

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held September 23, 2019

Call to Order

The Board of Trustees meeting was called to order at 2:00 p.m. on Monday, September 23, 2019, at Black Watch Memorial Library, 99 Montcalm Street, Ticonderoga, New York, by Nicole Bryant, President.

Roll Call

Present: Nicole “Nicky” Bryant, Linda Crosby, Liz DeFonce, Margo Gold, Dorothy Latta, Gayla LePage, Scott McDonald, Doreece “Darcy” Purick, Tim Rowland and Charles “Kip” Thompson

Excused Absences: Mary Abendroth, Andrew Lomanto, Tom Mandeville, Mary “Lisa” Minnich and Steve Novacich

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

Others Present representing Black Watch Memorial Library:

- Director – Heather Johns
- Board of Trustees - John McDonald, President; Steve Boyce, Vice President; Virginia LaPointe, Linda Cunningham; Cheryl O’Connor and Susan Peters
- Friends of the Library - Ann Westervelt

Consent Agenda

Darcy Purick motioned approval of Consent Agenda, seconded by Gayla LePage.

Consent Agenda includes:

- Approval of today’s excused absences
- Approval of today’s agenda
- Approval of the minutes of the August 26, 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

Steve Boyce provided an oral history of Black Watch Memorial Library as prepared by Heather Johns. Plans began in 1899 when a substantial sum of money was offered by Rosemond Bradley to begin a library providing certain criteria were met. A circulating library association was formed and fund raisers followed with money also being contributed by some merchants and the village board. On June 14, 1900, the Library opened. By 1901, its ownership shifted from the Village to the Town of Ticonderoga, and a new provisional charter was drawn up. In 1904 Andrew Carnegie gifted the people with a new library building, and in 1905 Ticonderoga celebrated with a grand parade. In 2009,

due to their generous community, a large expansion nearly doubling the size of the library was completed.

Communications

There were no communications.

President's Remarks

Nicky Bryant thanked the Board of Trustees and Director of Black Watch Memorial Library for allowing us have our meeting there. It's been about 10 years since CEFLS has had a meeting at Black Watch Library.

Plattsburgh Public Library Director's Report

The written report of the director of PPL was shared with CEFLS trustees before this meeting. Nicky Bryant stated that as a result of the new law prohibiting tobacco product use within a minimum of 100 feet of a public library entrance, Anne de la Chapelle, Director at PPL, has drafted a new policy. At a minimum, libraries are requested to post a sign that reinforces the new law. Steve Kenworthy pointed out CEFLS is making sure that member libraries are aware of the law and the need for a policy (per library). Signs will be provided to libraries at no charge by Tobacco-Free Clinton Franklin Essex and CEFLS will deliver them to the libraries. CEFLS is investigating whether we are considered a public library and have to adhere to this new law.

Director's Report

From his written report, Steve Kenworthy commented:

- The budget requests to the three counties have been delivered. Steve and Michael Spofford have an appointment to meet with Mike Zurlo, the Clinton County Administrator, this week.
- With an oral commitment from the CSEA Union, the CEFLS hours have been changed to 8 a.m. to 4 p.m. We hope to bring a written resolution to the Board in October to finalize it.

In addition to Steve Kenworthy's written report, he stated:

- North Country Library System will be sponsoring an all-day workshop, *Engaging Your Community & Building Support for Library Funding*. NCLS is offering this at no charge to anyone connected with CEFLS. Trustees can register by going directly to NCLS's webpage.
- There will be a new requirement that NYS library trustees receive three hours of formal training per year. Trainings such as NCLS's workshop, as well as sexual harassment prevention, will count toward this.
- The low bidders for the two construction projects have been notified and we have applied for building permits. The material for the safety railing has been ordered and we expect that it will be fabricated and installed soon. We expected Murnane Builders to come in soon to do actual measurements so they can order materials.

- Steve has provided three Sexual Harassment Prevention Training sessions with 35 participants. Many people took the training elsewhere as part of their employment requirements, and some took it online at the NY City website. Board members need to provide to CEFLS a copy of their completion certificate or a signed note saying where and when the training was taken and who administered it. This annual training will need to be taken again between October 8, 2019 and October 8, 2020.

In addition to his written report, Steve reported on:

- Bullet Aid, also known as (Senator) Betty Little money, is funding that the Legislature has awarded for 9 of the past 13 years. It is never a sure thing, and for this fiscal year with the Senate being controlled by the Democrats, Bullet Aid is being distributed differently and won't be provided to libraries. For the CEF Library System last year, that \$82,000 was passed on directly to member libraries and reading centers. That amounts to \$2,500 that they will not be getting this year. It was suggested that a letter be written to Betty Little to let her know that libraries will miss the Bullet Aid.
- Steve provided a little background to an issue involving the libraries in Elizabethtown, Westport and Wadhams. Elizabethtown Library has never had a stable funding source and has existed primarily on donations and grants and a little from the town, so they decided they would go to the voters to ask to be put on the school budget. In the meantime, Elizabethtown and Westport School Districts merged. So this election was the first one post-merger, and Elizabethtown Library relied on the advice of others, believing that if their funding bill passed it would only apply to citizens in Elizabethtown. It did pass, and when the Real Property Office started sending out bills, it was written that landowners within the newly merged school district, meaning Westport and Wadhams, have to pay to fund Elizabethtown Library while they are also funding their own libraries,. Meanwhile, Elizabethtown is not paying for the libraries in Westport and Wadhams. This issue will have to be addressed next year with the school budget vote. A sort of ad hoc committee is being formed to figure out how funding can be divvied up in an equitable manner and to prepare a unified message. Tentatively there is a meeting scheduled for October 1st in Westport. The three library directors are invited and they have been asked to invite at least one member of their board. It would be nice to have representation of the CEFLS Board present also.
- On Friday Michael Spofford and Steve attended an Employment Law Update with CEFLS attorney, Jaci Kelleher. There are some interesting changes coming up, with most taking effect on October 9th. Included will be further changes in the harassment law.
 - What applies to sexual harassment applies to all classes of protected status.
 - There are three new protected categories: religious attire, clothing, hairstyles and facial hair.
 - Employers can now be liable for any harassment, even if they were not aware of it and had no chance before the lawsuit to remedy it. The harassment would have to be considered by a reasonable person in identical circumstances to be harassment. It now doesn't matter if the employer knew or should have known of the harassment.
 - People will have the ability to collect punitive damages from employers for harassment claims.
 - The deadline for reporting claims has been extended from 1 year to 3 years.
 - You may not ask on your employment applications for salary history.
 - Another change involves equal pay.

Our policy still covers most of the changes, but it will require some update.

Questions and Comments Directed to the Director:

With regard to the Outreach Department Report, Kip Thompson asked about ransomware and member libraries. Steve said that there are libraries in NYS that have been hit. He and Betsy did a presentation on this topic at last week's CEFCAT meeting. Following the next Board meeting, he would like to give his part of the ransomware presentation, having to do with with emails and phone scams. Providing the presentation is done after the meeting and not during the meeting, it can be counted as continuing education for trustees. Dorothy Latta suggested that such a training might be conducted via Zoom for the boards of member libraries. Steve said he would appreciate the opportunity to sharpen his presentation by presenting to the CEFLS Board before he considers offering the training to member library boards. He added that Betsy Brooks did the other part of the training. Her presentation was on how to make networks more secure and the actual what-do-you-do to recover from these things.

Finance Report

Kip Thompson motioned approval of the Finance Reports as submitted by Michael Spofford, seconded by Scott McDonald. Michael stated:

- We are still 11 percent under budget.
- He will meet with the outside auditors on October 16 and 17 for the field audit. It should be done by November 15th.
- He will be working on revisions to the 2019 budget so there may be a Finance Committee meeting prior to the October Board meeting. Some adjustments need to be made for over and under expenditures from 2018.
- We are awaiting approval of a variance for Dannemora Free Library, after which another \$11,000 will be released to CEFLS.
- The first draft of the 2020 budget was based on 26 pay periods, not the 27 that will occur, so an adjustment of \$20,000 to \$30,000 will have to be made.
- In the next month to month-and-a-half, we expect to hear what will be allocated to CEFLS from the three counties.

Regarding Fuel and Maintenance - Vehicle Year-to-Date, Kip Thompson stated that it looks like we are spending \$28,000 less this year. Michael responded that the \$28,000 paid for the new van is in this account and will be moved at the end of the year. Kip stated that a capital item in the operating budget is an anomaly with a good explanation. He credited CEFLS with a pretty good set of checks and balances, where when you read the monthly reports and ask the questions, the reasoning is clear.

Motion to approve the Finance Reports carried unanimously.

Introductions: Realizing that CEFLS people had not introduced themselves to their hosts at Black Watch Library, a couple of minutes were taken to do so. CEFLS trustees and staff gave the town or city and county where they reside.

Committee Reports

There were no committee reports; however, Gayla LePage took this opportunity to thank everyone who got back to her regarding a slate of officers for 2020. She will present the slate at next month's meeting and election can take place at the November meeting.

Old Business

Bylaws: The newest version of the amended Bylaws, that has been reviewed by multiple sources, including the CEFLS attorney and NYS Library, was distributed for review prior to this meeting. Nicky Bryant called attention to Election of Officers, Article VI, (2) that says it will take place "at the January meeting"; however, sometimes the January meeting gets cancelled, whether it be due to weather or lack of quorum. She suggested that the wording of Article VI, (2) could be changed to "the last meeting of the year" which is usually in November. The month of December is held open for a meeting if needed but there hasn't been a December meeting in several years. A benefit of having the election then is that the Executive Committee/check signers are in place for January prior to the regular meeting on the fourth Monday. It was decided by consensus to change the Bylaws to read that the election will take place "by the January meeting". This revision will be made and the Bylaws will be redistributed prior to the October meeting. They will be listed on the agenda for approval.

New Business

There was no new business.

Adjournment

Nicky Bryant again said thank you to the members of Black Watch Memorial Library for hosting this meeting.

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 3:04 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary