

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held January 28, 2019

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, January 28, 2019, at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole Bryant, President.

Oath of Office

Mary “Lisa” Minnich administered the Oath of Office to Nicole “Nicky” Bryant as President.

Nicky then welcomed Linda Crosby, stating that she has been approved by her county’s legislature as a new trustee.

Nicky then administered the Oath of Office to the following:

Trustees

Mary “Lisa” Minnich, reappointment, Franklin County

Scott McDonald, reappointment, Essex County

Dorothy Latta, reappointment, Clinton County

Linda Crosby, new appointment, Franklin County

Officers

Mary “Lisa” Minnich, Secretary

Scott McDonald, Treasurer

Tom Mandeville, Member-at-Large

Roll Call

Present: Nicole “Nicky” Bryant, Linda Crosby, Liz DeFonce, Dorothy Latta, Gayla LePage, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Steve Novacich, Doreece “Darcy” Purick, Tim Rowland

Excused Absences: Margot Gold, Andrew Lomanto, Phyllis Magnus and Charles “Kip” Thompson

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

Others present: David Fuller, CEFLS Senior Library Clerk and Sarah Spanburgh, Plattsburgh Public Library (departed 4:53)

Virtual Reality Presentation

David Fuller exhibited one of ten stand-alone virtual reality headsets that hold a 3 or 4 hour charge. They were CEFLS purchased with grant funds received from Adirondack Foundation. He has loaded them with apps that we purchased that are both educational and entertaining. It is expected that they will get a lot of use for the Summer Reading Program that will be very space-based this year. So far the VR headsets are available to libraries only where they are being used in-house, and are being received with great interest by all age groups. While adults require more explanation, preteens

and teens need little assistance. Each one is packaged with a charging cable and a controller that allows you to interact with the installed applications.

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 January 28, 2019 Agenda
- Approval of the minutes of the November 26, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating and Personnel

Motion carried unanimously.

Public Comment

There were no public comments.

Plattsburgh Public Library (PPL) Report

The PPL Report was given by Sarah Spanburgh, PPL Librarian.

- They are currently working the Annual Report.
- In January they had Amnesty Week when people were allowed to bring in nonperishable items and have their fines for late items forgiven. Over 80 items were donated to the Interfaith Food Shelf.
- PPL no longer has late fees for children's materials, so more books go out and more books come back. Reaction continues to be very positive.
- They are planning to apply for construction grant funding for 2020.
- The 2019 City Budget was approved with stable funding for the library.

Nicky Bryant asked what percentage of books came back because of Amnesty Week. Sarah said they tracked how much was forgiven but she doesn't know if they have the percentage of late books that were returned.

Financial Report

Scott McDonald motioned approval of the Financial Reports for November and December and one for October that were distributed prior to this meeting, as presented by Michael Spofford, seconded by Lisa Minnich.

Michael stated that:

- He would like to work with the Finance Committee in the next month to adjust line items that were under spent and over spent. For example, the new sign on the front of the building put CEFLS 200 percent over budget because it was not in the budget, while other line items such as office supplies were under spent. He hopes to be able to explain the adjustments to the Board at the next meeting.

- We are starting work on Annual Reports. One member library has already submitted theirs. This year Steve and the other consultants are going to be available to their libraries to facilitate the process.
- The December financial reports are all preliminary because we do not have all the 2018 information yet for expenses incurred in 2018.
- He will be working on the Comptroller's Report that is due March 1, 2019.
- The W-2s and Form 1099 will be done this week.

Questions directed to Michael Spofford:

In regard to the Preliminary Accounts Payable and Receivable Quarterly Report, Nicky Bryant asked what accounts receivables we have. Michael explained that they are amounts due to CEFLS that are over 90 days for items that we bill to member libraries, correctional facilities or other libraries not in our system. Sometimes sizable amounts have to be written off for lost books at places such as nursing homes, in spite of his best efforts to collect. Receivables can also be amounts paid by member libraries for services CEFLS provides.

Motion carried unanimously.

Communications

Dawn Recore read a thank you card that was received from the Beekmantown Central School Future Farmers of America. They thanked CEFLS for supporting their Dr. Temple Grandin event that was held in October and for donating a raffle basket. The card was made available for all to see.

President's Remarks

Nicky Bryant passed out copies of the Board of Trustees' Sunshine Fund Policy used for members who are ailing, grieving or celebrating (a wedding, birth of child, or an extraordinary honor) or retiring from Board service. She suggested a \$20 contribution from each member every January. There is approximately \$180 in the fund right now. The amount needed each year is never known ahead of time. If there is a large balance next year, the amount requested might be adjusted.

Nicky explained that for the Leadership Campaign, donations of any amount can be made. The goal is 100 percent participation. Contributions can be designated to books, ebooks or audiobooks, or any other purpose, and specific genres can be requested. Donations can be made in memory or in honor of a person. Bookplates can be inserted in books and audiobook covers.

The latest edition (2018) of the New York State Library Handbook has been distributed to Board members.

The CEFLS Bylaws were last revised in 2009. Trustees are asked to take a look at them and if it is felt that revisions should be made, this can be put on a future agenda for discussion. Then either the full Board or an Ad Hoc committee could work on revisions. At some point, it may be necessary to have some legal support, and revisions may have to be submitted to NYS Secretary of State for approval.

Director Report

In the written Director's Report that was previously distributed, Steve Kenworthy reported on an easy access card as a way to serve the underserved, for instance the homeless and those who are in

shelters as a result of domestic violence. To obtain an easy access card only name and email address or phone number would be required. We hope that the Board agrees that as a library system we should be responsible for lost books. It is felt that this will not be much of a problem. With the consensus of the Board, we would like to implement the plan. It will be officially announced to member libraries at a future date.

We are beginning work on the Annual Report this week. The CEFLS consultants will be available to assist member libraries with their reports. At the CEFCAAT meeting next Monday, emphasis will be on annual reports. Betsy Brooks and Michael Spofford will explain how to get required statistics from the catalog, then there will be time for Michael and all of the consultants to work on the reports with the directors who are present.

The agenda for the February meeting of the Board will include an executive session to discuss the wages for Management Confidential staff. The wages of union staff have already been adjusted for 2019.

Committee Reports

Nicky Bryant thanked Board members for their interest to serving on committees in 2019, adding that it is never too late to join another. A good way to learn about committees is to attend their meetings, which is what one trustee has already expressed interest in doing.

Property Committee – Steve Novacich (Chairperson), Nicky Bryant, Gayla LePage, Scott McDonald, Darcy Purick

The committee met with Michael Spofford and Steve Kenworthy earlier this afternoon. Previously there has been some discussion about blacktopping the driveway and filling in the tunnel with concrete, so the committee went downstairs to view the tunnel. Filling it in will involve the removal of some electrical, phone system and internet wires. There is relevance of the driveway to the tunnel in that the tunnel contributes to the bump in the driveway near the midway point.

In 2018 AEDA did an assessment of the condition of the tunnel and found it to be stable. It doesn't appear to have changed since then. At that time, AEDA provided a rough estimated of about \$8,600 to \$8,700 to have it filled in. Contractor quotes to do so will needed.

At this time, we have only rough estimates of where the property line is in terms of the driveway and parking area. Steve Novacich reported that a title search would cost approximately \$200-\$300. If there is a problem with a title search, the full Board will discuss having a survey done.

Gayla LePage moved approval to have a title search of the entire property and if it is found that a survey is necessary, further discussion by the full Board will be required. Lisa Minnich seconded. Motion passed unanimously.

At the lower end of the driveway, there is wiring under the blacktop because at one time the driveway was heated. That needs to come out and the entire driveway needs to be dug up with a new base installed before it is paved. Michael got estimates from three excavation companies last year whose prices were all in the \$40,000-\$60,000 range.

The committee also toured the garage where there is a walkway from which the drivers load the vehicles with books and other items for delivery. It is elevated about four feet from the garage floor with no railing for safety. An estimate for railing installation was obtained several years ago. Michael

Spofford will provide the committee with that figure. Steve Novacich would like to have a brief committee meeting to further discuss this prior to the next Board meeting.

With regard to the driveway and the tunnel, what CEFLS does will impact PPL, so Steve Kenworthy will keep in close contact with them as decisions are made.

Dorothy Latta asked if any part of this construction work would be eligible for a construction grant and would PPL be able to also include a portion of this in a grant application. Michael responded that we already have \$4,000 in grant funding for filling in the tunnel and it has to be done by June 30. David Fuller, who works with construction grants, interjected that it would be difficult to coordinate and accomplish because the application deadline for this fiscal year has passed.

Old Business

There was no old business.

New Business

Individuals, Entities and Institutions with Whom to do Business and Individuals to Conduct Business in 2019– Lisa Minnich motioned approval of Individuals, Entities and Institutions with Whom to do Business and Individuals to Conduct Business in 2019, with the exception of the auditor that is listed, Abbott, Frenyea & Russell, CPA’s PC. Motion was seconded by Liz DeFonce. Abbott, Frenyea & Russell did the 2017 audit last fall. At this time, we do not have a contract with them or with any other auditor for the 2018 audit. Motion carried unanimously.

Conflict of Interest Statements – All trustees, the Director and the Finance Manager were asked to sign this statement and hand it in. This is done yearly to safeguard against any actual or perceived conflicts of interest in the conduct of business.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:41 p.m.

Respectfully submitted,

Mary “Lisa” Minnich
Secretary