

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**

*Minutes for Board of Trustees Regular Meeting*

*Held November 22, 2021*

**Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, November 22, 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: Christopher Drennan,

Present via Zoom: Mary Abendroth, Hope Allen, Nicky Bryant, Liz DeFonce, Tom Mandeville, Lisa Minnich, Darcy Purick, and Tim Rowland

Excused Absences: Andrew Lomanto, Gayla LePage, and Dorothy Latta

Unexcused Absences: Linda Crosby, Scott McDonald

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

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chapelle, PPL Director via Zoom

**Consent Agenda**

Mary Abendroth motioned approval of the consent agenda, seconded by Hope Allen

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of November 22, 2021, Agenda as of November 19, 2021
- Approval of the minutes of the October 25, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Personnel, and Property.

Consent agenda was approved unanimously.

**Public Comment**

No public comment to report.

### **Communications**

A thank you letter from Elmore SPCA was read aloud thanking CEFLS for its cash donation. The agency expressed appreciation for our support and concern for animals in need.

An article in the Sun Community News discussed the merger of the Keene and Keene Valley libraries.

### **President's Remarks**

Lisa Minnich encouraged trustees to donate to the Sunshine Fund with a suggested annual donation of \$20.00.

Ms. Minnich thanked all of the committees for their hard work. She gave special recognition to the Negotiating, Property, and Nominating Committees.

### **Plattsburgh Public Library (PPL) Report**

Anne de la Chapelle reported:

#### 2021 Central Library Development Aid Budget (CLDA)

- Ms. de la Chapelle encouraged CEFLS to review and approve the 2021 CLDA budget.
- She stressed how important it was for PPL to continue to receive state funding. She detailed how the city of Plattsburgh spends over \$750,000 a year to support the library, which in turn, provides services to the 174,000 members in the library community.
- Plattsburgh Public Library board planned on passing the budget on November 23, 2021.

### **Director's Report**

Steve Kenworthy reported on:

#### Direct Access Plan

Sixteen member libraries have approved the Direct Access Policy resulting in a majority approval. As a result, CEFLS can now present the Direct Access Policy and the 5-Year Plan of Service to the board for final approval.

Lisa Minnich asked Mr. Kenworthy if he would like a motion to approve the Direct Access Policy and Plan of Service. Mr. Kenworthy confirmed that he would.

Hope Allen made a motion to approve the Direct Access Policy, seconded by Liz DeFonce.

Hope Allen made a motion to approve the 5-Year Plan of Service, seconded by Liz DeFonce.

Both motions were approved unanimously.

#### Library Clerk Vacancy

Heather Bellinger tendered her resignation for the Library Clerk position. CEFLS will begin a search after December 13, 2021, to fill the vacant position.

#### ARPA (AMERICAN RESCUE PLAN ACT) GRANT

Steve explained the ARPA Grant is federal grant money that will support grants throughout the United States. New York State has decided to distribute the money through the 3 R Library Resources (Regional Reference and Research Library Resources) which for us is NYLN. NYLN will be applying for the ARPA grant and the North Country Library System and CEFLS will be joining them in the grant.

The grant will allow CEFLS to provide the services of Senior Planet which will include: training, equipment, and hardware. The grant will total \$239,000. It was submitted on November 19, 2021, and CEFLS is looking forward to approval.

#### NYLA CONFERENCE

CEFLS participated in the NYLA Conference in October 2021. Many staff members participated virtually with Mr. Kenworthy attending in person. Mr. Kenworthy included the classes he attended in his report and offered to address any questions about the classes that he attended.

Nicky Bryant asked Mr. Kenworthy, if the trustee class presented at NYLA would satisfy the mandated two-hour annual training required of trustees. Steve confirmed that it would and suggested that it might be beneficial for a board member to attend a conference in the future. Mr. Kenworthy mentioned the conference offers several classes specifically for trustees.

#### MEMBER LIBRARY DIRECTOR CHANGES

Ten member libraries have had a turnover in directors in recent months. CEFLS would like to plan an orientation for the new directors, accompanied by a site visit in their library.

Nicky Bryant shared that two non for profit agencies were hacked and subjected to ransomware. Ms. Bryant asked if CEFLS had any protection against these types of

situations. David Fuller shared what steps have been taken to protect against cyber-attacks within the system. Mr. Kenworthy suggested that CEFLS could explore the option of purchasing insurance against cyber-attacks.

### **Financial Report**

Nicky Bryant motioned to approve the September 2021, Financial Report, as presented by Michael Spofford, seconded by Mary Abendroth.

#### *Michael Spofford highlighted:*

- Essex County approved the recommended 5% increase for 2022 for a total of \$26,240.

Motion carried unanimously.

### **Committee Reports**

#### *Nominating Committee:*

Mr. Kenworthy read the report for Gayla Lepage in which she expressed concern that little interest has been expressed for filling Officer positions on the board.

Beginning January 1, 2022, the board will have three vacant trustee positions. Gayla encouraged everyone to think of potential candidates and forward them to her.

Lisa Minnich presented the option of voting on the three Officer candidates now or schedule a board meeting in December for the vote.

Lisa Minnich provided the officer candidates for 2022 as presented:

Vice President: Thomas Mandeville  
Secretary: Gayla LePage  
Member-at-Large: Liz DeFonce

Lisa Minnich asked if there were any other nominations from the floor. There were no other nominations from the floor.

Mary Abendroth made a motion to close nominations for the three offices presented, seconded by Liz DeFonce.

Motion to close nominations for the three offices presented carried unanimously.

Nominations for Treasurer and President will remain open.

Darcy Purick made a motion to cast one vote for the three officers nominated, seconded by Nicky Bryant.

Motion to accept the slate of officers presented carried unanimously. The officers were hereby elected.

Negotiating Committee

Tom Mandeville stated that a tentative agreement with CSEA employees has been reached. The agreement will need to be reviewed and given final approval.

Financial Committee

Darcy Purick made a motion to approve the preliminary IRS 990, seconded by Nicky Bryant.

Michael Spofford highlighted:

- CEFLS will have its field audit on December 6th, 2021. Michael is hoping to have the financials and amended 990 ready for submission by January 2022.

Motion to approve the tentative IRS Form 990 carried unanimously.

**Unfinished Business**

No unfinished business to discuss.

**New Business**

A. 2022 Board Meeting Schedule

- The 2022 Board Meeting Schedule was reviewed and approved.

B. 2021 CLDA Budget Review/Approval

Motion to approve the 2021 CLDA Budget was made by Nicky Bryant, seconded by Darcy Purick.

- Steve explained CEFLS receives money that is then forwarded to the Central Library (PPL) to ensure they can serve patrons within the three counties. The amount totals \$94,748. Steve noted the only major change was the elimination of the 24/7 reference service and recommended the budget be passed.
- Lisa Minnich asked Mr. Kenworthy if the budget could be amended at a later date. Mr. Kenworthy confirmed that it could.

Motion to approve the 2021 CLDA Budget carried unanimously.

**Executive Session**

Motion to go into Executive Session to discuss performance/salaries of Management Confidential employees and the ratification of the proposed CSEA Union contract was made by Mary Abendroth, seconded by Hope Allen.

Motion carried unanimously.

Executive Session was entered at 5:05 p.m.

**Return to Regular Session**

The board returned to Regular Session at 5:19 p.m. The board upon return decided to delay the vote on Performance/Salaries of Management Confidential employees until the Director's evaluation is received and additional financial information could be reviewed.

Thomas Mandeville made a motion to approve the tentative CSEA employee contract, seconded by Nicky Bryant.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:21 p.m.

Respectfully submitted,

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Gayla LePage  
Secretary