

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

**Call to Order**

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, July 25, 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, Lonnie Roth Fairchild

Present via Zoom: Mary Abendroth, Linda Crosby, Liz DeFonce, Chris Drennan, Gayla LePage, Tom Mandeville, Tim Rowland, Hope Cassavaw entered the meeting at 4:43 p.m.

Excused Absences: Nicky Bryant, Andrew Lomanto, Sarah Vaillancourt, Jennifer Yando

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

**Consent Agenda**

Mary Abendroth motioned approval of the consent agenda, seconded by Linda Crosby.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of July 25, 2022 agenda.
- Approval of the minutes of the June 27, 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**

The Clinton Essex Franklin Library System was recognized in the Press Republican for installing the "Take a Look & Pick a Book" book bench outside of St. Joseph's Outreach Center in Treadwells Mills.

Keene Valley Library was featured on WCAX television for starting the "My Adirondack Story" project. Stories are recorded from members of the community with photos as a way of preserving the past for future generations. The plan is to share this idea with other communities across the country with a project called, "Our Story Bridges".

Karen Glass, Keene Valley Library Director, was praised in an article from the Lake Placid News. Wes Whitney credits Ms. Glass with assisting him with the Manufactured Housing Replacement grant application process. With her help, Mr. Whitney's application was accepted and he was granted a new mobile home.

## **President's Remarks**

Ms. LePage reminded everyone that the August board meeting will be held at the Dannemora Free Library at 4:30 p.m.

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

Anne de la Chapelle did not have anything further to add to her submitted report.

- A discussion took place about the success of the summer reading program this year at PPL.

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

## **Director's Report**

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

- **EAS Contract**

Mr. Kenworthy reported Behavioral Services North increased its fee for the Employee Assistance Service program. The fee nearly tripled from \$152.00 to \$432.00. He stated he wanted to make the board aware in case they wanted to seek out competitive pricing for next year's contract. The CEFLS benefits coordinator researched other providers and found BHSN to be the only contractor that provides

face-to-face services. Alternative providers that CEFLS could contract with only offer online services. Steve recommended continuing with BHSN for the remainder of the year.

Mr. Mandeville offered to inquire if Clinton Community College experienced the same price increase for services.

**Questions to Steve Kenworthy:**

It was asked if the price was a retainer fee or per visit fee. Steve clarified that the price included a package of counseling and training sessions for the year.

**Financial Report**

Hope Cassavaw motioned to approve the condensed Financial Report for April 2022, as presented by Michael Spofford, seconded by Liz DeFonce.

Motion carried unanimously.

**Questions to Michael Spofford:**

Mr. Spofford was asked if the difference in the cost of health insurance from \$21,000 in 2021, to \$910.00 in 2022, was the result of the billing cycle. Mr. Spofford explained that it was the result of an insurance bill that wasn't received for that month.

**Committee Reports**

Nothing to report.

**Unfinished Business**

**A. *Videoconferencing Board Meetings-Resolution and Policy***

Mr. Kenworthy stated the videoconferencing policy presented was adapted from the model policy suggested by the Committee on Open Government. The policy essentially states that CEFLS will follow the law on how we videoconference board meetings. The resolution presented states that we can have the policy. Based on that, he suggested the board would need to approve the resolution before the policy could be approved.

A discussion occurred clarifying that the resolution would allow us to create a policy.

When asked, it was pointed out that a clause already exists in the proposed policy that says that any governor's resolution or actions by the state legislature would supersede such resolution.

A resolution to create a videoconferencing policy was presented. Motion by Lonnie Roth Fairchild, seconded by Mary Abendroth to accept the resolution.

Motion carried unanimously.

It was decided that additional time was required to review the videoconferencing policy. The policy will be reviewed and discussed at the next board meeting.

### **New Business**

#### **A. *CELFS Annual Report-Review and Discussion***

The Annual Report had some unexpected changes this year which made it more time-consuming to complete. Mr. Kenworthy stated the report has been submitted to the state and we are awaiting feedback.

A discussion took place if the board needs to approve the annual report before or after the final edit has been made. It was decided that approval was needed before the final edit.

A question was posed to Michael if the red sections of the Annual Report indicated changes in the report. He answered that it was not due to any accounting edits or anything additional required from CEFLS.

A motion to approve the Annual Report as submitted, was made by Hope Cassavaw, seconded by Tom Mandeville.

Motioned passed unanimously.

#### **B. *Central Library Services Aid-2022 Budget***

The two separate funding programs of Central Book Aid and Central Library Development Aid have now been combined into one state funding program. So far, no clear guidelines have been provided as to how the money can be spent with this new combined funding. Ms. de la Chapelle clarified that no changes have been made on how spending can be made on the Central Book Aid money. Plattsburgh Public Library has decided that until they are clear on the legislation they would spend as they had in the past.

Michael clarified the board would be approving the Central Library Development Aid portion of the budget.

A motion to approve the Central Library Services Aid for 2022 was made by Mary Abendroth, and seconded by Tom Mandeville.

Motion failed with 7 votes in favor and 1 abstention by Dorothy Latta. (See August 22, 2022 minutes.)

**Adjournment**

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:10 p.m.

Respectfully submitted,

DocuSigned by:

*Dr. Dorothy Latta*

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Dorothy Latta  
Secretary