

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held June 27, 2022

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 concerning 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 the problems have seemed to gradually get 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,

DocuSigned by:

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Dorothy Latta
Secretary