official announcement to the community. Discussion ensued regarding a welcoming reception on September 24 from 6 to 8 p.m. following the Board meeting at CEFLS, open house style. Among others, CEFLS staff, member library staffs and legislators from the three counties will be invited. Refreshments will be served.

Interim Director Report

Betsy Brooks thanked the Board for entrusting the System to her until the new director is hired.

She reported that although the beginning of the month had some difficult times, things have settled well. Everyone is covering what Julie Wever used to do, especially Anja Bouchard who is working very hard, and staff is working very well together. We are excited to welcome Steve Kenworthy to CEFLS.

Betsy has been collecting resumés for the open librarian position that she will give to Steve Kenworthy when he arrives. It is an entry level Civil Service position requiring a Master's in Library Science degree. Having only one person on their list, Clinton County is allowing us to go outside of the local area and they are waiving the requirement for residency in Clinton, Essex or Franklin County.

Comments following the Interim Director's Report:

Kip Thompson commended the staff for keeping CEFLS running between leaderships and remarked that the transition appears to be seamless. He asked to have the record show that the Board is appreciative of the staff doing so well. Nicky Bryant echoed that, offering kudos to the staff.

Nicky Bryant commented that circulation is up, to which Betsy responded that it always goes up in the summertime for many reasons.

Kip Thompson asked Betsy to explain the new catalog. Betsy said that there was no online catalog when she began work at CEFLS, only software for staff, so the public had no way to search. In 2004, CEFLS got a cataloging system called HIP (Horizon Information Portal) that had a good track record. Over the years, it became very dated. Last year some money that was received from Senator Betty Little was used to upgrade to a new online catalog. Presently you see both the old and the new catalogs on our website. We are encouraging people to transition to the new one that has much better search capability, and there will come a time when the old one will no longer be available. Betsy agreed to do a second demonstration of the new catalog for the Board in the fall.

Plattsburgh Public Library (PPL) Report

In Anne de la Chapelle's absence, Betsy Brooks reported referencing the PPL Director's Report for their Board meeting on June 26.

Sign-up for *Libraries Rock!*, the Summer Reading Program, begins June 29th. PPL will be partnering with Mountain Lake PBS for the PBS Kids Read program over the summer.

The City of Plattsburgh has lost one of three IT people. PPL is hopeful to maintain the same level of service that the city's IT department has provided over the years.

Construction projects for PPL might include replacing some of their HVAC, repaving their driveway, replacing the ramp concrete or adding a garden with benches in the vacant triangle on the corner.

Work continues on the marble machine. That will complete the clay tile mural.

Anne would like to recommend the elimination of fines on all children's materials and forgive all old fines for children's materials. She has asked Betsy Brooks to investigate the possibility of doing a report within the circulation system to separate fines by material type. Anne is also recommending dropping the processing fee for lost items to \$3. Currently they charge a \$10 processing fee, regardless of item type.

Discussion ensued among CEFLS Board members regarding fines for lost items. Betsy stated that some libraries collect quite an amount of money in lost fees, and that the director at Saranac Lake Free Library reports that if these fees were eliminated, they would have to eliminate a page position. Tom Mandeville stated that at Champlain Memorial Library, they request a donation in lieu of fines.

Committee Reports

Nominating Committee:

Gayla LePage reported that there is one trustee seat open for Franklin County and one for Clinton County. She has 4 or 5 people that she is considering asking to serve as a CEFLS trustee and Tom Mandeville has a lead for a possible candidate that he will be speaking with later this week. Gayla will report on progress at the July meeting.

Old Business

There was no old business.

New Business

Request to implement an increase in automation fees for 2019-2021: Gayla LePage, motioned approval of the proposed increase in automation fees for 2019-2021, seconded by Lisa Minnich.

Michael stated that in 2012 we invoiced 29 member libraries for \$39,990. It was spent on North Country Library System for the online hosting for the CEFLS integrated library system Software Modules and Data, which consists of various software modules from SirsiDynix, and a tiny portion was spent on Betsy Brooks' salary as the automation librarian.

Current automation fees only cover 13.2 percent of Betsy's salary for the time that she spends on automation. An estimate reflects that 35 percent of her time is spent supporting the automation process, working with the member libraries and the aforementioned two vendors.

Typically SirsiDynix increases their maintenance charges each year up to 7 percent. If CEFLS charges an additional 5 percent each year for the next 3 years, it is hoped that it will decrease the gap between revenues and expenditures and it is believed that our automation charges would still be the lowest among the 23 library systems in the state.

Our contract with member libraries promises that we will provide a mid-year notice of any increase so they can include it in their next year budgets.

Betsy explained that the vendors (North Country Library System and SirsiDynix) bill us based on the number of people we have using the system; in our case it is a range of 100 to 150, so our automation fee for each library is dependent upon their number of FTEs as reported on their annual report. Many other systems have a fee schedule based on circulation but when we were considering this it seemed that that would vary a lot from year to year and circulation is generally trending down. We thought that the size of a library's staff would be more consistent and if a library was in hard times and had to cut staff, it probably would make sense to cut their automation fee. Conversely, if they are in good enough shape to hire additional staff, it would be easier for them to pay a higher fee.

With no further discussion, motion passed unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 2:39 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary