

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held September 27, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:33 p.m. on Monday, September 27, 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: Lisa Minnich

Present via Zoom: Mary Abendroth, Hope Allen, Nicky Bryant, Liz DeFonce, Dorothy Latta, Tom Mandeville, Scott McDonald

Excused Absences: Christopher Drennan, Gayla LePage, Andrew Lomanto, Darcy Purick

Unexcused Absences: Linda Crosby, Tim Rowland

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

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

Others present: No additional people to report.

Consent Agenda

Dorothy Latta motioned approval of the consent agenda, seconded by Liz DeFonce.

Consent Agenda includes:

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

Motion carried unanimously.

Public Comment

No public comment to report.

Communications

An article from the Sun Community News acknowledged CEFLS for embarking on a new project that will provide additional academic support to local families. A grant from the Lake Placid Education Foundation allowed CEFLS to purchase 12 months of unlimited use of Brainfuse HelpNow, to provide state-aligned live tutoring and homework help.

President's Remarks

Lisa Minnich took a moment and reminded everyone to be safe.

Plattsburgh Public Library (PPL) Report

Steve Kenworthy read aloud the Plattsburgh Public Library Report:

Activities at PPL

Mayor Rosenquest included PPL's request for restored funding in his official budget to the City Council.

The driveway replacement project began on Wednesday, September 22nd.

Annual Sexual Harassment Training

Ms. de la Chappelle reminded PPL staff and board members that the annual sexual harassment training must be completed by October.

Members Advisory Council

The MAC group met via ZOOM on Thursday, September 23rd. The council serves as an advisory group to the system and Central Library. The group is required to approve the Five-Year Plan of Service and the Direct Access Plan for the Central Library System.

Trustee Handbook Book Club

Anne highlighted in her report that the Trustee Handbook Book Club would begin in October and provided the website for additional information.

Steve verified for Mary Abendroth that the same handbook given upon entry to the board will be the same book used for the Trustee Handbook Club.

Director's Report

Steve Kenworthy reported on:

COVID

CEFLS employees are now required to wear masks in the building if they are away from their work area.

Driveway Repairs

The driveway is currently under construction and has had a minor delay due to rain. Even with the delay, the project is still slated for completion within the estimated timeline.

Trustee Handbook Book Club

Mr. Kenworthy reminded everyone about the book club and encouraged people to join.

Five- Year Plan of Service

Mr. Kenworthy stated the Five Year Plan of Service is complete and in the final draft stage. Some updates to URLs are still necessary before the plan can be completed.

Mary Abendroth questioned a section of the Central Library Plan that identified the need for an Outreach Librarian for social media and marketing. Steve stated that CEFLS has an Outreach Librarian and the plan would require updating to reflect that.

Dorothy Latta asked Mr. Kenworthy if there were any significant differences between the old and new Five-Year Plan of Service. He shared the 24/7 reference service was discontinued in the new plan due to limited use. He added that alternative means, mainly online sources, were meeting the goal of 24 -hour access to service.

Financial Report

Hope Allen motioned to approve the July 2021, Financial Report, as presented by Michael Spofford, seconded by Mary Abendroth.

Michael Spofford highlighted:

- Currently, CEFLS is receiving funding for 2021. Michael stated that he is still awaiting funds from coordinated outreach, state correctional facilities, and the county jails. He expects to receive the remaining funds shortly.
- CEFLS is currently distributing the 90% local library services aid to member libraries.
- A variance for one of the member libraries is in process.
- The 2021 budget is in development and should be ready for review/approval by the board within the next few weeks.

Motion was carried unanimously.

Committee Reports

No reports at this time.

Unfinished Business

Five Year Plan of Service

Lisa Minnich questioned if the CEFLS Five Year Plan of Service needed prior approval from the member libraries before the CEFLS board could approve it. Mr. Kenworthy stated that it didn't, but did require approval from the Members Advisory Council (MAC). He reiterated that the Members Advisory Council had provisionally approved the plan pending URL updates.

The Direct Access Plan has been completed and approved by the Members Advisory Council. Steve informed the board that a majority of the member library boards would need to approve the plan before the CEFLS board could approve it.

Steve Kenworthy addressed some questions from the board concerning the CEFLS Plan of Service and Direct Access Plan. Discussed were the goals of the Central Library, library card applications, and easy access cards.

Motion to approve the Five Year Plan of Service was made by Nicky Bryant, seconded by Scott McDonald.

Motion was carried unanimously.

New Business

A. Member Library Survey Results

Mr. Kenworthy pointed out that the survey was very similar to past surveys. He stated many of the survey questions related to the Five Year Plan with the intent of acquiring feedback from the member libraries. Steve offered to answer any questions the board may have about the survey results.

Ms. Latta offered suggestions for future member library survey questions. In addition, she shared a potential resource for outreach assistance.

In response to Ms. Latta, Steve provided feedback about e-material requests, adding additional e-material, and refresher training on Horizon.

B. Public Library Construction Applications

David Fuller shared the qualifying and ranking criteria for the Public Library Construction Grant applications. Four projects were presented to the board for approval of funding up to 75% of their project cost.

Hope Allen motioned for approval of the recommendations for funding, seconded by Mary Abendroth.

Motion was carried unanimously.

C. CEFLS-Free Direct Access Plan 2022-2026

Steve explained that the purpose of the Free Direct Access Plan was to ensure that people within the three counties have access to library services.


Steve clarified that at least half of the member libraries would need to approve the plan before the CEFLS board could approve.

Ms. Minnich encouraged everyone to review the plan until it is presented on a future agenda.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:08 p.m.

Respectfully submitted,

DocuSigned by:

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Gayla LePage
Secretary