

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Official Minutes for June 28, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, June 28, 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: Dorothy Latta, Andrew Lomanto, Lisa Minnich

Present via Zoom: Hope Allen, Nicky Bryant, Liz DeFonce, Gayla LePage, Tom Mandeville, Scott McDonald, Stephen Novacich, Darcy Purick, Tim Rowland

Excused Absences: Mary Abendroth, Linda Crosby, Christopher Drennan

Unexcused Absences: No unexcused absences

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

Staff Present via Zoom: Steve Kenworthy, Director; David Fuller, Library Computer Specialist

Others present: Anne de la Chapelle of PPL attended via ZOOM.

Consent Agenda

Lisa Minnich noted an edit was necessary to the consent agenda of the June 28, 2021 board meeting. The Executive, Financial, and Negotiating Committees were incorrectly listed as not having reports at this time.

Gayla LePage motioned approval of the amended consent agenda, seconded by Hope Allen.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of today's amended Agenda.
- Approval of the minutes of the May 24, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Health Plan, Personnel and Property.

Motion carried unanimously.

Public Comment

No public comment to report.

Communications

Nothing to report at this time.

President's Remarks

Lisa Minnich encouraged everyone to take care of themselves in the summer heat.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported:

Except for hosting meetings, Plattsburgh Public Library is back to normal operating hours. Summer reading and story hour have resumed. Currently, only non-vaccinated patrons and children are required to wear masks in the library.

Tom Mandeville asked if PPL would be willing to donate or loan their Adirondack Stoddard print collection. The prints would be displayed as part of a history walk at Clinton Community College. Ms. de la Chapelle responded that the library was in the process of transferring their entire historical collection to the Clinton County Historical Society. After further discussion, Ms. de la Chapelle stated that she would be willing to loan the prints for the history walk.

Director's Report

Steve Kenworthy reported on:

CEFLS Mask Requirement

Mr. Kenworthy shared that with the current high vaccination rates, the Governor has removed most of the COVID mandatory restrictions. As a result, CEFLS has removed the mask requirement for staff members. CEFLS will continue to ask visitors to declare themselves vaccinated or wear a mask.

CEFLS Construction Projects

Completion of last year's tunnel project is underway. Currently, an Engineer is evaluating the best course of action for repairing the driveway. Once a suitable plan has been established, the bidding process for the project will begin.

The garage door has been ordered and is expected to arrive in 6-8 weeks.

E-Book Rates

Steve Kenworthy shared that several legislative issues have recently passed in New York State. One issue of particular interest would allow libraries to purchase e-books/audiobooks at regular rates. He shared that in the past, libraries were charged premium rates for electronic books.

Virtual Attendance

Steve Kenworthy expressed with the removal of many COVID mandates, the option of virtual meetings may be discontinued. Steve will review the Governor's last Executive Orders for current Open Meetings Law (OPL) regulations. Tom Mandeville suggested contacting the New York State Committee on Open Government for the most up- to- date information. It was decided that virtual attendance at future board meetings could continue until stated otherwise.

Financial Report

Andrew Lomanto motioned to approve the March 2021, Financial Report, as presented by Michael Spofford, seconded by Darcy Purick.

Status of Financial Reports

Steve Novachic inquired if the monthly financial reports would be current at the July board meeting. Michael Spofford explained the CEFLS Annual Report, Cares Act, and new accounting program have demanded a considerable amount of his time. Mr. Spofford offered a timeline of when the financial reports would be current. Mr. Novachic suggested forwarding the reports to board members as they are completed.

Motion to approve the Financial Report as presented carried unanimously.

Committee Reports

Executive Committee

The Executive Committee made a decision to authorize full replacement of the CEFLS garage door. The committee decided that replacing the garage door constituted an emergency. Ms. Minnich highlighted the circumstances that influenced the committee's decision.

The new door is estimated to arrive in 6-8 weeks.

Finance Committee

Darcy Purick reported that Mr. Spofford submitted the CEFLS Annual Report in June. To date, New York State has not officially approved the report. Once approved, the report will be shared with the board.

Michael Spofford happily relayed that the CEFLS PPP loan was completely forgiven.

Ms. Purick offered her thoughts on replacing the vacant Library Clerk position with an Account Clerk/ Typist position. The position would be created to assist Mr. Spofford with various financial duties. Mr. Kenworthy stated he is considering several options for filling the vacancy. Mr. Kenworthy confirmed for Dorothy Latta that he would update the board on his position recommendations.

Negotiating Committee

Tom Mandeville reported that preparations for negotiations have begun. Further reports will be given in executive session as things progress.

Unfinished Business

Open Meetings Law-Virtual Attendance Policy

Ms. Minnich recapped that the Virtual Attendance Policy had been discussed earlier in the meeting.

Ms. Minnich confirmed with Mr. Kenworthy that he would contact the NYS Committee on Open Government for clarification of current open meeting regulations.

New Business

CEFLS Annual Report

Ms. Minnich reported that the Annual Report had been addressed earlier in the meeting. No further discussion took place.

Member Libraries Automation Fees

Michael Spofford presented a history of the member library's automation fees. Two proposals were presented outlining a 3% and 5% fee increase over 3 years. Mr. Spofford proposed a 5% fee increase, each year, for 3 years. Ms. Minnich presented this to the board for a motion.

Motion made by Nicky Bryant, seconded by Hope Allen, to approve a 5% increase in member library's automation fees, each year, for three (3) years.

Motion was carried unanimously.

Social Media Policy

Steve Kenworthy explained that a new Social Media Policy was necessary due to major advances in technology. The prior policy was outdated and deemed defunct according to current standards.

A discussion took place about the details of the proposed policy. An explanation about how posts on the CEFLS website would be monitored. Currently, the Outreach Coordinator is acting as the agency website monitor. Mr. Kenworthy suggested that in the new policy, the Outreach Coordinator could be designated monitor of the CEFLS website. Darcy Purick suggested incorporating a designee into the written policy as an alternative. The option would allow flexibility in the policy to designate another monitor, if necessary.


Nicky Bryant suggested passing a resolution to eliminate the outdated Social Media Policy. Mr. Kenworthy suggested including a statement in the motion of the new policy that it would supersede all prior policies.

Due to necessary corrections, the policy will be reviewed in final format at the July board meeting.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:22 p.m.

Respectfully submitted,

DocuSigned by:

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Gayla LePage
Secretary

