

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
*official Minutes for Board of Trustees Regular Meeting*  
*Held April 25, 2022*

**Call to Order**

The Board of Trustees meeting was called to order at 4:40 p.m. on Monday, April 25, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Dorothy Latta, Board Secretary. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CEFLS and others attended via Zoom.

**Oath of Office**

Dorothy Latta, Secretary, administered the Oath of Office to Lonnie Roth Fairchild and Sarah Vaillancourt, as incoming Trustees representing Clinton County.

**Roll Call**

Present at CEFLS: Dorothy Latta, Christopher Drennan

Present via Zoom: Mary Abendroth, Nicky Bryant, Hope Cassavaw, Liz DeFonce, Lonnie Roth Fairchild, Sarah Vaillancourt

Excused Absences: Linda Crosby, Gayla LePage, Andrew Lomanto, Tom Mandeville, and Scott McDonald

Unexcused Absences: Tim Rowland

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 Lonnie Fairchild.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of April 25, 2022 agenda.
- Approval of the minutes of the February 28, 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**

No public comment was presented.

### **Communications**

There was nothing to report.

### **President's Remarks**

Dorothy Latta provided a statement for Gayla LePage, President, that all vacant board positions have been filled or are in the process of.

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

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

- With the roof repair underway, parking for CEFLS staff will be affected when the contractors begin work on the north side of the building. As a result, CEFLS staff will be asked to park elsewhere during that time.
- The surveillance system for the library is currently being installed.
- Ms. de la Chappelle is currently reviewing the construction cycle for next year.

### **Questions to Anne de la Chappelle:**

A question was presented if Plattsburgh Public Library has had any encounters with First Amendment auditors. She stated that they hadn't and shared how the library expects to address the situation if it occurs. Anne informed the board of an upcoming workshop on this topic in case anyone was interested in attending.

### **Director's Report**

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

- The Open Meetings Law amendment allowing virtual meetings is set to expire in June 2022. A discussion took place as to how and where future board meetings will be conducted. Ms. Latta reminded the board that in the past, during the summer months, board meetings were held offsite at member libraries. This practice provided an opportunity to visit and interact with member libraries. It was decided that this topic would be discussed at the next board meeting.

- With Clinton County now registering in the high zone for COVID transmission, CEFLS employees are now required to wear masks in the common areas of the building.
- North Hudson has requested public access to the internet. CEFLS has installed a computer in the town office to provide internet access for town residents. When asked if there were any financial implications for CEFLS, Steve stated that there were not. CEFLS will provide the equipment, and the town will provide the internet link. A memorandum of understanding with the town was created. Steve felt that this agreement has the potential to become a pilot program for other underserved communities in the CEFLS area.
- Mr. Kenworthy provided a follow-up to last month's discussion about replacing the roof for CEFLS. To obtain bids, an engineer's report will be required at an estimated expense of \$2,500. CEFLS intends to apply for a construction loan, with an anticipated 50% in matching funds. If funded, the cost of the report would be included in the matching funds. Ms. de la Chappelle offered some suggestions as to how to best manage the project.

#### **Questions to Steve Kenworthy:**

A question was presented about the project's timeline citing fluctuating construction costs as an area of concern. Mr. Kenworthy stated that CEFLS is preparing for this by building these fluctuations into the cost of the project.

#### **Financial Report**

Nicky Bryant motioned to approve the partial Preliminary Financial Report for December 2021, as presented by Michael Spofford, seconded by Hope Cassavaw.

#### **Michael Spofford reported:**

- CEFLS expenditures for 2021 essentially matched the proposed budget at 100.21%.
- Mr. Spofford shared that in the next two weeks, basic financial reports will be available to the board for January, February, and March 2022. The basic reports will contain the Revenue & Expenditures and Balance Sheet. The condensed reports would allow the financial reports to become current, with a full financial report planned for April 2022. When asked if these reports would have an impact on the information that would be provided to the board, Mr. Kenworthy stated that it would be a bottom-line report which would show where we are now financially. More specifically, it will highlight our profit and loss and balance sheet to date. Full reports would be available upon request.

Motion carried unanimously.

### **Questions to Michael Spofford:**

A question was presented inquiring why publicity and printing expenses increased 3000% for 2020 and 2021. Mr. Spofford stated that he would look into it and send an email to the board with an explanation.

A member of the Finance Committee informed the board that a typo was found on the audit report. The details would be discussed during the Finance Committee portion of the meeting.

### **Committee Reports**

#### ***Finance Committee: 2020 Auditors' Report and Financial Statements***

Ms. Cassavaw reported that the 2020 audit went as well as could be expected. She pointed out that there was a typo on the report to be aware of.

Ms. Cassavaw pointed out that on number 15, page 19, Departure from Generally Accepted Accounting Principles, CEFLS could not provide a figure for projected post-retirement benefits due to the cost. The auditors' explained that this was not an uncommon occurrence for an organization our size.

Mr. Spofford added that our original IRS Form 990 was filed on November 15<sup>th</sup> but because the auditors completed the report after that filing, another form IRS Form 990 will be filed with the IRS in the next few weeks.

Our three-year contract with Hoffman-Eells will be ending this year. As a result, CEFLS will need to obtain accounting bids for the 2021 audit year. Mr. Spofford reiterated that the audit went well for the year 2020.

A question was presented to the committee to clarify a statement in the report which highlighted inadequate segregation of duties of financial reporting. Mr. Kenworthy stated that this has been an item on audits in prior years due to our small staffing. He shared that the auditors' explained this is quite common for small companies.

Necessary corrections to the report were pointed out. It was confirmed for the board, that a corrected page 18 would be obtained from the auditors and shared with the board.

The 2020 Financial Audit was presented for approval.

Hope Cassavaw motioned to accept the 2020 Financial Audit as corrected, seconded by Mary Abendroth.

Motion carried unanimously.

**Nominating Committee: Potential Franklin County Trustee**

Dorothy Latta presented the resume of Jennifer Yando for the Franklin County board seat.

Nicky Bryant motioned approval of sending Ms. Yando's resume to the Franklin County Board of Legislators requesting an appointment to the CEFLS board, seconded by Lonnie Fairchild.

Motion carried unanimously.

**Unfinished Business**

A question was presented as to the status of Senior Planet coming to CEFLS. David Fuller stated most of the technology is present at CEFLS, and he is currently working to set it up. Five libraries from CEFLS are participating in the Senior Planet programming. The first program will be in May, at the Mooers Library

**New Business**

**A. 2022 Season Lawn Care Quotes/Selection**

Lawn care quotes for the 2022 season were presented to the board. Mr. Kenworthy wanted to point out that CEFLS has been satisfied with Small Jobs in prior years.

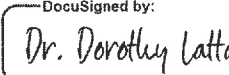
Nicky Bryant made a motion to accept the bid from Small Jobs, seconded by Hope Allen.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Dorothy Latta adjourned the meeting at 5:32 p.m.

Respectfully submitted,

DocuSigned by:  
  
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Dorothy Latta  
Secretary