

## CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

*Approved Minutes for May 24, 2021*

### **Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, May 24, 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:

Present via Zoom: Mary Abendroth, Hope Allen, Nicky Bryant, Liz DeFonce, Chris Drennan, Gayla LePage, Scott McDonald, Lisa Minnich, Stephen Novacich, Darcy Purick, Tim Rowland, (Dorothy Latta entered the meeting at 4:35 p.m. and Linda Crosby entered the meeting at 4:38 p.m.)

Excused Absences: Andrew Lomanto and Thomas Mandeville

Unexcused Absences:

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

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

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

### **Consent Agenda**

Gayla LePage motioned approval of Consent Agenda, seconded by Mary Abendroth

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of today's Agenda.
- Approval of the amended minutes of the April 26, 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 encouraged everyone to participate in the leadership campaign. She reminded those who have not yet contributed to contact Michael. Lisa suggested that Michael notify members of their contribution status to remind those who may have forgotten.

### Plattsburgh Public Library (PPL) Report

Anne de la Chapelle stated that PPL would continue with the mask mandate per NYS health guidelines where the vaccination status of individuals is unknown. The rationale is to protect vulnerable individuals who utilize the library.

Anne stated that Central Library directors felt it was necessary to start meeting again. A topic of concern is that changing legislation which may affect how state aid can be spent.

Ms. de la Chapelle completed advocacy training and applied for the grant in conjunction with North Country Library System. She made us aware that 12 libraries were put on a ballot and all 12 libraries passed.

Operational status of PPL is back to capacity with full browsing, computer and children's room availability.

### Director's Report

Steve Kenworthy stated that he had updated information to share since his written report of May 13, 2021.

Steve shared that CEFLS would like to move back to a mask free work environment. He explained that CEFLS is not a public facing facility and all staff will be fully vaccinated by the end of the week. Once staff are fully vaccinated, he will leave wearing a mask to the discretion of the employee.

Since his report, he was pleased to announce that the Cares Act grant had been approved. The grant has a June 30<sup>th</sup> deadline for spending. So far, remote access laptops and a new accounting software program have been ordered. In addition, the purchase of \$12,000 worth of e-books and e-audiobooks is underway.

Steve provided updates on the ongoing construction projects at CEFLS:

- In the process of filling in the tunnel between CEFLS and PPL, a drain pipe was destroyed. Steve wanted to determine who was financially responsible for the \$846.00 repair. The construction crew at the time stated that the drain pipe was already broken. Anne stated that she felt that the drain pipe was not broken prior and clarified that it was a steam line that had broken. After the tunnel was sealed, PPL started to have water leakage on their side of the tunnel wall. Anne called the HVAC team and they determined it was a broken steam line. The HVAC team further indicated they believed the damage was caused during the tunnel refill. Anne inquired if the repair could be included as part of the state grant. Dorothy Latta questioned if it would be an allowable expense under the grant. Steve stated that it may have, but the grant money had already been spent.

- Next, is the plan to pave the driveway and parking lot. CEFLS has received the engineers report outlining the requirements of the project. Bidding for the project is expected within the next two weeks. Steve stated that he would have updates at the next board meeting.
- Nicky Bryant asked Steve if the Assembly Bill for the 90/10 split for construction has gone to the Senate yet. Steve was unsure if that was the bill that had passed the Senate, and is currently on the governor's desk. Steve confirmed for Mary Abendroth that the Cares Act grant was indeed the grant that was resubmitted.

Stephen Novacich questioned if the board would be returning to in person meetings. Ms. Minnich stated that it would, but would like to keep the Zoom option available. A discussion about the changes that might occur with the Open Meetings Law and remote attendance via Zoom. Steve felt that the governor might not renew the executive order allowing attendance via Zoom. He felt the option might not be available by the second half of the year. Lisa requested that Mr. Kenworthy verify the regulations concerning remote attendance and the Open Meetings Law.

Stephen Novacich asked what the mask requirement will be for future in person board meetings. Lisa Minnich stated that as a consensus masks would be worn during in person meetings. She also added if anyone has any ongoing questions or concerns about the usage of masks, please contact her or Michael.

### **Finance Report**

Mary Abendroth made a motion to approve the Finance reports as presented by Michael Spofford, seconded by Darcy Purick.

Michael Spofford began by apologizing for the past due Finance Reports. He explained that he provided ongoing assistance to member libraries to finalize their annual reports. In addition, he stated that he is continuing work on the annual report for CEFLS. As of February, the CEFLS budget was in good standing. He stated that CEFLS is still working with the original budget. When asked by Lisa Minnich if there were any significant financial issues that needed addressing, Michael stated that there were a few line items that were slightly over budget. Michael further stated that he will be doing a budget revision adding the 20% withheld from last year. Once the budget is revised, he expects the line items will be in good standing.

Nicky Bryant questioned the refund potential on the vehicle insurance expense. Michael explained that a refund of \$1,000 is typical at the end of the year.

Stephen Novacich expressed concern over the past due finance reports. Michael assured him his plan is to have them up to date by the June meeting.

Mary Abendroth inquired about the status of the second PPP. Michael stated the second PPP loan has more restrictions and was more difficult to obtain. CEFLS would have had to show a 25% loss in any given quarter over the last two years. Michael indicated that after much effort he unfortunately was not able to show the qualifying loss.

Lisa Minnich asked Michael when he expected to have the remaining finance reports completed. Michael stated that he would be up to date by the June meeting. Nicky Bryant suggested that Michael forward the finance reports to board members as they are completed. This would allow the board members additional time to review the reports before the next board meeting.

Motion carried unanimously.

### **Committee Report**

There was nothing to report.

### **Unfinished Business**

Mr. Kenworthy looked for board guidance on how the board would like to oversee purchases that will be made with the Cares Act grant. He explained that prior board approval will be necessary if the purchases will be considered as one large purchase. If viewed as one large purchase, it will be over the purchasing threshold allowed without seeking prior board approval.

Lisa Minnich suggested that a motion be made which would approve expenditures of the money as indicated in the proposal in the prior minutes.

Hope Allen made a motion to approve expenditures of Cares Act money as explained in the proposal that was presented prior, seconded by Liz DeFonce.

Motion carried unanimously.

### **New Business**

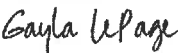
Ms. Minnich shared that a request has been received from CSEA to open negotiations between the union and the board of trustees.

Ms. Minnich asked that individuals on the Negotiating Committee should start preparing for the negotiation process.

### **Adjournment**

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:10 p.m.

Respectfully submitted,

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Gayla LePage  
Secretary