

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held May 23, 2022

Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, May 23, 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.

Roll Call

Present at CEFLS: Dorothy Latta, Mary Abendroth

Present via Zoom: Nicky Bryant, Hope Cassavaw, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Gayla LePage, Scott McDonald

Excused Absences: Tom Mandeville

Unexcused Absences: Linda Crosby, Andrew Lomanto, Tim Rowland, Sarah Vaillancourt (Absences may have been due to technical difficulties)

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant

Staff Present via Zoom:

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

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 May 23, 2022 agenda.
- Approval of the minutes of the April 25, 2022 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property.

The consent agenda was approved unanimously.

Public Comment

Nothing to report.

Communications

Nothing to report.

President's Remarks

Franklin County approved Jennifer Yando to fill the unexpired term of Lisa Minnich. All vacancies on the CELFS board are now filled.

Ms. LePage wanted to remind everyone to donate to the Leadership Campaign. The ultimate goal is for 100% trustee participation.

Plattsburgh Public Library (PPL) Report

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

- Ms. Chappelle thanked everyone at CEFLS for their patience for the use of the driveway during construction.

Questions to Anne de la Chappelle:

A discussion took place about middle school females being problematic at PPL. Dorothy Latta asked if this has been an issue in the past or is this occurring in other libraries. Ms. Chappelle clarified that it was only amongst a specific group of girls and didn't involve other patrons.

Director's Report

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

- Civil Service notified CEFLS that a new Library Clerk exam will be offered in June. As a result, a new pool of applicants will be generated from this exam. He shared that a promising candidate was interviewed last week.
- Anja Bouchard has coordinated with Senior Services/Meals on Wheels to deliver library materials to homebound patrons. The pilot program will begin with six patrons. CEFLS will deliver library materials to the Meals on Wheels site as a one-stop delivery. Meals on Wheels will then distribute the materials to the patrons.
- A vote passed in Elizabethtown solving the issue of Wadhams and Westport getting charged for the use of both libraries.

Questions to Steve Kenworthy:

Steve was asked to confirm that as of June, CEFLS will not have the option of remote board meetings. He affirmed on June 14th, 2022 the option of remote meetings will expire unless the governor extends the state of emergency. If the extension does not occur, CEFLS will revert to in-person meetings starting in June 2022.

Mr. Kenworthy offered to activate the remote sites if the board was interested. Currently, remote sites exist in Saranac Lake, Schroon Lake, and Malone.

A new law will allow board members to use a private connection to attend a meeting under extraordinary circumstances. Utilizing a private connection to vote would require that a quorum must be present at the board meeting site.

Financial Report

Dorothy Latta motioned to approve the Financial Report for January 2022, as presented by Michael Spofford, seconded by Mary Abendroth.

Michael Spofford reported:

- Next week, CEFLS will interview an accounting volunteer to assist with various accounting tasks. Mr. Spofford will verify if she is still on the Chazy board to ensure a conflict of interest will not exist.
- Mr. Spofford apologized for the delay in the financial reports. He cited a reduced work week, preparing the CEFLS Annual Report, and processing payables and payroll as factors. He hoped to have the February financials completed later in the week.

Dorothy Latta asked Mr. Kenworthy to facilitate bringing the financial reports up to date.

Motion carried unanimously.

Questions to Michael Spofford:

Dorothy Latta asked if the volunteer would pose a potential issue with the collective bargaining unit. Michael responded that it wouldn't because the duties would fall under a Management Confidential position. He replied that he has spoken with the union and there would not be any overlap of union duties.

Committee Reports

Nothing to report.

Unfinished Business

A. Remote Meeting Sites/Discussion

This topic was discussed earlier in the meeting. A list of remote sites currently available for use will be presented and discussed at the next meeting.

New Business

A. Offsite Board Meetings/Discussion

Several trustees shared what a positive experience offsite meetings have been in the past. The goal is to visit one library per county during the summer and early fall.

CEFLS will contact the member libraries and develop an offsite meeting schedule for discussion at the June board meeting.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:05 p.m.

Respectfully submitted,

DocuSigned by:

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Dorothy Latta
Secretary