

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held September 24, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:32 p.m. at CEFLS, 33 Oak Street, Plattsburgh, New York, by Nicole Bryant, President.

Oath of Office

Lacking a notary, the Oath of Office for newly appointed Trustee Andrew Lomanto was postponed until the October meeting. However, the Board warmly welcomed Mr. Lomanto.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Dorothy Latta, Gayla LePage, Andrew Lomanto, Phyllis Magnus, Tom Mandeville, Mary “Lisa” Minnich, Stephen Novacich, Doreece “Darcy” Purick, Tim Rowland and Charles “Kip” Thompson.

Excused Absence: Margot Gold and Scott McDonald

Staff Present: Steve Kenworthy, Director; Michael Spofford, Finance Manager

Others present: Sarah Spanburgh representing Anne de la Chapelle from PPL; Alison Mandeville.

Consent Agenda

Gayla LePage motioned approval of Consent Agenda, seconded by Lisa Minnich.

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of the September 24, 2018 Agenda
- Approval of the minutes of the August 27, 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 Liz DeFonce.

Michael stated that:

- We found out today that the last 10% of local library service aid and local service support has been approved and we should receive these in the next few days. The only money not yet received is the bullet aid (\$2500/library or reading center) and that is expected in about a month.
- Last month’s budget adjustment amendment has well aligned our budgets.

- Later in this meeting, he will be requesting approval of changes and realignments in the Draft 2018-02 Budget.

The new van will be lettered and a new building sign will be done in the next couple of weeks.

There will be a field audit in October, to meet our deadline of November 15. Michael is preparing for that audit.

A comment was made that it would be nice, once the budget aid has been received, to write a letter on behalf of the Board to Senator Betty Little thanking her for her continued support of libraries.

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

Public Comment Period

Alison Mandeville, Director of the Champlain Memorial Library. She mentioned that she's been a director for 15 years and has seen a lot of changes and a few librarians come and go at CEFLS. Without CEF she would be lost as well as all of the other 30 libraries. Just last week she had to come to her consultant with a problem and was grateful for the help received. She mentioned in particular the efforts of Betsy and David, as well as the invaluable help given by Michael with the annual reports.

Communications

There were no communications.

President's Remarks

Nicky Bryant mentioned that Dawn Recore has had shoulder surgery and there was a card circulating for her. We can stretch the Board's "sunshine fund" to send her some flowers. Her recovery is progressing. Immediately following this meeting there will be a reception for Steve. There will be a 15 minute transition to set up the tables and refreshments. About 45 people have RSVP'd.

Director Report

Steve Kenworthy announced that State Law now requires a very specific Sexual Harassment policy and training. We will be working with neighboring library systems and NNYLN to come up with appropriate policies and training materials, first for ourselves, but then as a program we can take to our member libraries, all of which will need to comply with the same requirements. The Board can expect this policy to be on next month's agenda. Training is still a big question—many avenues are being explored. But all staff and the Board will need to receive the training by the end of the year. Initial training may take a day, but we're hoping less.

Kip Thompson asked about the Association for Rural and Small Libraries. Steve explained a little about their purpose and activities.

Steve introduced his wife who arrived for the reception.

Steve informed the Board that Susan Wool at the Wead Library in Malone has announced her retirement and the Library Board has reached out for our assistance in guiding them through a

director search. Sue has been a director long enough that no one on the Library Board has ever done a director search.

Steve directed the Board's attention to a memo from Anja Bouchard proposing a WiFi and Words on Wheels outreach. Program. Anja was asked to comment on the proposal. The basis of the program is to bring current information services to underserved populations in our service area. It focuses mainly on the economically and geographically underserved populations. Literacy Volunteers has expressed an interest in partnering with CEFLS on such a project. A discussion ensued and the general feeling was that this was an exciting and worthy idea to pursue. The Board felt that more research was warranted, especially as concerned financing and grants that may be available.

Plattsburgh Public Library (PPL) Report

Sarah Spanburgh representing PPL presented the report:

- Budget from the City was maintained as same as last year...no increases, but no cuts, either.
- Grateful for CEF support for Girls who Code. Meetings are resuming and a parent's meeting will be held tomorrow.
- Census 2020 forum on October 2, from 3 – 5 PM. Open to public to discuss the various issues around the upcoming census. PPL is hosting this roundtable with community groups and agencies. Many changes are coming with this census.
- LibGuides are awesome and we're learning to incorporate them into our services and programming.

Committee Reports

Nominating Committee: Gayla LePage reported that Linda Crosby is interested in a nomination to the CEFLS Board of Trustees representing Franklin County. Her resume will be forthcoming.

There is a very real possibility that we will have a full Board after this appointment. Gayla will be in touch with Board members whose terms end this year to see if they're willing to "re-up."

Gayla was reminded that the nominations committee will need to present a slate of officers for the upcoming year at the November Board meeting.

Old Business

There was no old business.

New Business

Construction Grants: State construction grant applications are due next week. David was invited to discuss libraries' projects, criteria, and answer questions. The applications must be certified by the CEFLS Board of Trustees.

Motion by Kip Thompson to sign the certification, second by Tom Mandeville. Motion carried unanimously.

Executive Session

Motion by Gayle LePage to go into executive session to discuss Union matters, second by Tom Mandeville. Motion carried unanimously. The Board went into executive session at 5:25 p.m.

Board returned to regular session at 5:35 p.m.

Motion by Tom Mandeville to accept the proposal from CSEA to extend the current contract for two years through 2020 with a 3% annual raise for employees in each of the two years, second by Kip Thompson. Motion carried unanimously.

Tom Mandeville was instructed to communicate to the union regarding the Board's decision and asking them to submit the wording of the extension addendum for Board and attorney approval.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary