

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held January 24, 2022

Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, January 24, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Nicole Bryant, Vice President. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CEFLS and others attended via Zoom.

Nominations and Elections of Officers

Nicole Bryant provided the slate of officer candidates for 2022 as presented:

President:	Gayla LePage
Vice President:	Thomas Mandeville
Secretary:	Dorothy Latta
Treasurer:	Hope Cassavaw
Member-at-Large:	Liz DeFonce

Nicole Bryant asked if there were any other nominations from the floor. There were no other nominations from the floor.

Mary Abendroth motioned acceptance of the slate of officers as presented, seconded by Andrew Lomanto.

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

Oath of Office

Director Kenworthy administered the Oath of Office to Gayla LePage, incoming President. Gayla LePage then administered the Oath of Office to Thomas Mandeville as Vice President, Dorothy Latta as Secretary, Hope Cassavaw as Treasurer, Elizabeth DeFonce as Member-at-Large, and Nicole Bryant and Linda Crosby as reappointed trustees.

Roll Call

Present at CEFLS: Dorothy Latta, Gayla LePage, Andrew Lomonto

Present via Zoom: Mary Abendroth, Nicky Bryant, Hope Cassavaw, Linda Crosby, Liz DeFonce, Christopher Drennan, Tom Mandeville, and Tim Rowland

Excused Absences: Scott McDonald

Unexcused Absences:

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

Linda Crosby motioned approval of the consent agenda, seconded by Hope Allen.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of January 24, 2022 agenda.
- Approval of the minutes of the November 22, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel, and Property.

The consent agenda was approved unanimously.

Public Comment

No public comment to report.

Communications

Articles from the Sun Community Times highlighted the possibility of expansion for the Black Watch Library and the purchase of Wi-Fi hotspots by CEFLS.

Fran Filshie was remembered for her role as an active member of the Schroon Lake Public Library and CEFLS board. Ms. Filshie passed away on December 16, 2021.

Darcy Purick sent a thank you card expressing her appreciation for her time on the CEFLS board.

President's Remarks

Gayla LePage encouraged everyone to give to the Leadership Campaign. Ms. LePage is requesting 100% participation among the trustees.

Plattsburgh Public Library (PPL) Report

In addition to her written report, Anne de la Chapelle reported:

- Plattsburgh Public Library changed its midweek hours and will now close at 7:30 p.m.
- The PPL budget passed.
- The library has seen an increase in use overall.
- Enforcing patrons to follow the mask mandate has continued to be a challenge.

Director's Report

In addition to his written report, Steve Kenworthy reported on:

- Courtney Carey has been hired as the new director for the Tupper Lake Library.
- CEFLS continues its search for a full-time Library Clerk.
- Steve highlighted the benefits of the Trustee Handbook Book Club and encouraged everyone to participate.

Financial Report

Dorothy Latta motioned to approve the remainder of the September 2021, Financial Report, as presented by Michael Spofford, seconded by Andrew Lomonto.

Michael Spofford reported:

- Mr. Spofford cited that several unforeseen circumstances prevented him from bringing the financial statements up to date.
- Michael assisted the auditors during their visit to CEFLS.
- Preparation of the W-2 and W-3 forms continue.
- During the process of replacing the lightbulbs throughout the building, it was discovered that several light fixtures needed replacing. As a result, the project became more time-consuming than originally planned.

Questions directed to Michael Spofford:

Dorothy Latta questioned why expenditures for adult books were 393% of the budget and audiobook DVDs were 593% above budget. She wanted to clarify if funds were obtained specifically for those purchases, and would next year's budget require adjusting to compensate for the increases.

Mr. Spofford explained that New York State withheld 20% of the CEFLS budget for 2020 and was uncertain if the same circumstances would occur for the 2021 budget. Although a

preliminary budget for 2021 was submitted to the county, an actual budget is still needed for board review and approval. He added the 2021 budget would lead into the 2022 budget. Mr. Spofford confirmed for Ms. Latta the 2021 budget was a conservative preliminary budget.

Motion to approve the September 2021, Financial Report, carried unanimously.

Committee Reports

Nominating Committee: Trustee Vacancies

Gayla LePage presented the resume of Sarah Vaillancourt for consideration as a CEFLS trustee. Ms. Vaillancourt currently sits on the board of the Dannemora Library. Dorothy Latta questioned if serving on both boards would pose a conflict of interest. Mr. Kenworthy stated that there wasn't anything in the CEFLS by-laws that would prevent serving on both boards. Michael Spofford added that under those circumstances, if a potential conflict of interest occurred the board would ask the trustee to recuse themselves from a vote.

Nicky Bryant made a motion to approve sending Ms. Vaillancourt's resume to the Clinton County Board of Legislators requesting an appointment to the CEFLS board, seconded by Mary Abendroth.

Motion carried unanimously.

Gayla LePage presented the resume of Lonnie Roth Fairchild for the second Clinton County Trustee seat.

Andrew Lomanto motioned approval of sending Ms. Fairchild's resume to the Clinton County Board of Legislators requesting an appointment to the CEFLS board, seconded by Dorothy Latta.

Motion carried unanimously.

Ms. LePage continues to seek nominations from Franklin County for the CEFLS board.

A discussion occurred about which trustee candidate would fill which term for the CEFLS board. It was decided that Ms. Vaillancourt would fill the 5-year term and Ms. Fairchild would fill the unfulfilled term.

A request was made to forward an updated trustee list to the board.

Unfinished Business

No unfinished business to discuss.

New Business

A. Computer Firewall Protection

Mr. Kenworthy shared the computer security system for CEFLS is aging out and will expire on January 28, 2022. A quote was obtained for an updated system and per CEFLS purchase policy, the purchase would need prior approval from the board. A purchase order for \$ 4589.55 was presented to the board for review.

Mary Abendroth questioned why an additional charge for a firewall update exists if we would be purchasing a new firewall. David Fuller explained the quote was not for a new firewall, but rather a subscription license for our current firewall. The quote is for the licensing fee, updating, and backup of the software on the device itself. A one-time charge of \$499.00 would cover system upgrades for the entire 3-year period.

Nicky Bryant made a motion to approve the purchase of an updated computer firewall system, seconded by Hope Cassavaw.

Motioned approved unanimously.

B. Bank Resolution and Approval of 2022 Check Signers

Michael Spofford requested that the Bank Resolution and Approval of 2022 Check Signers be tabled for the February board meeting. The bank hadn't received the final pre-documents in time to write the resolution. He expected the resolution to be completed by the February board meeting.

C. Individuals and Entities with Whom to Conduct Business in 2022

A discussion took place about the changes that have occurred since the 2021 form.

Motion to approve the Individuals and Entities with Whom to Conduct Business within 2022, with the amendment of the name change of Hope Allen to Hope Cassavaw, made by Mary Abendroth, seconded by Elizabeth DeFonce.

D. Conflict of Interest Statement

Mr. Kenworthy asked the trustees to sign the Conflict of Interest Statement and return them to CEFLS.

A question was presented about the correct procedure if a conflict of interest occurred. Mr. Kenworthy stated that CEFLS would need to be aware of the specific conflict, type of relationship, and ensure that it was documented on the Conflict of Interest Statement.

Executive Session

Motion to go into Executive Session to discuss performance/salaries of Management Confidential employees was made by Hope Cassavaw, seconded by Dorothy Latta.

Motion carried unanimously.

Executive Session was entered at 5:14 p.m.

Return to Regular Session

The board returned to Regular Session at 5:32 p.m.

Dorothy Latta made a motion to approve a 3% raise for Brenda Mooney for 2022, seconded by Hope Cassavaw.

Motion carried unanimously.

Andrew Lomonto made a motion for Finance Manager, Michael Spofford, to receive a 4% retroactive raise for 2021, and a 4% increase for 2022, seconded by Mary Abendroth.

Motion carried unanimously.

The board upon return decided to delay the vote on the salary/evaluation of the Director due to a lack of chair for the Personnel Committee. Therefore, the Personnel Committee was not able to meet to discuss the evaluation.

Ms. LePage asked if anyone would like to chair the Personnel Committee so meetings can be called. Dorothy Latta volunteered to Chair the Personnel Committee and Andrew Lomanto volunteered to serve on the committee.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:38 p.m.

Respectfully submitted,

DocuSigned by:

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Dorothy Latta
Secretary