

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held October 28, 2019

Call to Order

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

Roll Call

Present: Mary Abendroth, Nicole “Nicky” Bryant, Linda Crosby, Dorothy Latta, Gayla LePage, Andrew Lomanto, Tom Mandeville, Steve Novacich, Doreece “Darcy” Purick, and Charles “Kip” Thompson

Excused Absences: Liz DeFonce, Margo Gold, Scott McDonald and Mary “Lisa” Minnich

Unexcused Absence: Tim Rowland

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

Others Present: Sarah Spanburgh, Librarian at Plattsburgh Public Library

Consent Agenda

Mary Abendroth 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 September 23, 2019 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Public Comment

There were no comments from the public.

Communications

A very creative handmade thank you card was received from Liz Rapalee and the Board of Trustees at Wadhams Free Library. They are thanking CEFLS for 65 years of being a guiding star. If you look closely at the card, you see that each library is marked with a tiny star and CEFLS is marked with a gigantic star. The card was passed for all to see.

President's Remarks

Nicky Bryant mentioned two things with regard to the upcoming November 25th Board meeting.

- It will be Kip Thompson's final meeting. He will have served the maximum number of consecutive terms as a trustee.
- We will have a photo opportunity, so we request everyone to be prepared to smile for the camera.

Plattsburgh Public Library Report

Sarah Spanburgh, Librarian, reported for PPL.

- Ali Corneau, Library Clerk at PPL, received a scholarship for and attended the recent Library Skills Academy at CEFLS.
- Ben Carmichael and Sarah Spanburgh will be attending the NYLA events in Saratoga in November.
- Preparations are underway for PPL's Halloween celebration. There will be carnival games for the young and young-at-heart. They are happy to be borrowing the repurposed kiosks from CEFLS. The kiosks have been reprogrammed with a choose-your-own reading adventure - Haunted Carnival. Sarah thanked CEFLS for loaning the kiosks.

Finance Report

Kip Thompson motioned acceptance of the Finance Reports as distributed by Michael Spofford, seconded by Steve Novacich. Michael stated:

- Things are going as planned.
- He hopes to have the 2019 budget revisions ready prior to the November 25, 2019 Board meeting. He will ask to meet with Scott McDonald and the members of the Finance Committee prior to that meeting.
- The auditors were here for three days last week. Most of the field audit is done. Before Michael leaves on vacation next Wednesday, the auditors are trying to provide us with a completed IRS Form 990 (due November 15th). We will probably have the auditor's summary report by late November. The lead auditor seemed to feel that an exit interview would not be necessary.

Kip Thompson and other Board members interjected to say that the outside auditors should meet with the members of the Finance Committee, without Steve Kenworthy or Michael present, to properly finalize the audit. Michael will convey this to the auditors.

- A few construction projects have begun. Steve will talk about them in his oral report.
- We are still only 60 percent spent and the \$40,000 for plant reserves hasn't been touched.
- We have some upcoming unplanned expenses, such as a steel door for the garage, at \$1,000 to \$1,500, including installation.
- Next month's Board packet will include the September Grant/Aid Status Report.

Motion to accept the Finance Reports carried unanimously.

Director's Report

In addition to his written report, Steve Kenworthy reported:

CEFLS hosted NYLA's Library Skills Academy to help educate front-line workers in libraries. In our System, this sometimes includes library directors because many do not have a library background. There were 11 participants, including one from a correctional facility. The full-day sessions were on three successive Wednesdays. Ali Corneau, who works as a Library Clerk at PPL and Page at CEFLS, attended. We were able to subsidize the cost for attendees who are members of the System with an Adirondack Foundation Education Grant. Feedback from NYLA was positive.

The construction projects at CEFLS are moving forward. Martin Bouchard Construction will begin work on the safety railing in the garage tomorrow. Tunnel work began last week with prep involving wiring that runs through the tunnel. Wiring that doesn't need to be there is being pulled out and the rest is being fed through conduits. Before the tunnel is filled in with concrete, two 2' by 2' holes will be made down through the driveway into the top of the tunnel and walls will be built at either end of the tunnel. The driveway will have to be closed for a while. Old shelving that has been stored down there will be removed.

The staff has all taken Sexual Harassment Prevention Training. A few notices of completion are needed from Board members who have taken the training elsewhere. Training must be done yearly, so between now and next October 8th, everyone will be required to take it again. It will be offered at CEFLS in the spring, or it can be taken online. A certificate of completion must be provided to CEFLS every year.

Steve, Nicky Bryant, and Betsy Brooks facilitated a meeting last week involving Elizabethtown Public Library, Westport Library Association, and Wadhams Free Library. An unfortunate situation occurred after Elizabethtown Library decided to go to the voters to ask to be put on the school budget. They have never had a stable funding source and have existed primarily on donations and grants and a little from the town. In the meantime, Elizabethtown and Westport School Districts merged. This election was the first one post-merger, and Elizabethtown Library relied on the advice of others, including that of DLD, 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. At last week's meeting possible remedies were discussed. In the next election they would like to go out to the voters and say let's make one tax that is going to cover all three libraries. Wadhams and Westport are willing to do that if their grandfathered amounts are guaranteed if the new measure fails. Apportionment will be part of that discussion.

Steve is trying to get a legal opinion that they can build upon because generally when you grandfather something in and you do a new ballot, if it fails, you still get what you had before. But because of this special situation, nobody really wants to depend on that. If Westport and Wadhams can be promised that they won't lose what they already have, they are on board to go for it. Those attending, primarily library directors and members of the Boards of Trustees, were appreciative of the efforts of CEFLS to pull this meeting together and to facilitate as a middleman between them and the State as they work toward resolution. We will find out what they will need as evidence to be grandfathered in, then they may need to go to a lawyer to ask for verification.

Committee Reports

Nominating Committee

Slate of Officers: Prior to the start of this meeting, Gayla LePage handed out a committee report presenting a slate of officers for 2020.

President:	Mary “Lisa” Minnich
Vice President:	Nicole “Nicky” Bryant
Treasurer:	Scott McDonald
Secretary:	Gayla LePage
Member-at-Large:	Tom Mandeville

Tom Mandeville and Liz DeFonce have both agreed to renew their trustee terms that end December 31, 2019. Kip Thompson will have served the maximum number of consecutive full terms as of December 31, 2019, so a new trustee candidate to represent Essex County is being sought.

The election of officers will take place at the November Board meeting.

Finance Committee

This committee met prior to today’s full Board meeting. Kip Thompson stepped in at the last minute as acting chair for Scott McDonald who could not be present.

Snow Removal Contract: On behalf of the recommendation of the Finance Committee, Andrew Lomanto motioned approval of contracting with Bruce Mousseau of BM Specialty Waterworks for snow removal, paying him on a monthly basis through March and gamble that there will be no snow in April. Dorothy Latta seconded the motion. Motion passed unanimously.

Brighthouse Financials: Kip Thompson explained that CEFLS has some Brighthouse shares and whether or not to sell them needs to be decided. Andrew Lomanto further explained that CEFLS at one time had insurance with Met Life for some key employees. Later, in an effort to streamline their business, Met Life spun Brighthouse to the tune of one Brighthouse share for every 11 shares of Met Life stock. The stock doesn’t pay a dividend, and as of September 13th, the stock that CEFLS owns was worth \$700. Andrew resolved, on behalf of the Finance Committee’s recommendation, that CEFLS should sell the 17 shares of stock. Andrew reported that it will cost about \$3.50 a share to sell it, or about \$60. Gayla LePage seconded the motion. Motion carried unanimously.

Corporate Resolution to Borrow/Grant Collateral: This line-of-credit document was passed out earlier today for review prior to the Finance Committee. Kip Thompson motioned approval of the Corporate Resolution to Borrow/Grant Collateral, seconded by Mary Abendroth. Michael explained that it was recently discovered that CEFLS’s line-of-credit had expired. This new line-of-credit will be good for up to \$400,000 through the remainder of 2019, at which time a new line-of-credit for the year 2020 will be drawn up. Motion carried unanimously.

Old Business

Newly Revised Bylaws: Gayla LePage motioned approval of the newly revised Bylaws that were distributed prior to this meeting, seconded by Andrew Lomanto. Nicky Bryant stated that these Bylaws reflect the final changes that were discussed last month. Motion passed unanimously.

New Hours – 8 a.m. to 4 p.m.: The Memorandum of Understanding for the modification of hours of CEFLS has been signed by Karen Batchelder, CSEA Unit President; Terry Guynup, CSEA Labor Relations Specialist; and Steve Kenworthy, CEFLS Director. The normal open hours for transaction of business are now 8:00 a.m. to 4:00 p.m. year round, instead of from Labor Day through June 25th, 8:00 a.m. to 5:00 p.m. and 8 a.m. to 4 p.m. during the summer months. The Memorandum says that this will endure for the length of the CSEA contract.

New Business

Discrimination Policy: Andrew Lomanto motioned approval of the new Discrimination Policy that was distributed prior to this meeting, seconded by Mary Abendroth. Using CEFLS's existing Discrimination Policy, Steve Kenworthy added the language that is recommended by New York State. It is a consolidated discrimination policy which means that it is not just sexual discrimination. There are a few places where it specifically mentions sexual harassment but other than that it pertains to any protected class. Motion carried unanimously.

Construction Grants: Mary Abendroth motioned approval of Construction Grants FY 2019 as distributed for review prior to this meeting, seconded by Kip Thompson. Steve Kenworthy stated that approval of the listing of ranking criteria and matching funds is already out of date because for 2020 Governor Cuomo has signed legislation that would approve 90/10 matching funds for libraries that meet the new State mandated criteria. The new 90/10 matching funds will not affect this year because the legislation was signed after the deadline to apply for the grants. Next year there will be libraries in our System that could qualify for the 90/10. Motion carried unanimously.

Executive Session

Gayla LePage moved to enter into Executive Session at 5:30 p.m., to discuss the Director's Performance Evaluation and the Director's Salary Adjustment, seconded by Darcy Purick. Motion carried unanimously.

Return to Regular Session

Gayla LePage moved to return to Regular Session at 5:45 p.m., seconded by Mary Abendroth. Nicky Bryant stated there are no recommendations to be made at this time. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:46 p.m. The next regular meeting will be on November 25th. Trustees were reminded to be prepared for a photo op.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary