

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held October 22, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:29 p.m. at CEFLS, 33 Oak Street, Plattsburgh, New York, by Nicole Bryant, President.

Oath of Office

The Oath of Office was administered to newly appointed Trustee Andrew Lomanto. Jamie Parrotte notarized the swearing in documents.

Roll Call

Present: Nicole “Nicky” Bryant, Liz DeFonce, Margot Gold , Dorothy Latta, Gayla LePage, Andrew Lomanto, Phyllis Magnus, Scott McDonald , Mary “Lisa” Minnich, Stephen Novacich, and Charles “Kip” Thompson.

Excused Absence: Tom Mandeville,

Absent: Doreece “Darcy” Purick, Tim Rowland

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

Others present:

Consent Agenda

Phyllis Magnus motioned approval of Consent Agenda, seconded by Stephen Novacich.

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of the October 22, 2018 Agenda
- Approval of the minutes of the September 24, 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 mention that his over/under and grants and non-current aids status report was not included this month due to lack of time because of his work with the auditors.

Audit is going on and should be complete within the next weeks.

Michael's performance was recognized by Steve and the Board as he is doing the jobs of two people, plus the audit.

100% funding received from the State of New York. Unusual this early in the year. Senator Little's bullet aid is the only promised funding that has not yet been received. Bullet aid is mostly for the libraries and reading centers but occasionally CEFLS will ask for some funding.

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

Public Comment Period

There were no public comments.

Communications

There were no communications.

President's Remarks

Proposed 2019 meeting dates were discussed. No meeting in March. Memorial Day will cause a shift of one week for May's meeting.

A big thank you to Michael for his extra work.

Director Report

Phone system

We are up on the new phone system, but we are still learning all its features. Teleconferencing of some Board meetings should be considered. Technology and the Open Meeting Law need to be considered.

Sexual harassment policy

The existing policy approved by the Board in 1997 puts us in compliance for policy, although this 20-year-old policy needs some updating. Efforts with our member libraries to bring them into compliance are progressing. The training deadline has been moved to October 2019.

Delivery van

We sold the van. Two bids were received: one for \$1351 and one for \$1599. Lake City Fire Equipment was the successful high bidder. The purchase has been completed. The money will be used first to make sure the new van now has the appropriate graphics of CEFLS.

NYLA Annual Conference

I will be attending the NYLA conference in Rochester the second week in November. I am the only CEFLS staff member going. Other staff members thought they had other continuing education opportunities that would be more valuable to their particular roles.

Moving expenses

Michael updated the list of my moving expenses. I believe I am finished now.

Plattsburgh Public Library (PPL) Report

Anne de la Chappele had nothing to report. Michael shared her report to her own Board on October 23.

Budget discussions with the City Council.

They are working With CCC to 3-D print an auger for the marble machine

37 youth involved in robotics group

New calendar for their maker space

ADA compliant drinking fountain

Large plate glass window cracked

Committee Reports

Nominating Committee: Gayla LePage reported that she had talked with each Board member and officer whose terms expire at the end of the year. All have agreed to renew their terms and/or nominations.

Gayla shared Linda Crosby's résumé. Ms. Crosby has shown interest in a nomination to the CEFLS Board of Trustees representing Franklin County. Motion by Mary "Lisa" Minnich to recommend to the Franklin County Legislative Council the appointment of Linda Crosby to the CEFLS Board of Trustees, second by Margot Gold. Motion carried unanimously. It was noted that with Ms. Crosby's appointment the Board will have no vacancies, a first in the memory of the current staff and Board.

Old Business

A letter to CSEA was composed and mailed to Terry Guynup regarding the Board's resolution to accept the Union's proposal for a two year contract extension. He has not acknowledged or responded.

New Business

Michael mentioned that the building has a new sign made up by the same company that did the lettering on the van. He encouraged Board members to take a look as they left the building.

New construction grants Tupper Lake and Saranac Lake have crisscrossed data

Tunnel inspection report (engineer) review led to discussion about repairs to parking lot which led to discussion about property lines. Steve K will start researching title issues. Rita Quinn discovered there is no deed for back portion of our property. Property committee will meet to develop a plan to get the project underway.

It was noted that our web page link to RGDigital takes users to a non-secure web page, resulting in some browsers rejecting the connection. Steve will look into this.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:22 p.m.

Next meeting of the Board of Trustees is scheduled for November 26, 2018, at CEFLS, 33 Oak Street, Plattsburgh, New York, at 4:30 PM.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary