CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Approved amended minutes for April 26, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, April 26, 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 CEFLS and others attended via Zoom.

Roll Call

Present at CEFLS: Mary “Lisa” Minnich, and Andrew Lomanto

Present via Zoom: Mary Abendroth, Nicky Bryant, Chris Drennan, Tom Mandeville, Scott McDonald, Darcy Purick, Tim Rowland, (Linda Crosby, Dorothy Latta, and Gayla LePage all entered the meeting at 4:38 p.m.)

Excused Absences: Liz DeFonce and Stephen Novacich

Unexcused Absences: Hope Allen

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant, Juliette Brookfield, Youth Services Librarian

Staff Present via Zoom: David Fuller, Library Computer Specialist, Anja Bouchard, Outreach Librarian III

Others present: Sarah Spanburgh of PPL attended via ZOOM.

Consent Agenda

Mary Abendroth motioned approval of Consent Agenda, seconded by Darcy Purick

Consent Agenda includes:
- Approval of today’s excused absences.
- Approval of today’s Agenda.
- Approval of the amended minutes of the February 22, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Finance, Negotiating, Personnel and Property.

Consent agenda was approved unanimously.

Public Comment

No public comment to report.
Communications
Nothing to report at this time.

President’s Remarks
Lisa Minnich reported that the latest Board of Trustees 2021 Committees list was available which named Mary Abendroth and Tim Rowland as co-chairs of the Advocacy Committee. Ms. Minnich encouraged anyone who was interested in joining a committee to let her know.

Plattsburgh Public Library (PPL) Report
Sarah Spanburgh mentioned that PPL had participated in Library Giving Day on April 7th, 2021. She stated that a brief online campaign was held and they received $3,000.00 in donations for the library.

Ms. Spanburgh detailed PPL’s operational status stating they were open for browsing and have a limited number of work stations available for use. They are accepting appointments for the children’s room and scheduling computer sessions as well.

Plattsburgh Public Library is on schedule to meet the June 1st, 2021 accessibility standard established for central libraries. Specifically, community access to the library must be available for a minimum of 55 hours a week.

A grant extension was requested concerning the necessary roof repairs.

PPL is working with the Clinton County Historical Association and the Special Collections Department at Plattsburgh State University on preservation guidance of their local history collection.

Director’s Report
Mr. Kenworthy highlighted key points of his written report that was included in the April Board packet.

Mr. Kenworthy began by introducing Juliette Brookfield, who was recently hired as the Children and Outreach Services Librarian at CEFLS.

Steve updated everyone on the status of the Cares Act grant as it pertained to CEFLS. Due to unexpected staff changes at North Country Library System, the proposed combined ILS project has been abandoned. Steve is currently awaiting approval from the New York State Library System on the original ILS proposal. After approval is granted on the original proposal, he is going to file an addendum recommending three new projects for CEFLS.

The first proposal would be to purchase portable work stations that would equip staff with the ability to work remotely should the need arise.

Next, would be the purchase of a new Human Resources/Payroll Accounting module. The module would allow staff online accessibility for recording time and leave information.
And finally, the purchase of $12,000 worth of e-books and audiobooks to expand our current collection.

Steve stated that he hasn’t heard from the state on the status of the second proposal. He is hopeful that he will be hearing from them shortly.

Mary Abendroth asked Steve for clarification about the ILS merger and if it was a necessity for CEFLS. Steve clarified that it was an opportunity to upgrade our server quality rather than a necessity.

Nicky Bryant praised Mr. Kenworthy on his article in the Press Republican highlighting the reopening of the Library System.

**Finance Report**

Andrew Lomanto motioned to approve the Finance Reports as presented by Michael Spofford, seconded by Gayla LePage.

Michael apologized for the delay in the Finance Reports but is continuing to work on them and is hopeful he will be up to date in the near future.

Also, he stated the 20% withheld from last year’s CEFLS funding has been released and totals $270,820. In addition, we can expect $48,533 from the Pass-Through payment which is comprised of the Central Library Development Aid, Central Book Aid, and Local Library Services Aid. Currently, there is $816,000 in the bank and $187,000 in reserve funds.

There are 7 Annual Reports left for completion. Michael stated that he is currently assisting member libraries with their financial reports in hopes of submission by the end of the week.

The Finance Reports were approved unanimously.

**Committee Report**

There was nothing to report.

**Unfinished Business**

There was no unfinished business to discuss.

**New Business**
A motion to approve the Resolution to adopt the LGS-1 Retention and Disposition Schedule for New York Local Government Records was presented by Mary Abendroth, seconded by Dorothy Latta. A discussion of the Schedule and its purpose took place.

Motion to approve the Resolution carried unanimously.

A motion to approve, Individuals, Entities, and Institutions with Whom to Conduct Business in 2021 was presented by Gayla LePage, and seconded by Andrew Lomanto. Michael highlighted the addition of a new auditor and contract renewal of our current landscaper.

Motion carried unanimously.

A discussion of the various vaccination policy options took place. Dorothy Latta inquired about what guidelines the American Library Association and the New York Library Association have given so far. Steve said that there has been no official statement about a vaccination policy from the above organizations. He said that he has looked to the CDC guidelines for guidance. After discussion, Sample 2 of the COVID Vaccination Policy was chosen. Sample 2 requires vaccinations for all CEFLS employees.

A motion to approve the Pandemic Response Policy Addendum-COVID Vaccination Policy was presented by Tom Mandeville, seconded by Linda Crosby.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Lisa Minnick adjourned the meeting at 5:05 p.m.

Respectfully submitted,

 Gayla LePage
 Secretary