

## **CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**

Minutes for Board of Trustees Regular Meeting

Held July 22, 2019

### **Call to Order**

The Board of Trustees meeting was called to order at 2:04 p.m. on Monday, July 22, 2019, at Peru Free Library, 3024 Route 22, Peru, New York, by Nicole Bryant, President.

### **Roll Call**

Present: Mary Abendroth, Nicole “Nicky” Bryant, Linda Crosby, Liz DeFonce, Margot Gold, Dorothy Latta (entered 2:36p.m.), Gayla LePage, Andrew Lomanto, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Steve Novacich, Doreece “Darcy” Purick, Tim Rowland and Charles “Kip” Thompson

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

Others present: Anne de la Chappelle, Director at Plattsburgh Public Library, and Becky Pace, Director at Peru Free Library

### **Consent Agenda**

Mary Abendroth 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 June 24, 2019 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel and Property

Motion carried unanimously.

### **Public Comment**

Nicky Bryant thanked Becky Pace of Peru Free Library for hosting this meeting. Becky provided some history of the library. The installation of solar panels and the artwork displayed were of particular interest, so Becky talked a bit about them and added that quilt displays are very popular.

### **Communications**

Dawn Recore recapped that the staff received a thank you card for a cash donation that they made in June to the Morrisonville Fire Department in memory of Andy Latour at the time of his passing. Mr. Latour is father of Kim Latour of our technical services department.

### **President’s Remarks**

Nicky Bryant requested that those who are on the Personnel Committee stay after this meeting for a very brief committee meeting.

## **Director's Report**

Steve Kenworthy reported:

The dates and locations of our 65<sup>th</sup> anniversary celebration are August 6<sup>th</sup> in Schroon Lake, August 13<sup>th</sup> in Plattsburgh and August 20<sup>th</sup> in Saranac Lake. The parties will be from 2:00 to 4:00 p.m. Steve encouraged the attendance of Board members at all three locations, particularly in their home counties. He suggested that they could volunteer to scoop the ice cream that Stewarts is donating. Activities and promotional materials are being prepared. In Schroon Lake we will have an 18 foot inflatable slide, in Plattsburgh we will have a dance party with karaoke, and in Saranac Lake we will have the Adirondack Carousel. We will have cupcakes at all locations, decorated together that can be pulled apart for serving. We have started working with social media and that will be intensified as the dates approach. We will use the community calendar of the Press Republican and The Sun, and we will provide information and photographs for a newspaper article. The tagline for the anniversary is *65 Years of Supporting Local Libraries*. Local libraries will be asked to bring us their PR materials so we can share them at the events and we will also encourage the libraries in each county to be part of that county's celebration.

We are continuing to do training on sexual harassment prevention. There will be a training for this board from 2:30 to 4:00 on the afternoon of the August 26 CEFLS Board meeting and there will be a session at Saranac Lake Free Library on either the 10<sup>th</sup> or 11<sup>th</sup> of September. An email will be sent out with details and it will contain the link for the online session that will also be an option. The time that this training takes should be reported by each trustee at Annual Review time.

There is no Property Committee report at this time, but to bring everyone up-to-date, Steve reported that a surveyor was employed to do field work. We hope to have a map of the pins next week. The RFPs for the railing in the garage and for filling in the tunnel have been prepared. The RFPs will be sent to general contractors soon. The RFP for the paving will be different due to the expense of the project and the participation of PPL. In addition to being mailed out, the RFP for paving will have to also be published in the newspaper, so we need to find out what exactly needs to be included. We are trying to get these projects done in 2019.

## **Plattsburgh Public Library (PPL) Report**

Anne de la Chappelle, Director, reported:

- The Summer Reading Program kick-off went very well.
- They are finishing up some pre-construction work, which includes the roof and the driveway.
- There was a recent front page article in the newspaper containing some erroneous statements regarding CEFLS when reporting on the coffee bar. Anne reported that the information was obtained from a private Facebook page. Anne has spoken with Joe LoTempio, the new editor, who said they don't usually base their news on social media but the article in question was based on Chris Rosenquest's response to social media posts. Anne wrote a letter to the editor that has already been published, although it was shortened in length, which stated that PPL is a member library of CEFLS but CEFLS does not make decisions or govern PPL in any way.

Mary Abendroth, as a new member of the CEFLS Board, asked about the connection between CEFLS and PPL. Anne responded that PPL is funded by the City of Plattsburgh but welcomes members of the public from the whole tri-county area. That is why they receive \$100,000 in Central Library Development Aid for purchasing books and data bases, and for providing recommendations to CEFLS for additional purchases. Steve Kenworthy added that Anne, or her designee, is an ex-officio member of the CEFLS Board who is always welcome to attend Board meetings and participate in discussions.

### **Finance Report**

Lisa Minnich motioned approval of the Finance Reports submitted by Michael Spofford, seconded by Scott McDonald. Michael stated:

- The outside auditors, Abbott, Frenyea & Russell, have committed to do the audit for the next three years. The field audit for 2018 will begin soon after Labor Day.
- We have received \$1,258,688 from NYS which is most of our funding. We are waiting on a little over \$11,000 which is 10 percent of Local Library Service Aid which is a pass-through to member libraries. The remaining \$4,000 or \$5,000 is ours and should be received after NYS approves a variance for Dannemora Free Library. The variance is required yearly because most of Dannemora's population resides within Clinton Correctional Facility and cannot visit the library. Now that we have the State funding, it is time to amend the 2019 budget.
- Soon the 2020 budget will have to be drafted for submission with our funding requests to the three counties. It is expected that Franklin County's request will be due the third week of August. The request for Clinton County is due September 2<sup>nd</sup> and Essex County's due date is usually around the same time. Michael will work with Steve Kenworthy and the Finance Committee to have the draft budget ready for the next meeting. Due to timing, we might have to advise Franklin County that approval of the draft budget will be requested at the August 26 meeting of the full Board.
- In order to complete the IRS Form 990, Michael will be asking Board members for a tally of the hours spent in 2018 attending meetings, reviewing paperwork, signing abstracts, communicating with others via telephone and email, and doing committee work. The only thing that is not counted is the time spent traveling to or from meetings.

### **Questions and Comments pertaining to the Finance Report:**

Kip Thompson asked for verification from Michael that CEFLS is going from almost a \$500,000 cumulative deficit year-to-date to a number about \$500,000 to the good by the end of this month, to which Michael responded yes. Kip commended that that demonstrates the extraordinary seasonal variation in our finances. Steve Kenworthy added that due to the fine management of finances by this Board, we do not run into deficits, we have not had to dip into our line-of-credit, and financially this Board is sound.

Motion to approve the finance reports as distributed was unanimously approved.

## **Committee Reports**

There were no committee reports.

## **Old Business**

**65<sup>th</sup> Anniversary of CEFLS:** This was discussed during the director's report. Tom Mandeville questioned the invitation of elected officials. Steve responded that invitations to D. Billy Jones and other legislators will be sent out soon, as will invitations to all of the libraries and their Boards.

**Amendment of Bylaws:** At last month's meeting some proposed revisions to the Bylaws were provided by the Bylaws Committee. Based on a conversation at that meeting, the revisions were sent to Amy Heebner of the State Library. We have learned from Ms. Heebner that there are more revisions that we probably need to incorporate. Jaci Kelleher, our attorney is reviewing everything now. After we hear back from her, we will do further review and incorporate the suggested revisions. Steve Kenworthy stated that in the meantime, our existing bylaws are fine for governing what we need to do.

## **New Business**

**Family and Adult Literacy Grants:** Lisa Minnich motioned approval of the applications for the Family and Adult Literacy Grants, seconded by Kip Thompson. Discussion ensued regarding the approval of the grants at this time based on the information provided by Anja Bouchard, verses approval being required as various individual expenditures are made.

Steve Kenworthy stated that one of the reasons that the Board is asked to accept a grant is that our Purchasing Policy says if something has been approved in a grant, individual expenditures as listed in a grant do not require Board approval.

Motion carried unanimously.

**Individuals, Entities and Institutions with Whom to Conduct Business in 2019 and Individuals to Conduct Business in 2019:** Gayla LePage motioned approval of *Individuals, Entities and Institutions with Whom to Conduct Business in 2019* and *Individuals to Conduct Business in 2019*, seconded by Mary Abendroth. Basically the first document is a precursor to Conflict of Interest to make known who we do business with. It includes our attorney, accountants, and various contracted service providers. The second document is a list of trustees and staff members who are authorized to sign contracts and other official paperwork. Motion carried unanimously.

## **Adjournment**

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 3:03 p.m.

The next meeting will be at CEFLS in Plattsburgh on August 26<sup>th</sup> at 4:30, with sexual harassment prevention training preceding at 2:30.

Respectfully submitted,

Mary "Lisa" Minnich  
Secretary