

He served as Treasurer.	2013 and 2014
He served as President.	2015 and 2016
He served as Vice President.	2017, 2018 and 2019

Mary Abendroth resolved appreciation of Charles “Kip” Thompson who has dedicated 10+ years of exemplary service to Clinton-Essex-Franklin Library System, seconded by Linda Crosby. Motion carried unanimously. Nicky said thank you very much to Kip, and it was followed by an exuberant round of applause by all.

A calendar of proposed meeting dates for 2020 based on the fourth Monday of each month was distributed prior to this meeting. The exception is May 25th which falls on Memorial Day, so by consensus, it was decided that the May meeting will be on the 18th. There is typically no meeting in March or December.

Plattsburgh Public Library Report

Sarah Spanburgh, Outreach Librarian, reported for PPL.

PPL is gearing up to assist patrons and the public with the Census. Three computers will be set up specifically for ease of use and Sarah will be training their staff. She explained that there will be multiple options for completing the census in addition to online, such as over the phone, and if neither is done after a period of time, a form will be received through the mail or an enumerator will show up at the door. Snowbirds should fill out the census in the place where they want tax dollars to go. An impromptu question and answer period then ensued.

PPL will have a giving tree in December where people can donate items for those in need, with a discreet box where items can be picked up. Suggested gifts are hygiene items and socks.

PPL is gearing up for another reading challenge that will run over the course of four months and feature 25 challenges. Participants can select books of their own choosing. Each year the challenge has gotten a little bigger and a little better.

Planning for Future Care, presented by the Caregiver Support Initiative SUNY Plattsburgh, is a new event at PPL. It is a free education and training program for caregivers of people with Alzheimer’s disease. The next session will be held on December 11th, *Quality of Life and Self Care*.

Sarah reported that the kiosks that were borrowed from CEFLS and reprogramed for the Halloween choose-your-own-reading adventure were a big hit at their Halloween celebration.

Director’s Report

Steve Kenworthy explained that he was away at the NYLA Conference at the time that he would have submitted a written report. Orally, he reported:

He attended the NYLA conference in Saratoga Springs from Wednesday through Saturday. Six staff members attended on a day registration - two on Thursday, and the rest on Friday. He met with staff members the following week so each could share what they had learned. All felt it was a good conference.

The MacMillan embargo involving e-books and audiobooks is on the minds of librarians all over. MacMillan has decided that e-books and audiobooks don't belong in a public library. They will sell one copy on the release date at a highly inflated price, then after eight weeks they will sell additional copies, again at prices that are nearly quadruple the price for direct consumer sales. Some libraries believe they don't need MacMillan titles and are boycotting the company. Others are thinking that to serve the public, they need to purchase from them. If MacMillan succeeds at this, it is believed that other publishers will follow. For print books, libraries have first sale doctrine that says that you can do whatever you want after buying them, so they can be transferred to another person. E-books are different in that they are licensed, not purchased. Steve said that we are fortunate in that our libraries are small; libraries in big cities are impacted much more because they purchase much larger quantities. NYLA has talked about possible legislation which would probably have to be done state by state.

Another topic at the conference was trustee education regulation. The NYS Board of Education has had a major staff turnover, so they have essentially said they are not going to consider any new regulations for probably 2 to 3 years. There is a rumor from the State Library that the next annual report will ask if each trustee has participated in continuing education activity. Steve feels that attending the mandatory sexual harassment prevention training is continuing education. Additionally, he stated that the Library Trustees Association (LTA) was given section status which elevates it up to a major division of NYLA, putting it at the same level as the Public Library Association (PLA). Behind all of this is the concern of librarians that their trustees get good information through training. To address this, at NYLA conferences, there are tracks of training designed for trustees. Board members of CEFLS who are interested in attending NYLA conferences should see Steve or Michael and it can be arranged.

The Essex County legislators seemed appreciative this morning when Steve and Michael attended their budget hearing. Steve thanked them for the support they've given CEFLS in the past. This year we are asking for a four percent increase. That increase was cut in half (approximately \$1,000) when they made up their budget.

Everyone received a copy of the revised Discrimination Policy Statement, Regulations, and Procedures that was approved at the Board meeting on October 28, 2019. All trustees were asked to read it, then sign and return to Dawn Recore the acknowledgement that they are on notice of the standards of expected behavior.

The tunnel work was begun today. The materials for the railing on the dock have been ordered. The next step is to schedule installation.

Steve ended his oral report by extending his best wishes for a happy holiday.

Questions Addressed to Steve Kenworthy

Dorothy Latta asked if all of our member libraries are supporting the census activities. Steve responded that they are to the extent that they can. He will see if CEFLS's kiosks can be reconfigured to securely access the census. Many libraries are single, one-person shops, but they all know it is coming and most of them have an adequate number of computers. We are offering what support we can and we expect that things will go well. Money has been earmarked for the census count and librarians feel that they are likely candidates to receive some of it because they are the internet connection for about 12 percent of the population, but so far nothing has been awarded to them.

Finance Report

Lisa Minnich motioned approval of the financial reports as presented by Michael Spofford and distributed before this meeting, seconded by Scott McDonald.

Michael reported:

- Franklin County has approved the four percent increase that we proposed.
- We are waiting for Clinton County’s response to our budget request. We are hopeful of receiving two percent as we have in the past couple of years. Of the three counties, Clinton is our biggest supporter. Their budget hearing is soon.
- We are about 65 percent spent for this year.
- Michael is going to be moving the reserves from 2018 and 2019 to 2020 in the accounting system and at the bank so that these funds will show that they are “earmarked” for specific purposes.
- A Budget ’01 amendment has been prepared and distributed.
- Payments will be made to the construction companies when the tunnel and safety railing projects are completed.

Kip Thompson stated that it makes sense to remind the counties of the meaning of the Maintenance of Effort Clause in NYS Education Law when talking to them.

Motion carried unanimously.

Committee Reports

Nominating Committee: Gayla LePage provided the slate of officers for 2020 as presented at the October meeting.

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

There were no other nominations from the floor. Margo Gold motioned acceptance of the slate as presented, seconded by Darcy Purick. Motion carried unanimously.

Gayla stated that Dawn Recore has contacted the counties with regard to requesting reappointments of Liz DeFonce and Tom Mandeville so that they will begin new five-year terms January 1, 2020. Gayla is speaking with contacts in search of a candidate to fill Kip Thompson’s vacant seat representing Essex County. A post has been made on CEFLS’s Facebook page with the intention that others will share it to help spread the word. She encouraged everyone to be active in the search. The candidate doesn’t have to be anyone from the library world; it would be good to have someone with a finance background to help balance things out. Interested parties should submit a letter of interest and resume to Gayla and she will bring them to the full Board.

Finance Committee

The Finance Committee met before this meeting with the intention of reviewing the audited financials; however, the report from Abbott, Frenyea & Russell hasn't been provided yet. Scott McDonald stated that the committee will review them before the January full Board meeting.

Lisa Minnich motioned approval of the submission of the IRS Form 990, seconded by Scott McDonald. It was prepared by Abbott, Frenyea & Russell. Motion carried unanimously.

Old Business

2019-01 Budget Amendment: Lisa Minnich motioned approval of the 2019-01 Budget Amendment, seconded by Gayla LePage. Michael Spofford explained that adjustments were made to show funding that was received during the year. Funds in the capital improvement reserve were increased by carrying over unspent funds from previous years and other funds were moved around to balance revenues and expenditures.

Andrew Lomanto asked Michael about *Basic Aid* being short late in the year. Michael explained that *Basic – Other* is a carryover amount or deferred revenue that has been moved from 2018 to 2019 to better define it. Andrew interpreted that as the money has come in, it just hasn't been used and Michael concurred.

The final 10 percent of Local Service Support Aid is expected to be released by the State the week of December 9th. That amounts to between \$11,000 and \$12,000. Local Library Service Aid, also 10 percent, is yet to be released and that will be a pass-through to member libraries.

Motion carried unanimously.

New Business

Check Signers: Gayla LePage motioned approval of the 2020 check signers as presented on the bank form, seconded by Margo Gold. Those whose names are on the form were asked to stay after the meeting to sign the document. Motion carried unanimously.

Executive Session

Darcy Purick moved to enter into Executive Session at 5:35 p.m., to discuss the Director's Performance Evaluation and Salary Adjustment, seconded by Mary Abendroth. Motion carried unanimously.

Return to Regular Session

Margo Gold moved to return to Regular Session at 5:50 p.m., seconded by Mary Abendroth. Motion carried unanimously.

Darcy Purick moved to increase the salary of Management Confidential staff, including the Director, by four percent, effective January 1, 2020, seconded by Andrew Lomanto. Darcy thanked Steve Kenworthy for one of the best-read documents that the Personnel Committee has seen, adding that it is appreciated. Motion carried unanimously.

Tom Mandeville wondered aloud if it would be appropriate for our Board to pass a resolution condemning the MacMillan embargo. Steve Kenworthy stated that other Boards have done so. Tom asked if, before the January meeting, a resolution consistent with what others have done to present a united front, could be drawn up. Steve responded that such action would be entirely appropriate, and he can prepare a resolution to present at the January meeting.

Adjournment

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:53 p.m.

Respectfully submitted,

Mary "Lisa" Minnich
Secretary