

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held May 20, 2019

Call to Order

The Board of Trustees meeting was called to order at 1:40 p.m. on Monday, May 20, 2019, at E.M. Cooper Memorial Library, 5751 Route 86, Wilmington, New York, by Nicole Bryant, President.

Roll Call

Present: Mary Abendroth (entered at 1:48 p.m.) Nicole “Nicky” Bryant, Linda Crosby, Liz DeFonce, Gayla LePage, Andrew Lomanto, Scott McDonald, Mary “Lisa” Minnich, Steve Novacich, Tim Rowland and Charles “Kip” Thompson

Excused Absences: Margo Gold, Dorothy Latta, Tom Mandeville and Doreece “Darcy” Purick

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

Others present: (All from E.M. Cooper Memorial Library) Samantha Baer, Director, Leslie Kopec and Karen d’Avignon (entered 2:30 p.m.), Members of the Board of Trustees

Consent Agenda

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

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of today’s Agenda
- Approval of the minutes of the April 22, 2019 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Nominating, Personnel and Property

Motion carried unanimously.

Public Comment

Nicky Bryant stated that we are happy to be at E.M. Cooper Memorial Library, and thanked Samantha Baer for hosting the meeting.

Communications

A thank you card from Nicky Bryant was received on May 14, 2019 for the plant arrangement from the Board following her recent shoulder surgery. The card was passed for all to see.

Betsy Brooks received a thank you email message from CEFLS Trustee Margo Gold in appreciation for a presentation on Project Drawdown that Betsy did on April 28th at Adirondack Voters for Change Climate Action Symposium. In addition to providing information on the initiative, she spoke of the availability of multiple copies of a book on this topic specially purchased for Book Club-in-a-Bag, obtainable with a library card through any of the CEFLS member libraries.

President's Remarks

Nicky Bryant thanked the Board again for the plant.

The next away meeting will be on July 22, 2019 at Peru Free Library and will begin at 2:00. The third away meeting will be on September 23, 2019 at Black Watch Memorial Library in Ticonderoga and will also begin at 2:00.

Every trustee is encouraged to make a donation, in any amount, to the Board's Leadership Campaign. The goal is to have 100 percent participation. The fund is used to purchase regular books, e-books and audiobooks. Bookplates can be inserted into regular books and onto the cases of audiobooks. For e-books, a notation can be made in the catalog entry, denoting whether the donation was made in honor of or in memory of a named person, and the name of the donor can be listed.

Director Report

Steve Kenworthy reported:

This year is the 65th anniversary of Clinton-Essex-Franklin Library System. Steve asked if there is interest in having an event to commemorate the occasion and raise our visibility in the community. Discussion ensued and touched on the following as possibilities:

- Publicize on Facebook
- Publish a history of CEFLS – Tim Rowland volunteered to write a press release.
- Bookmarks
- Open house in the Fall
- Reception with a guest speaker
- Testimonial – Perhaps obtain historical info from the perspective of a retired director of CEFLS or member library. Kip Thompson recalled a box of documents that was donated several years ago that could be a good resource.
- Ask the legislative boards of the three counties to do a resolution to recognize our 65 years.

Steve Kenworthy stated that he will meet with the staff to gather some ideas then share them with the Board at the next meeting.

CEFLS will be participating in Dozerfest on June 1st. It is a yearly community fundraiser for nonprofit agencies hosted by Kiwanis and held at Airborne Raceway in Plattsburgh. The more people who sign up to volunteer on behalf of CEFLS, the more funding we will receive. Interested Board members should contact Anja Bouchard to sign up.

Steve will conduct two trainings on sexual harassment prevention at CEFLS during the week of June 10, probably one in the evening and one during the day. The training is required in NYS by October 1st for library staffs and Boards. Those who have received the training this year through another source need to present their certificate or sign a paper stating that they've taken the training. As a convenience for the CEFLS Board, a training will be held on the day of the August 26 board meeting, and for those in outlying areas, Steve may take the training on the road. Additionally, Bonnie Black of Employee Assistance Services will be providing training on this topic at CEFLS on October 1st.

Steve has visited 7 or 8 member libraries and plans to have visited all of them by the end of the summer. He reports that he is very impressed with the libraries and the directors.

Steve Kenworthy stated that although we have solicited quite a few lawn care businesses for lawn care, sole proprietors seem to be the only contractors who are interested in a job this small. Because we are a public entity, even though a sole proprietor works alone and has no employees, we require that they carry workers compensation insurance. We have a sole proprietor with whom we would like to contract but when he got a quote for workers comp, it came in at \$6300. That is an unjustifiable amount for a \$1200 contract, so Michael Spofford checked with the provider of CEFLS's workers comp and learned that it would cost \$7.92 per \$100 to add him to our policy, or about \$100. The exposure if we go that route is that if the contractor gets hurt, there could be a claim against the CEFLS policy, which could increase our rates. In the ensuing discussion, Steve Novacich stated that he feels the NYS Labor Department would consider a sole proprietor our employee if we provide workers comp. Steve Kenworthy responded that our Workers Comp provider has told us no, and Michael Spofford added that according to what he's learned in various trainings, if we provide the independent contractor's tools and tell him how to do his job, then he would be an employee.

Steve Novacich has observed North Star Industries, under the umbrella of Citizen's Advocates of Malone, doing grounds keeping work in Plattsburgh and suggested that we check into that as an option. He also asked if lawn care could be added to the job description of a CEFLS driver, to which Michael responded that the lawn care classification would have to be added to our workers comp policy, and we would have to work with the county to include lawn care in the drivers' civil service job description. Also, the union would have to approve of this change. Gayla LePage summed up this discussion, suggesting that we speak with Citizen's Advocates and if that doesn't work out, then a judgement call on contracting with a sole proprietor should be made.

One of the libraries that Steve Kenworthy has visited is Elizabethtown where he spoke with the director and two Board members. They are an association library that has depended on the generosity of the people of Elizabethtown and Lewis. For six years, they have been working to get on the ballot of the school district to get the benefit of some tax money. With the Elizabethtown-Lewis School District now in the process of merging with Westport, this puts Elizabethtown Library in position to compete for dollars with the public libraries in Wadhams and Westport that have already received voter approval through ballot measures. Tomorrow, residents will be asked to vote on the inclusion of Elizabethtown when the school district merger is also voted upon. Kip Thompson interjected that the vote is taking place in Westport, which may not be to the benefit of Elizabethtown Library because traveling to Westport is burdensome for some residents. Steve Kenworthy stated that no organized resistance has been seen so we are cautiously optimistic.

Steve Kenworthy attended NNYLN's annual meeting last week in Lake Placid where he was voted to a full term on NNYLN's Board.

MAC and CEFCAT meetings took place earlier this month. Among other things, topics covered were technology and CBA funds. CEFCAT is going to be looking into accepting credit cards for overdue fines and lost books. MAC is going to realign their Bylaws and their membership, from 9 to 11 members.

Oath of Office

Nicky Bryant administered the Oath of Office to Mary Abendroth of Bloomingdale as a new trustee representing Essex County.

Plattsburgh Public Library (PPL) Report

As PPL did not have a representative present, Steve Kenworthy reported for PPL:

- Anne de la Chappelle, Sarah Spanburg and Sherrie Silvio attended the recent CEFCAT meeting held at CEFLS. Anne also attend the MAC meeting.

Finance Report

Lisa Minnich motioned approval of the Finance Reports that were distributed prior to this meeting, as presented by Michael Spofford, seconded by Scott McDonald. Michael stated that:

We are still waiting for NYS funding that he thinks will be level with last year. He will work with the Finance Committee to amend the budget accordingly.

CEFLS' Annual Report and the Annual Reports of the 30 member libraries have been submitted to the State Library. The State Library will review them then contact Michael with a list of questions and things that require amending.

Michael has sent out letters seeking quotes for the annual CEFLS audit.

Questions and Comments pertaining to the Finance Report:

Gayla LePage asked why telecommunication/phone service expenses are so much more than last year. Michael responded that the new phone system was installed. Last year about \$180 per month was paid for phone; we are now paying \$40 for internet and about \$300 for phone service. The new service includes many more options.

Kip Thompson commented that revenues appear to be low, relative to last year. Michael responded that early last year there was a payment of \$82,000 sent by Senator Betty Little that inflated revenue figures but was entirely a pass-through to member libraries. Also two of the three regular quarterly payments from the counties have been received; Essex County sends theirs toward the end of the quarter. Other income sources whose timing varies are automation fees and literacy grants. Kip advised that with revenue appearing to run behind, it is good to keep an eye on expenses.

Michael stated that we are unsure whether or not we will have to use our line-of-credit before the funding from NYS comes in.

Motion to approve the Finance reports as presented by Michael Spofford was unanimously approved.

Committee Report

Finance Committee – Scott McDonald

Audit Quotes: Scott McDonald reported that because the quotes were received late on May 17, the committee was not able to meet before this meeting. Two quotes for the annual audit were received. Susan Svaboda, CPA from Tupper Lake, quoted 24 hours at \$200 an hour for a total of \$4800 for a one-year contract. Abbott, Frenyea & Russell of Plattsburgh, the CPA firm that did the CEFLS audit for their first time last year at a price of \$5500, quoted \$5700 for one year. They also provided a three-year quote: \$5400 for 2018, \$5600 for 2019 and \$5800 for 2020.

Following a discussion on the pros and cons of staying with Abbott, Frenyea & Russell after using their services for one year, or going to Susan Svaboda who is a 1-1/2 hour drive away, Gayla LePage

moved to stay with Abbott, Frenyea & Russell for a three-year contract, seconded by Steve Novacich. Motion carried unanimously.

Old Business

Member Library Contract: Kip Thompson motioned approval of amending the wording of the Member Library Contract as prepared by Steve Kenworthy and distributed for review prior to this meeting, seconded by Mary Abendroth.

Steve Kenworthy stated that CEFLS has a contract with each member library that in the past has been renewed each year. We learned that the majority of library systems in NYS only redo contracts when there are new terms, so Steve proposed new wording in paragraph nine of the existing contract to read, “The term of the Contract shall be for the current calendar year. This agreement shall be renewed automatically for succeeding terms of one year on January 1 unless either party gives notice in writing of the intention not to renew to the other party at least sixty (60) days prior to the expiration of any term.”

Motion carried unanimously.

Bylaws: Discussion ensued regarding two points of concern mentioned by Kip Thompson at the April Board meeting:

- Article VIII. (8) Voting – Teleconferencing
- Article III. (2) Eligibility for Board Membership

After varying responses to both concerns, it was decided that an ad hoc committee would be formed to review the Bylaws. Gayla LePage, Nicky Bryant and Kip Thompson volunteered to serve on the committee and others were encouraged to serve also.

Margo Gold, who could not be present for today’s meeting, provided by e-mail her thoughts regarding each of Kip’s areas of concern. The committee will meet prior to the full Board meeting in June.

New Business

Photo and Video Release Form: Lisa Minnich motioned approval of the revised Photo and Video Release form, seconded by Scott McDonald. Steve Kenworthy explained that we have a form that was Board approved in 2016. The issue is that the release form was on the back side of the policy, so when someone signed it and handed it in, they didn’t have a copy. The revised release form has minimal wording changes and is now on a separate paper so that when it is signed, the policy can be retained by the signer. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 3:07 p.m.

Respectfully submitted,

Mary “Lisa” Minnich
Secretary