

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held February 28, 2022

Call to Order

The Board of Trustees meeting was called to order at 4:38 p.m. on Monday, February 28, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Tom Mandeville, Vice 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: Dorothy Latta, Andrew Lomonto

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

Excused Absences: Christopher Drennan

Unexcused Absences: 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, Lonnie Roth Fairchild, Sarah Vaillancourt

Consent Agenda

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

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of February 28, 2022 agenda.
- Approval of the minutes of the January 24, 2022 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, and Property.

The consent agenda was approved unanimously.

Public Comment

The newly appointed trustees introduced themselves to the board.

Communications

There was nothing to report.

President's Remarks

Gayla LePage welcomed Lonnie Roth Fairchild and Sarah Vaillancourt to the CEFLS Board of Trustees. She encouraged them to review the committee list for a future selection.

Gayla LePage reminded everyone to give to the Leadership Campaign.

A question was presented asking if all of the trustee vacancies were now filled. Ms. LePage reported that one vacancy still exists, but anticipates having the seat filled by the next board meeting.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle did not have anything further to add to the written report already provided.

Director's Report

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

- Annual reports are underway with a March 1, 2022 deadline.
- Steve informed the board that CEFLS will need a roof replacement shortly. He went on to say the roof has been leaking for several years with a few leaks occurring already this year. In the past, the leaks have been repaired but the age of the roof is such that it will need to be replaced.

Questions to Steve Kenworthy:

A question was presented as to when the roof repair might take place. Mr. Kenworthy stated that he has plans of starting the process this year. CEFLS will ask for a construction grant for 50% matched funds. Due to the long grant process and difficulties obtaining contractors, he didn't foresee actual repairs until 2023.

Steve was asked where CEFLS stood in terms of bids and finances for the future repair. He stated that although bids were obtained a few years ago, they are currently outdated and new bids will need to be acquired.

Mr. Kenworthy referred a question to David Fuller who provided insight into the construction grant process.

Steve clarified that CEFLS would be looking for a part-time Accounting Clerk, in addition to a part-time Library Clerk. When asked why CEFLS is only seeking a part-time Library Clerk, Steve replied that he felt that it was a budget concern. Michael added that conversion to a full-time Library Clerk would be considered if it became necessary. A discussion took place about the specifics of what a part-time position entailed.

Financial Report

Nicky Bryant motioned to approve the Financial Reports for October and November, as presented by Michael Spofford, seconded by Hope Cassavaw.

Michael Spofford reported:

- Mr. Spofford hoped to bring the financial reports current by the end of March 2022.
- The auditors will enter the financials by next week. Michael anticipated the 2020 financial audit would be completed within the next two weeks. Although Form 990 was completed previously, he expected that he will need to complete another Form 990.

Motion carried unanimously.

Committee Reports

Personnel Committee: Director's Salary

Ms. Latta requested to defer the Personnel Committee's report until after the Executive Session.

Nominating Committee: Potential Franklin County Trustee

Ms. LePage stated that due to unexpected computer issues, the trustee candidate's resume wasn't available for board review. Ms. LePage apologized for the delay but planned to have it ready for review and a full board by April's board meeting.

Unfinished Business

No unfinished business to discuss.

New Business

A. *Pandemic Response Plan-Annual Review*

Mr. Kenworthy didn't have any recommendations for changes at this time.

B. *Bank Resolution and Approval of 2022 Check Signers*

Michael Spofford explained the purpose of the resolution and how the board would need to vote to approve and authorize the six individuals as check signers for CEFLS.

There was no further discussion of the matter.

Motion to approve the Bank Resolution and Approval of 2022 Check Signers made by Andrew Lomanto, seconded by Mary Abendroth,

Motion carried unanimously.

Executive Session

Michael Spofford suggested the non-trustees should go into the Zoom waiting room until the regular session resumed. All non-trustees were then placed in the virtual waiting room.

Motion to go into Executive Session to discuss the performance and salary of the Director was made by Andrew Lomanto, seconded by Hope Cassavaw.

Motion carried unanimously.

Executive Session was entered at 4:55 p.m.

Return to Regular Session

The board returned to Regular Session at 5:12 p.m.

Dorothy Latta made a motion for the Director, Steve Kenworthy, to receive a 3% pay increase retroactive to January 2021, and a 3% salary increase for the year 2022, seconded by Mary Abendroth.


There was no further discussion of the matter.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:25 p.m.

Respectfully submitted,

DocuSigned by:

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Dorothy Latta
Secretary