

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held November 26, 2018

Call to Order

The Board of Trustees meeting was called to order at 4:28 p.m. on Monday, November 26, 2018 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole Bryant, President.

Oath of Office

Nicole Bryant administered the Oath of Office to Andrew Lomanto as a new trustee representing Clinton County and welcomed him to the Board.

Consent Agenda

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

Consent Agenda includes:

- Approval of today's excused absences
- Approval of the November 26, 2018 Agenda
- Approval of the minutes of the October 22, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Roll Call

Present: Nicole "Nicky" Bryant, Margot Gold (entered at 4:40 p.m.), Dorothy Latta, Gayla LePage, Andrew Lomanto, Phyllis Magnus, Tom Mandeville, Scott McDonald, Mary "Lisa" Minnich, Doreece "Darcy" Purick, Tim Rowland and Charles "Kip" Thompson

Excused Absences: Stephen Novacich

Absent: Liz DeFonce

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

Others present: Amy Heebner, Liaison for Library Development from New York State Library

- Steve Kenworthy invited Amy Heebner to talk a bit about what the State Library is and does.

Amy distributed handouts and explained that the State Library is made up of the Research Library, the Talking Book and Braille Library and the Division of Library Development (DLD).

The Division of Library Development:

- Administers state and federal funding
- Works with all types of library systems
- Assists libraries with charter amendments

- Provides statewide databases through Novel NY
- Coordinates database webinars and some trustee webinars
- Certifies public librarians

Q & A with Amy Heebner

Kip Thompson asked if an association library can become a school district library.

Amy responded yes. DLD's website contains information on how to make that change. Some additional options for library funding are:

- Inclusion on the ballot for local school districts. A library is not required to change its type. District residents would vote on the requested level of funding and if approved, it remains in the school budget in subsequent years. Requests for increased funding beyond that can be made yearly and would require an additional vote.
- Work with the local municipalities to request funding

Tom Mandeville asked if all member libraries should take advantage of e-rate.

Amy responded that if they can, they should. A few years ago, a lot of libraries were getting e-rate funding to assist with payment of their phone service. Then the federal agency removed this benefit from e-rate, so it seems that many libraries are no longer applying to e-rate at all, although if libraries have broadband service, DLD would like them to apply for that purpose.

Financial Report

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

Michael Spofford stated that:

- Included with distribution of this month's Financial Reports are the rest of September's reports that he was not able to do in October and he will distribute the October Grants/Noncurrent Aid Comparison Report this week.
- On the Form 990, you will see that CEFLS spent over what was received this year. There are also unspent funds that are now being used. In the future when we show open funds, they will be more current.
- On the Budget-to-Date, there are some over-spent items. At a future Finance Committee meeting, adjusting amounts will be discussed. An example is the purchase of the \$300 sign on the front of the building that was not in the budget.
- We are working on spending down budgeted funds.

Motion approved unanimously.

Public Comment Period

There were no public comments.

Communications

There were no communications.

President's Remarks

Nicky Bryant will be contacting Board members with regard to committees for 2019. She will inquire into areas of interest and on which committees trustees have served in the past.

Director Report

Steve Kenworthy reported that his week at the NYLA Conference was very profitable. This year he will be focusing on reviewing and updating CEFLS policies and procedures.

Steve and Michael Spofford went to Elizabethtown for the Essex County Budget Hearings this morning. Steve expressed appreciation to their Board of Supervisors for granting our request for a five percent increase.

Recently, Steve and Nicky Bryant met with Andrew Lomanto for a new trustee orientation, during which time the general policy for closure due to bad weather was discussed. As in past years, when Plattsburgh City School District closes, CEFLS will close. Because weather varies among the three counties, it is possible that a van delivery may be cancelled even when CEFLS is open. When we are aware in advance that bad weather is certain, and a driver and a vehicle are available, deliveries may be made a day or so early. Steve will let the trustees know when closure has been decided.

Questions addressed to Steve:

Dorothy Latta asked if, having come here from Colorado, there was anything at NYLA that surprised Steve or that he found very different. He responded that all library conferences have classes, facilitate meetings and close with a party. The biggest difference, and a challenging one, is that in most places libraries are either sponsored by a city or a county. In NYS, there are many more types of libraries, and what fits one doesn't necessarily fit another.

Regarding the changing role of libraries in today's world, Kip wonders how libraries might be able to help the public learn about avoiding scams. Publicizing skills to help make smart choices was suggested, as some libraries have already done for other situations, such as training and supplying staff with Narcan for drug overdosing.

Steve stated that the evolution of libraries is a common discussion topic at meetings like NYLA. He sees scamming as a very real challenge that is unfortunately very lucrative to the scammers. A million people can be reached quite easily and only a dozen need to respond positively to make it worthwhile to the scammers, so the issue is how to reach that dozen people. Steve suggested that perhaps Anja Bouchard, Outreach Librarian at CEFLS, who previously developed mobile kiosks that focus on emergency preparedness and are available to member libraries, could develop a program for the kiosks to help educate the public on preventing fraud.

Plattsburgh Public Library (PPL) Report

The PPL Director's Report for Anne de la Chapelle who was not present at this meeting was previously distributed for review. There were no comments nor questions.

Committee Reports

Nominating Committee

Member-at-Large – Gayla LePage nominated Tom Mandeville as Member-at-Large, seconded by Kip Thompson. A motion to close the nominations for the 2019 slate of officers was made by Phyllis Magnus, seconded by Darcy Purick.

The nominations for slate of officers are:

President -	Nicole “Nicky” Bryant
Vice President -	Charles “Kip” Thompson
Secretary -	Mary “Lisa” Minnich
Treasurer -	Scott McDonald
Member-at-Large -	Tom Mandeville

Motion to close nominations carried unanimously.

Lisa Minnich motioned to vote on the slate of 2019 officers as presented, seconded by Margo Gold.

Motion carried unanimously.

The 2019 cast of officers were asked to see Michael Spofford immediately following the meeting to sign paperwork for the bank.

Finance Committee:

IRS Form 990 – Scott McDonald stated that the Finance Committee met prior to this meeting to review the IRS Form 990. This is a form that 501c3 organizations file with the IRS yearly. Scott motioned for its approval, seconded by Gayla LePage.

Motion carried unanimously.

Old Business

There was no old business.

New Business

Bank Resolution and approval of 2019 Check Signers – Lisa Minnich motioned approval of the Bank Resolution as prepared by Michael Spofford approving check signers for 2019.

- President - Nicky Bryant
- Vice President - Kip Thompson
- Secretary - Lisa Minnich
- Treasurer - Scott McDonald
- Member-at-Large - Tom Mandeville
- Director - Steve Kenworthy

The motion was seconded by Gayla LePage.

Dorothy Latta asked for confirmation that this resolution names and approves those who will be allowed to sign checks in 2019 and that there is nothing else attached to this.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:25 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary