

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held August 27, 2018

Call to Order

The Board of Trustees meeting was called to order at 2:00 p.m. on Monday, August 27, 2018 at AuSable Forks Free Library, 9 Church Lane, AuSable Forks, New York, by Nicole Bryant, President.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Margot Gold, Phyllis Magnus, Scott McDonald, Mary “Lisa” Minnich, Stephen Novacich, Doreece “Darcy” Purick, Tim Rowland and Charles “Kip” Thompson

Excused Absence: Gayla LePage and Tom Mandeville

Absent: Dorothy Latta

Staff Present: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Dawn Recore, Administrative Assistant

Others present: Alison Follos, Director, AuSable Forks Free Library (entered at 2:18 p.m.)

Consent Agenda

Kip Thompson motioned approval of Consent Agenda, seconded by Lisa Minnich.

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of the August 27, 2018 Agenda
- Approval of the minutes of the July 23, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Financial Report

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

Michael stated that:

- All but 10 percent of four different grants from New York State have been received. Those funds will be released when we submit the variance for 2018 for Dannemora Free Library and final reports on the Adult Literacy and Family Literacy Grants.
- We are underspent on most items, with a few items overspent.
- Later in this meeting, he will be requesting approval of changes and realignments in the Draft 2018-02 Budget.

Kip Thompson asked for an explanation of item 5301, Capital Vehicle Purchase. Michael responded that for the past few years when planning the budget, he has allotted \$10,000 for the purchase of a new van. With approximately \$30,000 in the reserve account, the van has been purchased. With the \$10,000 set aside this year, we will be focusing on replacing the 12-year-old administrative vehicle in the future.

The van drivers are loving the new van. Michael is working with some companies to get it lettered. Later he will work with Anja Bouchard, Steve Kenworthy and the drivers to have a shelving system installed to hold delivery items securely to increase delivery safety and efficiency. The shelving system, coupled with the increased height of the new van, will be much easier on the backs and knees of the drivers as they enter and exit the van with boxes and bags.

Kip Thompson pointed out the seasonality of our budget by referring to the Revenues vs. Comparison Report as of July 31, 2018. For months in a row CEFLS showed nothing but expenditures and then all of a sudden we have a Net Revenue Over Expenditures of over \$1,122,000. This happens because the NYS budget is approved on April 1, then it is several months later when the funds are released. This happens yearly, where we go through the summer without revenue. By careful spending and using excess working capital, we haven't had to dip into our Line-of-Credit.

Steve Novacich inquired if the CEFLS reserve funds could be used temporarily to assist a member library having financial difficulty. Michael responded no, that member libraries are autonomous. Our role is to be an intermediary between member libraries and the NYS Library, assisting to make sure that libraries meet certain standards, such as being opened for a required number of hours per week based on the population of the area they serve. We also advocate for libraries, provide training and technical support, and assist with preparation of annual reports to go to the State, among other things.

Michael stated that so far this year we are on target for setting \$30,000 to \$50,000 aside as reserve funds for future needs. We are hoping that by the end of the year, with the help of Steve Kenworthy, our aging telephone system can be replaced.

Motion to approve the Financial Reports as presented by Michael Spofford carried unanimously.

Michael provided a short written report on the status of the Director's moving funds. He will update the report again next month.

Public Comment Period

Alison Follos, part-time Director of AuSable Forks Free Library, introduced herself. Every year she works from June until after Thanksgiving, then she lives someplace else for six months. In her absence, a retired couple staffs the library. Before coming to this library, for 25 years Alison was an elementary and middle school librarian. AuSable Forks Free Library was built in 1968 and has a good-size community center on the lower level with full kitchen facilities. In the future, Alison will pursue a grant so a lift can be installed and the bathroom made accessible to accommodate those with disabilities.

Nicky Bryant thanked Allison for allowing us to have a meeting at AuSable Forks Free Library.

Communications

There were no communications.

President's Remarks

Nicky Bryant reminded everyone that after the September 24 meeting that will be held at 33 Oak Street in Plattsburgh, we will have a welcoming reception for Steve Kenworthy, our new director. She encouraged everyone to RSVP as early as possible.

Director Report

Steve Kenworthy reported that last week he rode with the van drivers as they made deliveries. They went to every member library and reading center, plus the correctional facilities, and Steve was able to meet many of the library directors and people who work in the libraries. He stated that he has great respect for the drivers and what they do and he has gained a greater appreciation for distance now that he has traveled throughout the counties. He took a lot of notes and will think about the efficiency of the routes, though he feels that the drivers and the current routes do a tremendous job of moving books and materials around.

Comments following the Director's Report:

Kip Thompson asked if the drivers play a role in selecting books and materials for delivery. Steve explained that the libraries have their boxes ready for pick-up on their pick-up day, and if their library is not open that day, the drivers know where to find the boxes. At CEFLS, the outreach staff pulls the books and places them on the delivery shelves for the drivers to box or bag up for delivery. They also do point-to-point delivery as required, where if the driver picks up something at a library and it's been requested "down route" they reposition it in the van so it is dropped off at the right library on the same day. Steve added that all the drivers are very happy with the new van.

Steve stated that Anne Jobin-Picard, a librarian and a native French speaker from Quebec now living in Vermont, was hired to replace Anja Bouchard who moved from Technical Services over to Coordinated Outreach Services to replace Julie Wever after she retired. The core group at CEFLS is now fully staffed.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle, Director of PPL, was not present for this meeting. Steve Kenworthy reported that CEFLS staff have been working with Anne on the budgets for Central Book Aid and Central Library Development Aid. These budgets will be discussed later in this meeting.

Committee Reports

Nominating Committee: In Gayla LePage's absence, Lisa Minnich reported that last week the resumé of Andrew Lomanto of Clinton County was distributed for review. She motioned that we send Andrew Lomanto's name to the Clinton County Board of Legislators requesting their appointment of him as CEFLS's fifth trustee from Clinton County. Scott McDonald seconded. Motion carried unanimously.

Gayla is investigating a potential candidate for the one remaining open Franklin County Board seat.

Finance Committee:

Scott McDonald stated that the Finance Committee met prior to this meeting to review the Draft 2018-02 Budget. He motioned approval of the latest version of the 2018 Budget, seconded by Phyllis Magnus. Michael Spofford has made some line item changes, most of which are related to the changes in personnel in terms of salaries and benefits, etc., as well as some modifications for Medicare B reimbursement. CEFLS reimburses retirees and their spouses for their Medicare costs on a monthly basis. The amounts vary for the 13 retirees from \$124 to \$131. A major change was the travel reimbursement expenses for those who interviewed for the director position.

Motion carried unanimously.

Old Business

Phyllis Magnus requested Advocacy Committee members have a short meeting with Steve Kenworthy immediately following this meeting. She added that Margot Gold is interested in serving on the Advocacy Committee with Tim Rowland, Dorothy Latta and herself.

New Business

Variance for Dannemora Free Library: Lisa Minnich motioned approval for the Variance for Dannemora Free Library, seconded by Kip Thompson. Michael Spofford explained that each year Dannemora requests approval of a variance that has to be submitted to NYS DLD. The minimum number of hours that a library is open is set by the State and is based on the population of the town they are in. The State says Dannemora's population is 4,898, when the town actually has only 2,033 people. The other 2,865 are inmates at Clinton Correctional Facility who do not use the public library. Motion carried unanimously.

Kip briefly mentioned the report written by David Fuller recapping the recent tour of Clinton Correctional Facility that several CEFLS staff members and Dorothy Latta took. He is impressed with the amount of industry within the facility.

CLDA and CBA Budgets: Liz DeFonce motioned approval of the proposed Central Library Development Aid and Central Book Aid Budgets, seconded by Lisa Minnich. Nicky Bryant asked if dropping the Learning Express database would reflect a savings. Michael Spofford stated that the savings is approximately \$10,000 a year. It is being put into other databases and more print, audiobooks and video documentaries, all of which are owned by CEFLS.

Nicky Bryant recapped that \$67,599 is the amount of the CBA Budget and the Central Library Development Aid Budget (based on Plattsburgh Public Library's Plan of Service) is \$99,272. Motion carried unanimously.

Adjournment

Nicky recapped that next month's Board of Trustees meeting will be held in Plattsburgh and will begin at 4:30 p.m., followed by the welcoming reception for Steve Kenworthy.

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 2:49 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary