AGENDA
as of July 20, 2022

I. Call to Order
II. Roll Call
III. Consent Agenda
   A. Approval of absences
   B. Approval of July 25, 2022 agenda
   C. Approval of Minutes of June 27, 2022 meeting
   D. Committees for which there are no reports at this time – Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property
IV. Public Comment Period
V. Communications
   A. CEFLS Book Bench
   B. WCAX TV- Keene Valley Library- My Adirondack Story
   C. Lake Placid News Article- Karen Glass, Keene Valley Director
VI. President’s Remarks
VII. Plattsburgh Public Library Report
VIII. Director’s Report
   A. EAS Contract
IX. Financial Reports
X. Committee Reports
XI. Unfinished Business
   A. Videoconferencing Board Meetings- Resolution and Policy
XII. New Business
   A. CEFLS Annual Report- Review and Discussion
   B. Central Library Services Aid 2022 Budget
XIII. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, July 21, 2022 to help us to determine if there will be a quorum. If it is necessary to cancel the meeting due to lack of a quorum, we would like to notify everyone as early as possible.
**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**BOARD OF TRUSTEES MEETING PACKET**  

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**JULY 25, 2022**

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Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, June 27, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage Board President. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CEFLS and others attended via Zoom.

Oath of Office

Gayla LePage, President, administered the Oath of Office to Jennifer Yando, an incoming Trustee representing Franklin County.

Roll Call

Present at CEFLS: Linda Crosby, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Sarah Vaillancourt, and Jennifer Yando

Present via Zoom: Liz DeFonce, Christopher Drennan, Tom Mandeville joined the meeting at 4:43 p.m., and Tim Roland

Excused Absences: Nicky Bryant, Andrew Lomanto, and Scott McDonald

Unexcused Absences: Mary Abendroth and Hope Cassavaw

Staff Present at CEFLS: Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant; and David Fuller, Library Computer Specialist

Staff Present via Zoom: Steve Kenworthy, Director; Juliette Brookfield; Youth Services Librarian

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

Consent Agenda

Lonnie Roth Fairchild motioned approval of the consent agenda, seconded by Dorothy Latta.

Consent Agenda includes:
- Approval of today’s excused absences.
- Approval of June 27, 2022 agenda.
- Approval of the minutes of the May 23, 2022 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

There were no public comments to report.

Communications

There was nothing to report.

President’s Remarks

Ms. LePage reminded everyone once again to contribute to the Leadership Campaign.

Phyllis Mangus was remembered for her role as an active member of the CEFLS board. Ms. Mangus passed away on May 27, 2022.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle did not add anything to her written report.

Questions to Anne de la Chapelle:

Mr. Kenworthy inquired about the performance of Plattsburgh Public Library’s new roof. Anne shared that the roofing system has been performing well thus far. She thanked CEFLS staff again for the use of the driveway during construction.

Anne was asked if the middle school females referenced in last month’s meeting continued to be a disruptive in the library. She responded that the girls had become such a significant problem that they were banned from PPL for the remainder of the school year. She felt the disruption couldn’t be tolerated with the number of small children frequenting the library. Ms. de la Chapelle was hopeful the young ladies would be allowed to return in the fall.

Director’s Report

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

- An employment offer was extended for the Library Clerk position. Unfortunately, the candidate declined due to timing and salary issues. Mr. Spofford will obtain a new candidate list and resume the search.

- A substitute van driver was hired. He is currently in training shadowing the van drivers.
• Mr. Kenworthy continued last month’s discussion about replacing the CEFLS roof. The engineer’s report estimated the cost of the new roof to be over $1,000,000.00. Steve was asked if the project could be delayed until the cost of materials decline. He informed the board that some immediate measures need to be taken to stop the current leaking. At a minimum, vegetation removal and application of a sealant to the problem areas will be required. This remedy has been used over the last 2-3 years and he felt it may have made the problems worse. Steve felt the roof could be delayed briefly but had concerns about the cost of materials increasing.

 Questions to Steve Kenworthy:

When asked if a roofer had examined the roof, Mr. Spofford responded that Gates Roofing completed a general inspection last week when they cleaned the roof drains. As an option, they suggested a roofing company or landscaper to remove the vegetation.

Mr. Mandeville felt the estimate in the engineer’s report was overly high. For a more accurate price, he suggested obtaining a few estimates from legitimate roofing contractors.

It was asked with a project this substantial, would policy allow CEFLS to obtain bids for the purpose of getting quotes. Steve responded that one of the main reasons for employing the engineering firm was to get the specifications for exactly that purpose.

A discussion took place about the process that Ms. de la Chapelle followed when the PPL roof was replaced. She pointed out that AEDA was hired for an additional $35,000 to monitor the project and felt that it was money well spent.

 Financial Report

Linda Crosby motioned to approve the condensed Financial Reports for February and March 2022, as presented by Michael Spofford, seconded by Lonnie Fairchild.

 Michael Spofford reported:

• Mr. Spofford is progressing with the Financial Reports. He is currently working on April’s report. He credited his progress to the new volunteer assisting him.

• The Annual Report is currently underway with the revenue and expenditures portion of the report completed. He is working on the remainder of the report which involves the breakdowns for each of the funding streams.

• Due at the end of the month, an invoice for $61,000 of electronics, employees time, and payments to the member libraries that participated in Senior Planet.

Motion carried unanimously.

 Committee Reports
Ms. LePage asked the new trustees to review the committee list and select one they would like to serve on.

**Old Business**

**A.** *Offsite Board Meeting Schedule/Discussion*

Mr. Kenworthy presented the offsite meeting schedule for August-October. The sites would include Dannemora, Lake Placid, and Malone.

**New Business**

**A.** *Video conferencing Protocols/ Establishing Procedure*

The Executive Order allowing videoconferencing is scheduled to expire by the middle of July 2022. Mr. Kenworthy was unsure if the order would be extended again.

A new law passed allowing board members to attend meetings via videoconference under specific circumstances. For the board to use this option, a policy and resolution would need to be created. Mr. Kenworthy proposed using the model policy created by the NYS Committee on Open Government and customizing it for CEFLS. The draft policy will be created for review/approval at the July board meeting.

Per request, Mr. Kenworthy summarized some of the policy requirements. Steve confirmed that this policy is for participating in a private setting and our remote sites could still be utilized. He pointed out the policy stressed that it be used for extraordinary circumstances and not for convenience. Steve pointed out to the board if they chose to use this policy, it will be important to clearly define what is considered an extraordinary circumstance.

It was asked if a potential problem exists if the board doesn’t have a policy in place before the mid-July expiration. Steve felt that for the July meeting, a quorum at CEFLS may be required to review and approve the policy.

**Adjournment**

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:23 p.m.

Respectfully submitted,

Dorothy Latta  
Secretary
COMMON LIBRARY-RELATED ACRONYMS

ACCA – Dedicated to serving the cultural, artistic, historical, and museum communities of the Adirondack Coast of New York through collaboration, communication, networking, professional development, and advocacy in order to promote the area as a vibrant and attractive cultural destination.

BHSN – Behavioral Health Services North – A behavioral health care system providing an integrated continuum of essential, responsive and cost-effective prevention and treatment services

BOT - Short for "robot" and also called an internet bot -- is a computer program that operates as an agent for a user or other program, or to simulate a human activity. Bots are normally used to automate certain tasks, meaning they can run without specific instructions from humans.

CSS – Cascading Style Sheets - style format, defining type, background color, etc. that is consistent on all pages on a given website

CVES – Champlain Valley Educational Services

CEFCAT – Clinton Essex Franklin CATalog User's Group - Formally defined in the automation contract signed by each automated library, existing for the purpose of allowing members to participate in group decisions, render advice and guidance, refine procedures and policies, and participate in planning for expansion and improvement of the automated library system. The scope of the group has been expanding into other library management areas, allowing more general discussion and feedback by the System's members.

CEFDA – Clinton-Essex-Franklin Director’s Association

CEWW – Clinton-Essex-Warren-Washington (BOCES)

CSLP - Collaborative Summer Library Program: Welcome

COSLA - Chief Officers of State Library Agencies – consortium of states working together to provide high quality summer reading programs materials

COAC – Coordinated Outreach Advisory Council (CEFLS)

DLD - Division of Library Development - New York State Library

DASNY - DASNY - Dormitory Authority of the State of New York – The State authority providing construction, financing, and allied services which serve the public good, involved in library construction program

DK – (Dorling Kindersley) - British multinational publishing company specializing in illustrated reference books for adults and children in 62 languages

EBSCO – A database provider- EBSCO Publishing -- EBSCOhost Online Research Databases

EDC – Economic Development Corporation

EAS –Employee Assistance Services - Plattsburgh - BHSN

ESL – English as a Second Language

E-rate - Universal Service Fund, administered under the direction of FCC - Schools and Libraries Program - Universal Service,..

FEH - Franklin-Essex-Hamilton
FCG -- French Conversation Group
GIS -- Geographic Information Systems
GMD -- General Material Designator
HTML -- (HyperText Markyp language) -- describes and defines the content of a web page
HATS - Library Trustees Curriculum -- Helping All Trustees Succeed
HRA -- Health Reimbursement Account -- A pretax payroll deduction offered at CEFLS for reimbursement of health-related expenses. Participants must submit their own receipts for reimbursement.
HUB (Not an acronym) - Our regional correctional facilities
ICICILL -- A union catalog of all type of libraries in the area, members of the Northern New York Library Network. It helps librarians manage interlibrary loan transactions quickly and easily. It will be soon replaced by DueNorth, a more versatile and more up-to-date version.
ILEAD USA -- New York State Libraries: Division of Library - Innovative Librarians Explore, Apply and Discover- nationwide leadership immersion program utilizing web technologies, expanding library staff's leadership skills and their ability to use participatory technology. Participants work in teams to address an identified community need and will be assisted by Mentors/Instructors in developing a successful project.
IMLS -- Institute of Museum and Library Services -- Primary source of federal support for the nation's 123,000 libraries and 17,500 museums
ILS -- Integrated library system -- Wikipedia definition
ILL -- Interlibrary Loan
JCEO -- Joint Council for Economic Opportunity
LibGuide -- LibGuides also called InfoStreams are guides to collections, apps and online resources, prepared by CEFLS staff
LSTA -- Library Services and Technology Act (LSTA) | American Library ...
LTA -- Library Trustees Association of New York State
LVA -- Literacy Volunteers of America
LLSA -- §90.9 Local Library Services Aid: Regulations of the Commissioner of Education ...
MAC -- Members' Advisory Committee
MYLS -- Mid-York Library System
NAMI -- National Alliance on Mental Illness
NEH -- National Endowment for the Humanities
NNLM MAR-- National Network/Libraries and Medicine, Middle Atlantic Region
NYCSP -- NYS College Savings Plan -- New York's 529 College Savings Program Direct Plan
NYSED -- New York State Education Department
NYSERDA -- NYSERDA -- New York State Energy Research and Development Authority
NYLA -- New York Library Association
NYLTO -- A granted program -- New York Libraries Trustees Online
NCLS -- North Country Library System
NNYLN -- Northern New York Library Network
NYSL -- New York State Library: Home page
NOVELNY - New York Online Virtual Electronic Library - NYS residents can find answers to any imaginable question by using their library. NOVELNY is only one of many ways libraries organize the books, articles, and other information sources they hold. NOVELNY makes all this information available to you — wherever you are — if you have access to the Internet and hold a public library card, New York driver license, or New York non-driver ID.

OCLC – OCLC website – Online Cooperative Library Center - Nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing library costs

OPAC – Online Public Access Catalogue

PAC – New Yorkers for Better Libraries Political Action Committee

PCORI – Patient-Centered Outcomes Research Institute – A non-profit, non-governmental organization supported by a trust fund that is financed in part by fees from health plan insurers (for fully insured plans) and plan sponsors (for self-funded plans).

PLA – Public Library Association (PLA)

PPL – The Plattsburgh Public Library

PULISDO - Public Library Systems Directors Organization

RDA – Resource Description Access - About RDA - OCLC

SAG - Consumer Health Special Advisory Group

SALS – Southern Adirondack Library System

SAM – System for Award Management – SAM is consolidating the government wide acquisition and award support systems to eliminate the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.

SLS – School Library System

SPARCC – Substance Abuse and Recovery of Clinton County

STACO - State Correctional Facility Aid

SRP – Summer Reading Program

STEM – Science Technology Engineering and Math

TS staff – Technical Services staff

TBBL - New York State Talking Book and Braille Library (TBBL)

UPS – Universal Power Source (System)

VOAD – Voluntary Organizations Active in Disaster

WIB – Workforce Investment Board - OneWorkSource

YA – Young Adult
Director’s Report
July 2022
~ Submitted by Steve Kenworthy

July 2022

Open Meetings Law

The provisions for videoconferencing board meetings during a proclamation of a state emergency have been extended to August 13, 2022. I have adapted a model policy suggested by the Committee on Open Government for videoconferencing once the extensions of the State of Emergency cease. (See attachments to the Board packet.) The resolution authorizes a policy, then the policy can be discussed/approved.

ALA

I attended the ALA meetings from June 22 – 27. There were many inspiring workshops, classes, and guest speakers. The Library of Congress put on an impressive workshop on their online resources, especially as concerns local history and genealogy. These resources are available to anyone without cost. You can explore at https://www.loc.gov/collections/. Other events and activities: The Public Library Association welcome breakfast; a presentation by Beanstack, a company that helps promote libraries and reading; talking with vendors about existing and emerging library services; and various keynote speakers. I followed up the conference with two weeks of vacation visiting family. The staff carried on well in my absence. I particularly want to thank our Librarian-in-Charges—Anne Jobin Picard (June) and Anja Bouchard (July).

EAS

We received our annual billing for Employee Assistance Services. The cost has nearly tripled. This has caused us to re-think our participation. EAS provides training and counseling services for employees. Because use of the counseling services is confidential and anonymous, it is unknown how many employees have taken advantage of this service, though I have referred employees to EAS. We get a couple of training sessions each year—past trainings have included dealing with stress in the workplace, workplace safety, and among others. We’re not talking a lot of money...from $152 to $432, but because it is such an increase I would like to get the Board’s input. We have put feelers out to see if there are other EAS providers from which we can get a competitive price. My suggestion, at this time, is to continue to offer this benefit with our current provider.
Technical Services Department  
June 2022  
By Anne Jobin-Picard - Librarian

JUNE

- Daily Pull List / OCLC/ Due North
  - 406 pulled items for member libraries for delivery
  - 96 pulled items for correctional facilities for delivery
  - OCLC 23 items loaned, 23 items borrowed
  - Due North 2 items loaned, 8 items borrowed
- Cataloging
  - Items cataloged 1004
  - Includes some items needing original cataloging
  - Weekly Horizon Bib Report for odd diacritics, capitalization, misspellings GMD's
  - Weekly Enterprise genre error check
- Assist/Coverage for Delivery/ILL/OCLC/Due North/Delivery (keep current on new processes & training for vacation & other coverage)
- Staff Training
  - Supervise Temp Clerk
  - Provide support when needed to library page
  - Covered for staff vacations/etc.
- Zoom French Conversation Group- Mondays
  - Averaged 3 people per session
  - Prep time about 30 minutes per week
  - Helped patrons with library questions such as e books, tech, and resources
- Emails/Consulting/Phone calls –
  - Member libraries questions on cataloging, reference, various inquiries
  - Provided support to consulting libraries for AR and other inquiries
- Webinars/Training/Zoom/Misc.
  - June 24, 2022 AskUs 24/7 by ESLN
- Attend Team Meetings/Member Library Meetings
  - CEFLS Member Library Zoom meetings
  - CEFLS Staff Meeting
- Run Monthly System ILL Loan Activity
  - SQL Query ILL
  - Document OCLC/Due North monthly stats (query produced by Kim L.)
  - Maintain Excel spreadsheet for Annual report stats
Kim Latour-Principal Library Clerk

- Daily Pull List (as needed)
- Overdues
  - Generate weekly reports
  - Monitor overdue status of items
- ILL Requests
  - OCLC
  - Due North
  - Generate reports for monthly stats
  - Monitors status of items for Due North and OCLC
  - Prepare and Coordinate Empire Delivery
- New book orders
- Repair books
- Staff Training/Supervisor
  - Katelynn H. (library page)
- Staff Training
  - Provide training and support to coworkers as needed
- Cataloging
  - Items cataloged 126
  - Includes some items needing original cataloging
- Emails/Phone calls
  - Address member library questions on cataloging, reference, and various inquiries
  - Provided support to Member Libraries and CEFLS staff
- Webinars/Training/meetings/misc.
  - Attend weekly staff meetings
  - OCLC Holdings deletions

Eli Haynes – Library Page

- Shelving
- Assist with weeding as generated from list
- Unpack rotating collections as needed
- Webinars/Training/Zoom/misc.
  - Attended weekly staff meeting
JUNE

- Assisted 12 patrons with issues regarding their library card or access to our online resources.
- 1 Book Club in a Bag kit was sent out to a correctional facility library last month.
- Sent out a printed flag to Lake Placid Public Library on 6/1 for them to place outside to call attention to their location for an event.
- Assisted Plattsburgh Public Library on 6/1 with an error with Horizon that inhibited their ability to weed an item from their collection.
- Assisted Chateaugay Memorial Library with their Konica Minolta printer/scanner on 6/1. Their setup now closely resembles ours and will allow them to continue scanning items to patrons' email accounts.
- Set out 5 VR headsets to Schroon Lake Public Library on 6/2 for an event.
- Assisted Sherman Free Library in Port Henry on 6/2 with an error in Horizon that prevented them from running their pull list.
- Attended the Enterprise Rooms webinar on 6/8 that covered how to make specific changes to the online catalog to improve usability.
- Assisted Plattsburgh Public Library with a Horizon error on 6/9 that caused duplications in checkout data and prevented them from checking certain items in.
- Assisted Keeseville Free Library with a issue with their operating system on 6/10 that blocked certain elements of Horizon.
- Mooers Free Library completed their run of Senior Planet programming and returned the Chromebooks and other equipment on 6/14. Both Norma and Art Menard were pleased with the turnout for their events and plan on doing further sessions in the future.
- Sent out the Pathfinder e-newsletter to 340 recipients on 6/15. 123 recipients have opened the email to date.
- SirsiDynix installed Web Services on the new server held at NCLS on 6/15, which serves as the connection between the Horizon database and the online catalog. I'll be coordinating with Todd at NCLS to swap from the older server in the near future.
- Changed the rules in Horizon for Dannemora Free Library on 6/21 to prevent patrons from requesting their Wild Center Discovery passes, which could spend an inordinate amount of time on a van delivery before getting to a patron.
- Produced an updated list of patrons for Mooers Free Library on 6/27 so they could update their newsletter mailing list.
- Changed the rules in Horizon for Lake Placid Public Library on 6/27 to prevent patrons from requesting their Wild Center Discover passes, which could spend an inordinate amount of time on a van delivery before getting to a patron.
- Sent 5 VR headsets to Plattsburgh Public Library on 6/27 for an event occurring at the library.
- Set all items currently checked in at Keene Public Library to "closed stack" status on 6/28 to prevent them from being requested while the library undergoes construction.
- Set up a temporary fix for an issue that arose in our email client that prevented invoices going out on 6/28.

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Outreach Department Report

June 2022

- Submitted by Anja Bouchard on behalf of the Outreach Department: David Fuller, Juliette Brookfield, Bill Bowen, Deb Price, Terry Soulia, and Katelynn (Eli) Haynes (shared position with Tech Services).

Deliveries:

- Our drivers handled just under 16,200 items during the month of June. This number does not reflect unique items, since a portion of them are handled as incoming materials and then moved again on another day for delivery to the next location.
- 71 rotating collections were delivered in June.
- Blue bins with attached lids were purchased to replace cardboard boxes for ILL deliveries to member libraries and we started using them at the end of June. The totes are well suited for this purpose as North Country Library System uses them for their deliveries as well. Rotating collections and materials sent to correctional facilities and senior locations will still be packed in cardboard boxes.
- Steve and Anja interviewed Todd Roberts for a substitute driver position. He accepted a job offer and began shadowing our van drivers on June 23.

Meetings:

- Anja attended the CEWW School Library System meeting. She shared information about the "show and tell" with Cultural Educators from the Native North American Travelling College at Plattsburgh Public Library and the availability of museum discount passes through local libraries.
- Juliette attended the Youth Services Quarterly Meeting. One of the main discussions surrounded the Love Your Library funds that each system will receive and an overview of the associated guidelines.
- Anja participated in a meeting with other library systems regarding the possibility of developing a series of workshops for our member libraries to assist them in working through the American Library Association’s new Diversity Scorecard.
- Juliette attended a meeting with Dannemora Federal Credit Union (DFCU) to discuss the financial literacy programs that they offer for teens. This is part of the Adulting 101 – Life Skills Programs for Teens project that Plattsburgh Rotary supported with funding. Juliette invited DFCU to present information about their programs at our biweekly Zoom meeting with member libraries. She hosted the meeting as Steve was on vacation.
Advocacy/Publicity/Outreach:

- Anja submitted a press release regarding the availability of discount passes to The Wild Center and Fort Ticonderoga at area libraries.
- Anja participated in the Raise The Flag Day event at St. Joseph’s Community Outreach Center on June 18th. She brought flag books for story time, created a flag day sheet which invited children to design a flag, and provided a flag mosaic activity. Anja, Juliette, Eli, and Mary prepped the materials for the mosaic project. Anja shared information about the Library System with those who stopped by the table.
- Juliette represented CEFLS at the “Show and Tell” event provided by the Cultural Educators of the Native North American Travelling College at the Plattsburgh Public Library Children’s Room on June 11th. This event was made possible thanks to the Clinton County Tobacco Settlement funding.
- Anja attended the Dedication and Open House at St. Joseph’s Outreach Center on June 27th. CEFLS was recognized as a partner at the event. The book bench was mentioned during the dedication and in an article about the event in the Press-Republican.
- Member libraries submitted news for the Oceans of Possibilities and Beyond edition of the Pathfinder. David authored/sent out the newsletter and Anja reviewed it.
  - We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 7/12/22:
    - We have 118 followers on Twitter.
    - We have 437 followers on Instagram. Our most popular post in June was about our partnership with the Nutrition Program of the Office for the Aging to bring library books to people who receive home-delivered meals. It received 14 reactions.
    - We have 1,308 likes on our Facebook page. The CEFLS post with the greatest reach since the last report shared information about our partnership with the Nutrition Program of the Office for the Aging. It was shared 22 times and reached 3527 people. One of our most popular shares was an announcement by Akwesasne Cultural Center Library about the Summer Feed Program.
    - The graphs below show the number of people who saw any content from or about our Facebook and Instagram pages since the last report. This metric is estimated.
Training/Continuing Education:

- Juliette attended the Amazing Picture Books webinar that provided an overview of upcoming picture books for this fall.

Projects:

- The first book delivery to recipients of the home-delivered meals program was sent out on June 6th. Six people registered for the program. Anja selected books for five of the individuals and Sarah Spanburgh from Plattsburgh Public Library chose books for a patron who used to frequent the library. One individual called regarding the new service and stated, “Thank you so much for the program. I’ve really enjoyed those books. The first one that you sent me...I haven’t been able to put down. Thanks for the experience.”
- Juliette and Anja planned activities and tested craft projects for two sessions that we will attend at the Ausable Valley Central School Summer Youth Program.
- Anja reached out to various presenters for the series of events in partnership with the Tsi ııısentsha (GeeYeh Jon’ Ta)/Plattsburgh Art Project to be held at various library locations. Plattsburgh Public Library agreed to host a film screening of Without a Whisper and Q&A with the filmmakers on October 27, 2022.
- We are bringing back our "Gnoming Around" event with slight changes based on feedback from last year. Instead of one gnome traveling around the System, each participating library was provided with their very own gnome statue. This will provide more flexibility in how the libraries offer the event. CEFLS purchased gnomes and Anja distributed them to the following participating libraries: Wad Library, Rouses Point Dodge Memorial Library, Mooers Free Library, Paine Memorial Free Library, Plattsburgh Public Library, Westport Library Association, Chazy Public Library, Belden Noble Memorial Library in Essex, Keene Valley Library Association, Lake Placid Public Library, Au Sable Forks Free Library, Akwesasne Library and Cultural Center, Keeseville Free Library, and Hammond Library in Crown Point. Anja sent items that could be used as a prize package for the event at each library including a gnome gratitude journal with a
pack of colored pencils purchased by CEFLS, as well as a gift certificate for a single scoop cone that was donated by Stewart's in response to a request by Juliette. Libraries are welcome to add their own prizes to the package, as well as info about library resources/programs. CEFLS will also assemble a gift basket for one grand prize winner who will be selected from the winning entries. David created a flyer template that member libraries could use to promote the event.

- Weeding at CEF and our participation in the Sustainable Shelves Program continued through the efforts of Juliette, Anja, Anne, Mary, Kim, and Eli.

**Miscellaneous:**

- The 2022/2023 State Budget provided the New York State Library with a one-time appropriation of $150,000 from the Love Your Library Fund in support of Summer Reading. As a result, the CEF Library System will receive $3,342 for this purpose. Anja and Juliette explored some potential ideas for use of these funds and developed a survey to gather feedback from member libraries.
- Anja worked on scheduling the negotiations meeting with the correctional facilities, revising the proposed budget recap, and updating the proposed project activities and objectives document. She obtained input from various CEFLS staff members in order to develop the proposals. The meeting will be held on July 21, 2022.
- Juliette provided consultant support to Keeseville Free Library regarding mask requirements, library policies, writing policies, and documentation practices.
- Anja provided consultant support to Akwesasne Library and Cultural Center regarding minimum standards and to Westport Library Association regarding volunteer policies.
- CEFLS is collaborating with *We Are Instrumental* again this summer to collect instrument donations so that they may be refurbished as needed and donated to area schools. A number of member libraries are participating as drop-off locations including: Wead Library, Rouses Point Dodge Memorial Library, Black Watch Memorial Library, Mooers Free Library, Waverly Reading Center, Dannemora Free Library, Paine Memorial Free Library, Upper Jay Wells Memorial Library, Chateaugay Memorial Library, Plattsburgh Public Library, Westport Library Association, Chazy Public Library, Wilmington E.M. Cooper Memorial Public Library, Sherman Free Library in Port Henry, Belden Noble Memorial Library in Essex, and Peru Free Library.
- Anja was contacted by North Country Library System (NCLS) with an offer to provide yard signs with the 'Strong Libraries, Strong Communities' advocacy message to the CEFLS member libraries. The intent is to saturate the North Country with these signs to demonstrate that libraries are part of the most extensive organizational partnership in the state that supports communities through shared resources. These signs will be distributed in July and we are very grateful to NCLS for including us in this advocacy effort.
- The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries. In addition to routine collections,
Juliette pulled another special collection of Wonderbooks for Lake Placid Public Library to be used for Literacy Volunteers students.

2022 BOARD MEETING DATES

(FOURTH MONDAY OF THE MONTH)

4:30 P.M. IN CEFLS BOARD ROOM
(Unless noted otherwise)

August 22, 2022 – OFFSITE LOCATION-Dannemora
September 26, 2022 OFFSITE LOCATION-Lake Placid
October 24, 2022 OFFSITE LOCATION-Malone

November 28, 2022
December 2022

Whether to have a December meeting will be determined at a later date.
Director’s Report July 26, 2022

The roofing project is almost complete. The scuppers (sidewall roof drains) are the last thing to be installed. We will use the mason who comes to do that work to evaluate the brickwork and concrete block in the AC pit where the leaks were.

Our AC was out between July 8th and July 19th. The technician came several times, but could not get it running. At last, another senior technician came and fixed it. It was miserable in the building with temps as high as 88 degrees. Staff handled it extremely well!

We are very fortunate to have hired a former page, now a school teacher, Sarah Delong as a temporary, full time, Library Clerk for the summer. Our first list from Civil Service did not yield any hires, so we are waiting for the new list of candidates to begin interviewing again. As is the case everywhere, workers are scarce.

We had a patron who was banned in 2016 come back in and begin to cause trouble right away. After three days of issues, she was banned again. The police were notified due to her aggressive behavior and obvious mental health needs.

Summer Reading is moving along tremendously. Over 259 kids are registered and they have read over 6,000 minutes already! Next week is the inflatable planetarium in the Auditorium which is a great hit.

The Central Library Services Aid Budget for 2022-2023 is in your packet for approval. While the name has changed, the legislation changing how the money can be spent is not yet final. In the future, the Central Book Aid and the Central Library Aid will be combined and can be used to purchase any materials including children’s.

The Friends of the Library have been tabling at the Parks Come Alive events over the summer. They plan to be at the last event in August. They report a positive reception. Since the Friends have over $11,000 in the bank, we have asked them for new circulation desk chairs and an indoor book drop.

Submitted by: Anne de la Chapelle, Library Director
Procedures for Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Clinton-Essex-Franklin Library System (CEFLS) Board of Trustees, following a public hearing, authorized by resolution on July 25, 2022, the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations — under extraordinary circumstances — must establish written procedures governing member and public attendance.

1. CEFLS Board of Trustees members shall be physically present at any meeting of the CEFLS Board of Trustees unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Administrative Assistant at CEFLS offices no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the CEFLS Board of Trustees shall update its notice as soon as practicable to include that information. If it is not practicable for CEFLS to update its notice, the CEFLS Board of Trustees may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the CEFLS Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the CEFLS Board of Trustees but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the CEFLS Board of Trustees shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The CEFLS Board of Trustees shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the CEFLS website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the CEFLS Board of Trustees are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the CEFLS Board of Trustees shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The CEFLS Board of Trustees shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the CEFLS Board of Trustees conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 124 of the Executive Law if the CEFLS Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the CEFLS Board of Trustees to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the CEFLS website.
Resolution

CEFLS Board of Trustees

WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the CEFLS Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the CEFLS Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the CEFLS webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the CEFLS Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the CEFLS Board of Trustees shall create written procedures further governing use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.