

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Official Minutes for Board of Trustees Regular Meeting
Held October 25, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, October 25, 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: Christopher Drennan, Andrew Lomanto

Present via Zoom: Hope Allen, Nicky Bryant, Gayla LePage, Tom Mandeville, Scott McDonald, Lisa Minnich, and Tim Rowland

Excused Absences: Mary Abendroth, Linda Crosby, Liz DeFonce, Darcy Purick

Unexcused Absences: Dorothy Latta

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant; Anja Bouchard, Outreach Librarian III

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chapelle, PPL Director; Karen Glass, CEFDA Liaison attended via Zoom.

Consent Agenda

Nicky Bryant motioned approval of the consent agenda, seconded by Scott McDonald.

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of today’s Agenda.
- Approval of the minutes of the September 27, 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

A letter of resignation from Lisa Minnich was read to the board. She wrote that although she has enjoyed her time on the board, she is ready to step away from her role at this time. Even though her term ends on 12/31/2023, she has decided to resign as of 12/31/2021.

Ms. Minnich pointed out that a representative from Franklin County will be necessary to fill the remainder of her term.

President's Remarks

Lisa Minnich informed everyone they should be receiving the proposed 2022 calendar of meeting dates soon. She advised everyone to review the schedule for possible conflicts before the next board meeting.

Gayla LePage is currently working on a slate of officers that she would like to present to the board at the November meeting.

Nicky Bryant thanked Ms. Minnich for her dedication and service. She expressed to her that she will be missed greatly.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported:

Activities at PPL

The shared driveway repair has been successfully completed. Anne thanked Steve Kenworthy for overseeing the project.

Plattsburgh Public Library is advancing with its plan to replace the roof. Currently, AEDA is preparing the bidding documents in preparation for the next step in the process.

Ms. de la Chapelle recently attended the newly reinstated CEFDA group. The fall meeting was held at Keene Memorial Library. She commented on how nice it was for the directors to meet once again.

Director's Report

Steve Kenworthy reported on:

CEFDA

Steve Kenworthy introduced Karen Glass of Keene Valley as the new CEFDA board liaison.

Karen began by saying the CEFDA group was recently revived due to a restored interest from several directors. The first meeting was held at Keene

Memorial Library on October 18th, 2021. The purpose of the group is to mentor and assist with challenges typically faced by inexperienced directors. She gave E-Rate as one example in particular that library directors often struggle with.

Ms. Glass pointed out that member libraries recognize that CEFLS has been operating with considerably FEWER resources than in past years. On behalf of the group, she thanked CEFLS for its support and in particular, David Fuller. They expressed appreciation for his ongoing assistance with grants and computer technology.

The next CEFDA meeting has been scheduled for January.

Mr. Kenworthy mentioned the CEFDA report would be added to the CEFLS agenda in future meetings.

Direct Access Plan Update

To date, 14-member library boards have approved the Direct Access Plan. The plan requires the approval of 2 additional library boards before it can be approved by CEFLS. Mr. Kenworthy felt confident the plan would be ready to present at the November CEFLS board meeting.

Member Library Personnel Changes

Steve highlighted the recent vacancies and personnel changes among the member libraries. As a result, he anticipated the new staff will experience difficulties with preparing the annual reports. Anja Bouchard, Outreach Librarian, has developed a mentoring program as one approach to aide new librarians with this and many other matters. The program was designed as a resource for new librarians by pairing them with an experienced librarian who can provide support when needed.

Professional Development Hours

Tom Mandeville asked what qualified as a professional development opportunity to fulfill the 2- hour annual requirement for trustees. Steve responded it had to be specific training for trustees and that it had to be given by an acceptable presenter. He indicated that CEFLS was considered an eligible presenter and could assist the board members with fulfilling the annual requirement.

Financial Report

Gayla LePage motioned to approve the August 2021, Financial Report, as presented by Michael Spofford, seconded by Hope Allen.

Michael Spofford highlighted:

- Michael continues to work diligently on the financial reports to get them up to date.
- Reports are in preparation for the auditors in hopes of obtaining the IRS Form 990, by November 15, 2021.
- A correction to the payroll system has been somewhat time- consuming but he hoped to have the issue resolved soon.
- Although CEFLS has received several funding reports, no funds have been received thus far.
- Preparation of the 2022 budget is still in progress.

Lisa Minnich questioned some budget adjustments in the financial report and asked Mr. Spofford if he was able to balance the budget overall. Mr. Spofford confirmed for her that the budget was indeed balanced. In addition, he shared that CEFLS has only spent 53% of the budget to date.

Motion carried unanimously.

Committee Reports

Nominating Committee:

Gayla LePage reported that she hasn't received any recommendations for the upcoming Clinton County board vacancies. She asked board members to think about any recommendations they may have and please forward them to her.

Lisa Minnich asked if any progress has been made in obtaining officers for next year. Gayla responded that she is actively working on a list. She stated that no one has expressed an interest in accepting an officer role so far. Gayla encouraged the board members to please consider serving as an officer and to contact her if they are interested.

Unfinished Business

No unfinished business to discuss.

New Business

A. Snow Removal Quotes 2021-2022 Season

Mr. Spofford reviewed the price quote and contract terms for BM Specialty Waterworks. Michael pointed out CEFLS contracted with them last year and they chose not to raise their rates for the 2021-2022 season.

Mr. Spofford confirmed for Gayla Lepage that CEFLS was pleased with the services they provided last year.

Motion to approve BM Specialty Waterworks as the snow removal contractor for 2021-2022 was made by Nicky Bryant, seconded by Gayla LePage.


Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 4:55 p.m.

Respectfully submitted,

DocuSigned by:



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Gayla LePage
Secretary