

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Official Minutes for July 26, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, July 26, 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: Andrew Lomanto, Lisa Minnich, Darcy Purick

Present via Zoom: Hope Allen, Linda Crosby, Liz DeFonce, Chris Drennan, Dorothy Latta, Gayla LePage, Tom Mandeville, Scott McDonald

Excused Absences: Mary Abendroth, Nicky Bryant

Unexcused Absences: Steve Novacich, Tim Rowland

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

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

Others present: No additional people to report.

Consent Agenda

Gayla LePage motioned approval of the consent agenda, seconded by Darcy Purick.

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of today’s Agenda.
- Approval of the minutes of the June 28, 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

No public comment to report.

Communications

Nothing to report at this time.

President's Remarks

Nominating Committee

Lisa Minnich reminded everyone that the end of the year will soon be upon us. In preparation, the Nominating Committee will be seeking replacements for the President and Vice President positions. Ms. Minnich stated that she and Ms. Bryant have reached their term limit. Ms. Minnich encouraged others to take a leadership role.

Ms. Minnich thanked Gayla LePage for all of her efforts.

Ms. LePage made a request for an updated trustee appointment list.

Appreciation

Lisa expressed appreciation for those who participated in the Leadership Campaign.

Plattsburgh Public Library (PPL) Report

Steve Kenworthy read aloud the Plattsburgh Public Library Report:

Activities at PPL

PPL recently rededicated the clay tile mural in Jerry Seguin's honor. The Summer Reading program and children's story hour have been very successful this summer. The library will return to hosting groups in September.

Historical Collection

The Clinton County Historical Association has begun evaluating the Cole Collection at Plattsburgh Public Library. CCHA is evaluating the collection and making determinations on which items should remain at the library, and which could be available for loan.

E-Rate Funding

PPL has received the majority of its 2020 E-Rate funding. A portion of the funds have been withheld due to a change in IT providers.

Current Projects

PPL began working on its 5- year plan to meet the NYS October deadline.

On July 8th, members of AEDA evaluated the roof in preparation for replacement. Currently, the architect is drawing up the necessary documents to begin the bidding process.

Re-election

Ms. de la Chappelle was recently re-elected to serve another three -year term on the board of the Leadership and Management Section of the New York Library Association.

Director's Report

Steve Kenworthy reported on:

Annual Reports

All member library annual reports have been received and accepted by the state.

Request for Funding

In the next few weeks, CEFLS will be preparing requests for funding from the three supporting counties. Mr. Kenworthy expressed concern over CEFLS's ability to reach Maintenance of Effort levels. He pointed out that over the past two years, county funding levels have been a cause for concern. Steve stated that CEFLS usually requests a 3-5% increase in funding. After a brief discussion, it was decided that CEFLS would request a 5% increase.

Cares Act Report

CEFLS is currently preparing the final report for the Cares Act Grant. Mr. Kenworthy shared that the spending goals for the grant money have been met. The funds were utilized to purchase new laptops, accounting software, and e-/audio books to enhance the current collection.

Driveway Update

Plans for repaving the driveway continue to move forward. All pertinent documents have been reviewed and approved by the CEFLS attorney. The project is now ready for the bidding process. The board agreed to move forward with the project.

5 Year Plan

Steve stated that he would like input from the board with creating the 5 Year Plan for CEFLS. He proposed allotting time for discussion at the August board meeting or scheduling a separate meeting. Ms. Allen suggested that it might be beneficial if the topics of discussion were shared with the board members prior to the meeting. Mr. Kenworthy agreed and offered to send out the information along with the August board packet.

It was decided that time would be allocated during the August board meeting to discuss the 5 Year Plan.

Financial Report

Darcy Purick motioned to approve the April 2021, Financial Report, as presented by Michael Spofford, seconded by Hope Allen.

Darcy Purick motioned to approve the May 2021, Financial Report, as presented by Michael Spofford, seconded by Liz DeFonce.

Motion to approve the Financial Reports as presented carried unanimously.

Committee Reports

Finance Committee

Although listed on the agenda, due to circumstances the proposed budget was not available at the time of the meeting.

Unfinished Business

Social Media Policy

Mr. Kenworthy discussed the revisions in the policy since the June board meeting. One of the changes, designated the Outreach Librarian as the primary monitor of the CEFLS website.

Motion to approve the Social Media Policy was made by Hope Allen, and seconded by Darcy Purick.

Motion carried unanimously.

Open Meetings Law-Virtual Attendance Policy

A discussion occurred about how the current Open Meetings Law applies to CEFLS, specifically as it pertains to a library system.

It was agreed that virtual attendance could continue until clarification of the current Open Meetings Law, as it pertains to CEFLS, can be obtained.

New Business

No new business to report at this time.

Adjournment

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

Respectfully submitted,

DocuSigned by:

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Gayla LePage
Secretary