CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Amended Minutes for Board of Trustees Regular Meeting
Held February 22, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:34 p.m. on Monday, February 22, 2021, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Mary “Lisa” Minnich, President. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CFLS and others attended via Zoom.

Roll Call

Present ay CEFLS: Mary “Lisa” Minnich, and Darcy Purick

Present via Zoom: Mary Abendroth (awaited entrance into the meeting and was let in at 5:05 p.m.) Nicky Bryant, Linda Crosby, Liz DeFonce, Chris Drennan, Hope Allen, Dorothy Latta, Gayla LePage, Tom Mandeville, Steve Novacich, Tim Rowland

Excused Absences: Andrew Lomanto and Scott McDonald

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chappelle, Director of PPL and Dawn Recore were present via Zoom.

Consent Agenda

Lisa Minnich noted that edits were necessary in the minutes of the January 25, 2021 Board Meeting which included:

- Under the Consent Agenda, the date of the meeting was changed to November 23, 2020.
- On the second page, under the Directors Report, Administrative Assistant was misspelled and corrected.
- In the paragraph below, Juneteenth was misspelled and corrected.

Dorothy Latta motioned approval of Consent Agenda with the aforementioned changes, seconded by Liz DeFonce.

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of today’s Agenda.
- Approval of the amended minutes of the January 25, 2021 meeting with corrections noted above.
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Nominating, Personnel and Property.
Motion carried unanimously.

Public Comment
None

Communications
The United States Census Bureau sent a Certificate of Recognition addressed to the Clinton Essex Franklin Library Systems for being an invaluable member of the 2020 Census Community Partnership and Engagement Program. A special thank you was given to Anja Bouchard, David Fuller, and Michael Spofford for their participation.

President’s Remarks
Lisa Minnich reminded everyone that there would not be a Board meeting in March.

Plattsburgh Public Library (PPL) Report
Anne de la Chappelle mentioned that PPL had completed their annual report and were submitting it for their Board approval on February 23, 2021. She stated that money had been set aside for repaving the driveway and she was eager for the process to start.

The PPL has been accepting book orders and allowing patrons limited access into the building for book pick up. Anne would like to suggest opening up the library to browsing at their Board meeting on February 23, 2021. Browsing might only available by appointment but she is hoping the meeting will better determine that.

Director’s Report
Update to information in packet:

Joint ILS project is moving forward. On March 2, 2021, there will be a meeting which will provide an opportunity for question and answers, project overview, and outline all of the necessary benchmarks. Payment and substantial completion of ILS migration has been given a deadline of July 1, 2021.

Almost all of the Annual Reports have been started with 4 that have been submitted.

Discussion of 5 yr. Plan of Service and the development of a Steering Committee to start the first week of March. Steve asked for one participant from each county to volunteer on the committee.

The Advocacy Virtual Event will be held this week with Steve and staff attending meetings via Zoom.
Steve reported that the 20% that was withheld from the budget last year will be reimbursed to us in the near future. In light of that, it was suggested that the search for a new Youth Librarian should begin soon.

All Board members will need to complete a Conflict of Interest form which will be mailed out and need to be signed and returned to CEFLS.

**Finance Report**

Darcy Purick motioned approval of the Finance Reports as presented by Michael Spofford, seconded by Hope Allen.

Michael explained:

He is looking forward to having January and February’s Financial Reports completed for the next Board packet.

Michael stated that he is going to request line item changes for the last budget. January and February’s financial reports are in good standing. Progress is continuing on the Annual Report.

Discussion of budget revisions, future expenditure, and possible future PPP loan.

Motion carried unanimously.

**Committee Report**

Finance:

An amended Form 990 was presented for approval. Motion by Darcy Purick, seconded by Nicky Bryant to accept the amended 990 as presented. Darcy Purick informed us that the Finance Committee met briefly and was advised of the amended form 990. Michael Spofford explained the reason for the amended 990. Motion for approval of the amended 990 was carried unanimously.

The 2019 Financial Audit was presented for approval. Motion by Gayla LePage, seconded by Linda Crosby to accept the 2019 Financial Audit. Motion carried unanimously.

**Unfinished Business**

Lisa Minnich stated the Advocacy Chair positon was vacant and was seeking interested individuals. Mary Abendroth and Tim Rowland volunteered to Co-Chair. Updates to the Committee list were presented.

**New Business**

A motion to approve the Pandemic Response Plan policy was presented by Darcy Purick, seconded by Hope Allen. It was approved. New York has passed a mandate that requires that a Pandemic Response Plan be put in place. A discussion of the plan, clarification of guidelines, and assignment of the COVID Coordinator took place. Motion carried unanimously.
A Telecommuting Policy was presented with a motion to approve made by Darcy Purick, seconded by Liz DeFonce to approve the policy. A discussion and clarification of the policy as it pertains to CEFLS was conducted. Motion carried unanimously.

A motion to approve a request for a variance for the Dannemora Free Library was made by Mary Abendroth, and seconded by Liz DeFonce. Motion carried unanimously.

**Adjournment**

There will be no meeting in March. There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:33 p.m.

Respectfully submitted,

[Signature]

Gayla LePage
Secretary