

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Official Minutes for Board of Trustees Regular Meeting
Held August 23, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:34 p.m. on Monday, August 23, 2021, at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Lisa Minnich, President.

Roll Call

Present at CEFLS: Mary "Lisa" Minnich

Present via Zoom: Hope Allen, Linda Crosby, Liz DeFonce, Christopher Drennan, Gayla LePage, Scott McDonald, Doreece "Darcy" Purick,

Excused Absences: Mary Abendroth, Nicky Bryant, Dorothy Latta, Andrew Lomanto, Tom Mandeville, Steve Novacich, Tim Rowland

Staff Present at CEFLS: Steve Kenworthy, Director, Anja Bouchard, Outreach Librarian, and Michael Spofford, Finance Manager

Staff Present via Zoom: David Fuller, Computer Specialist.

Others Present via Zoom: Anne de la Chapelle, Director, Plattsburgh Public Library

Consent Agenda

Gayla Le Page motioned approval of the Consent Agenda, seconded by Linda Crosby.

Consent Agenda includes:

- Approval of today's excused absences
- Approval of the August 23, 2021, Agenda
- Approval of the minutes of the July 26, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Public Comment Period

There were no public comments.

Communications

An email was received from Steve Novacich resigning his position on the Board of Trustees for health reasons. Lisa Minnich has purchased a card and gift card to be sent expressing our appreciation for Steve's work and wishing him the best going forward.

President's Remarks

Lisa Minnich mentioned that any Board Members who know of someone who would like to be on the board to please pass the names on to Gayla LaPage.

Plattsburgh Public Library (PPL) Report

PPL Director Anne de la Chapelle reported that:

- PPL has returned to wearing masks—both staff and patrons.
- PPL received the final \$3400 of their E-rate aid making the total for the year around \$10,000.
- Summer Reading is over and Plattsburgh kids read more than 52,000 minutes!
- Mountain Lake PBS did a nice segment on the In the Garden mural by Sue Young.

Director Report

Promoted the Trustees Handbook Book Club which will be starting in October. It will be held once a month and will cover the duties and responsibilities of Library Boards as contained in the Handbook.

The Member Library Annual Survey was sent out to our member libraries. So far, we have received 25 out of 30 completed surveys.

The door of the garage has arrived and has been installed.

This past week we opened the bids for the driveway/parking area improvements. We received four bids ranging from \$55,700 to \$168,000. A discussion took place regarding the bids. Steve Kenworthy recommended accepting the lowest bid.

Darcy Purick moved to accept the low bid by Fiacco Construction, contingent upon the contractor providing an assurance of paying prevailing wage and evidence of insurance. Scott McDonald seconded.

Several board members expressed surprise at the range of bids. A short discussion followed. The vote was called and the motion carried unanimously.

Sexual Harassment Prevention Training will be provided live and via Zoom on Wednesday, September 8, 2021, at 3:00 PM for CEFLS staff and any Board members wishing to attend. The Zoom connection will be offered to member libraries and their boards as well.

Anja Bouchard announced that CEFLS had won a \$17,934 grant from Lake Placed Education Foundation/Adirondack Foundation. The grant will be used to provide support services to kids in the CEFLS area through BRAINFuse, an online homework help and tutoring company. The grant will also include several "hot spots" that can be checked out to those families that lack internet connectivity.

CEFLS has interviewed for a Library Clerk and has selected one applicant that we're checking references and background. This hire will bring us up to our pre-COVID staffing level.

Financial Report

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

Darcy Purick reminded the Board of the deadlines for budget requests for the three counties. (Essex 9/1/21; Clinton 9/10/21; Franklin—already delivered) Michael Spofford stated that:

- These reports are for June 2021. He is working on July and hopes to have it out to the Board in a week or so. Then he will be caught up on the monthly reports.
- A 2022 budget needs to be created for the budget requests to the counties
- The accounting system was moved into the cloud this month. This will make it easier to generate reports and allow the Administrative Assistant to do some payroll tasks.
- Steve and Michael are exploring the possibility of hiring a part-time Accounting Clerk.

The vote was called. Motion approved unanimously.

Nominating Committee

Gayla LePage reported that she had talked with all those whose terms expire at the end of the year and all have agreed to serve another term with the exception of Darcy Purick. So, with the resignation of Steve Novacich, we will be looking for two Board members from Clinton County. Gayla LePage asked for all suggestions to be forwarded to her.

Old Business

There was no old business.

New Business

Steve Kenworthy introduced some questions for the Board to consider/discuss in completing our 5-year plan 2022-2026, which is due to the State Library on October 1, 2021. Discussed were the CEFLS Mission Statement, our core services, what we would do with more funding, where we would cut with no increase to our budget, and whether our existing goal statements were adequate or needed revision. A completed plan will be presented to the Board for their approval at the September Board meeting.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:26 p.m.

Respectfully submitted,

DocuSigned by:

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Gayla LePage
Secretary