



**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

*Monday, October 24, 2022 at 4:30 p.m. @
Wead Library
64 Elm Street
Malone, N.Y. 12953*

Remote participation will be made available upon “Extraordinary circumstances” as per our policy. Please notify Michael or Steve.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. Approval of absences
 - B. Approval of October 24, 2022 agenda
 - C. Approval of Minutes of the September 26, 2022 meeting
 - D. Committees for which there are no reports at this time – Advocacy, Executive, Financial, Health Plan, Negotiating, Personnel, and Property
- IV. Public Comment Period
- V. Communications
 - A. Saranac Lake Free Library – River Jack Z
- VI. President’s Remarks
- VII. Plattsburgh Public Library Report
- VIII. Director’s Report
- IX. Financial Reports
- X. Committee Reports
 - A. Nominating Committee
- XI. Unfinished Business
 - A. Roof Replacement Project - Update
- XII. New Business
 - A. Board Meeting Remote Sites – Review/Discuss
 - B. 2023 Board Meeting Dates - Review/Approve
- XIII. Adjournment

Please RSVP to Michael Spofford, mspofford@cefls.org, by Thursday, October 20, 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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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 **CAT**alog 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 - 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 - 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 - 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

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Unofficial Minutes for Board of Trustees Regular Meeting
Held September 26, 2022

Call to Order

The Board of Trustees meeting was called to order at 4:38 p.m. on Monday, September 26, 2022, at Lake Placid Public Library, 2471 Main Street, Lake Placid, New York, by Gayla LePage Board President.

Roll Call

Present at Lake Placid Public Library: Mary Abendroth, Nicky Bryant, Linda Crosby, Liz DeFonce, Lonnie Roth Fairchild, Gayla LePage, Tim Rowland, Sarah Vaillancourt, Jennifer Yando Dorothy Latta joined the meeting at 5:10 p.m.

Present via Zoom:

Excused Absences: Hope Cassavaw, Chris Drennan, Andrew Lomanto, Tom Mandeville, Scott McDonald

Unexcused Absences:

Staff Present at Lake Placid Public Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant;

Staff Present via Zoom:

Others present: Bambi Pedu, Lake Placid Library Director; Jake Widrick, Saranac Lake Library Director, Sandy Danussi, Lake Placid Public Library, Trustee

Consent Agenda

Lonnie Roth Fairchild motioned approval of the consent agenda, seconded by Mary Abendroth.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of September 26, 2022 agenda.
- Approval of the minutes of the August 22, 2022 meeting with corrections noted above.
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Nominating, Personnel, and Property.

The consent agenda was approved unanimously.

Public Comment

Nothing to report.

Communications

Janice Eloise Allen passed away on Friday, August 26, 2022. Janice was the librarian of Paine Memorial Library for over 30 yrs. In her memory, the family made a special request to conduct a loving act of kindness.

The Adirondack Almanack interviewed Steve Kenworthy for an article in their September 2022 issue. The story highlighted the collaboration between the Plattsburgh Art Project and several libraries within the Clinton Essex Franklin Library System. The Mohawk art group will present a series of events designed to foster cultural understanding in an entertaining format. Mr. Kenworthy took a moment to recognize Tim Rowland for publishing the article.

President's Remarks

A discussion took place about future trustee vacancies. Ms. LePage stated she would confirm reappointments and follow up with the board via email.

Ms. LePage informed the board that she is seeking candidates for officers in 2023. She reminded the board that her term as President would be ending soon and would be seeking a replacement.

Plattsburgh Public Library (PPL) Report

Director's Report

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

- **Grant Cycle**

CEFLS put forth a great effort to enter into this year's grant cycle but decided to delay the process until next year.

- **In-Person Meetings**

Steve reiterated that CEFLS have resumed in-person meetings once again. He expressed how nice it was to see everyone in person once more.

- **Continuing Education Opportunities**

Mr. Kenworthy shared several continuing education opportunities available to trustees this year. Although not a requirement this year, starting in 2023, trustees will be required to complete two hours of professional continuing education.

Steve suggested an upcoming webinar detailing Robert's Rules of Order as another beneficial training opportunity. Mr. Kenworthy stated that he will forward the webinar registration link to the board within the week.

The Trustee Handbook Book Club was discussed as an additional resource for trustees. The dates and times are pending and will be forwarded as soon as they become available. Mr. Kenworthy pointed out that the sessions offered in 2023 could count towards the training requirement.

NYLA was offered as another training resource. Conference details were discussed, along with points of contact for additional information.

- **County Budget Request**

County budget requests were submitted proposing a 10% increase over the previously approved 2022 amount. Inflation and increased costs were cited as justification for the increase.

Questions to Steve Kenworthy:

A question was presented if training obtained in employment would count towards the professional training requirement. Steve responded that it would not, as it needed to be specific to library issues.

When asked if Sexual Harassment Training could count as credit towards the professional training, he replied that it probably would not because it was not geared to the role of a trustee.

Financial Report

Nicky Bryant motioned to approve the condensed Financial Reports for May and June 2022, as presented by Michael Spofford, seconded by Mary Abendroth.

Michael Spofford reported:

- Michael pointed out there may be a slight adjustment in the expenditure verses revenue amounts because he still needs to journal the pre-paid expenses. He also noted the health insurance balances are low due to almost \$20,000 of expenditures being in pre-paid status.

- The financial status of CEFLS is in good standing with \$1.3 million in the account.
- Mr. Spofford is making progress in bringing the financial reports current.
- CEFLS is awaiting the remaining 10% of the Local Library Service Aid and Local Services Support Aid. CEFLS is waiting to identify and approve any potential variances before receiving the pending funds.

Motion carried unanimously.

Questions to Michael Spofford:

Committee Reports

Finance Committee:

A. Request for Quotes from Outside Auditors-Review/Discuss

Mr. Spofford reviewed the three auditor quotes.

Martindale Keysor quoted a price of \$7,750 for a single-year contract. A multi-year contract began at \$7,750 for the first year and increased by \$250.00 for each of the remaining two years.

A discussion occurred comparing pricing for services between auditing companies.

Nicky Bryant motioned to accept the three-year bid from Martindale Keysor & Co PLLC, seconded by Mary Abendroth.

Motion passed unanimously.

Unfinished Business

There was no unfinished business to report.

New Business

A. 2022-2023 Snow Removal Quotes-Discuss/Approve

A discussion occurred about the history of our prior contractors. Mr. Kenworthy recommended our prior contractor B. M. Specialty Waterworks for the 2023 season. He was pleased with the services they provided last year and felt that he could recommend them again.

Sarah Vaillancourt motioned to approve B.M. Specialty Waterworks for snow removal for the 2023 season, seconded by Liz DeFonce.

Motion carried unanimously

B. 2021-2022 Central Library Services Aid-Materials

Plattsburgh Public Library's spending plan for the Central Library Service Aid was introduced. The Central Library Services Aid are funds distributed by CEFLS to Plattsburgh Public Library.

Ms. LePage reviewed and signed the budget breakdown.

C. 2023 Construction Applications Ranking- Review/Approve

The qualifying and ranking criteria for the Public Library Construction Grant applications were discussed. Three projects were presented to the board for approval of funding up to 75% of their projected cost.

Mary Abendroth motioned to accept the ranking and funding for the 2023 Construction Grants, seconded by Lonnie Roth Fairchild.

The motion was approved unanimously.

D. Purchase Order for Asbestos Testing-Review/Approve

Mr. Kenworthy notified the board that an asbestos inspection and testing are required before roofing contractors will provide a quote for replacement. Although an extensive search for bids was conducted, only one meaningful bid could be obtained.

When asked if the cost of the testing could be covered under a construction grant, Mr. Kenworthy stated that it probably could not. If asbestos were discovered, the testing cost could be included in the cost of the removal.

When asked if more than one bid is required, Michael answered that procurement rules require any purchase over \$2,000 requires three quotes. Unfortunately, only one bid could be obtained.

Lonnie Roth Fairchild motioned to approve the pre-renovation asbestos inspection as per the quote, seconded by Dorothy Latta.

Motioned passed unanimously.

E. AEDA Project Manager Discussion

Mr. Spofford presented the first engineering quote. AEDA engineering company was introduced as a potential project manager to oversee the roof replacement.

Mr. Kenworthy suggested enlisting the help of the Property Committee to assist with making interim decisions.

Nicky Bryant offered to consider accepting the Property Committee, Chair position.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:33 p.m.

Respectfully submitted,

Dorothy Latta
Secretary

Director's Report

Steve Kenworthy

SEPTEMBER 2022

The September's Director's Report is not available at the time of this packet release. The report will be forwarded as an attachment at a later time.

Technical Services Department

SEPTEMBER 2022

By Anne Jobin-Picard - Librarian

SEPTEMBER

Anne Jobin-Picard- Librarian II

- Daily Pull List / OCLC/ Due North
 - 370 pulled items for member libraries for delivery
 - 125 pulled items for correctional facilities for delivery
 - OCLC 27 items loaned, 14 items borrowed
 - Due North 1 item loaned, 1 item borrowed
- Cataloging
 - Items cataloged 1028
 - 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
 - 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.
 - Nothing to report

- 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
 - Eli H. (library page)
- Staff Training
 - Provide training and support to coworkers as needed
- Cataloging
 - Items cataloged 96
 - 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

Library Computer Specialist Report

September 2022

~ Submitted by David Fuller

September

- Assisted 25 patrons regarding issues with the online catalog and/or other online resources.
- 2 Book Club in a Bag kits went out to libraries and correctional facilities last month.
- There were 11,253 unique visitors to the cefls.org website and 3,063 unique visits to routestorecovery.org last month.
- There was a significant downtime of Horizon caused by faulty setup of network equipment provided by Westelcom in Watertown, where the main server is hosted. Thanks to Todd, the head of IT at NCLS, the issue was ultimately resolved.
- Attended a Senior Planet meeting on 9/1 to review the potential of extending the program for another year.
- Sent out a second laptop to Keeseville Free Library on 9/1 so that they could do a review of the materials in the library.
- Attended a meeting with Michael, Steve, and AEDA on 9/7 to discuss the roof replacement project.
- Attended a meeting on 9/7 to discuss the expansion of the Network Assessment program that was in its early pilot stage last year.
- Attended the Coordinated Outreach Advisory Committee meeting with Anja and Juliette on 9/8.
- Addressed an issue on our website where the dropdown menus were not working correctly on 9/8.
- Updated all of the libraries' hours of operation listed on our website and individual online catalogs on 9/9.
- Addressed an issue with an update to the calendar plugin on our website crashing the backend of the site on 9/12.
- Attended another Senior Planet meeting on 9/15 to further discuss the potential of expanding the program.
- Set up new collection codes and item types in Horizon for Goff Nelson Memorial Library in Tupper Lake on 9/19 as the reorganize their collection.
- Attended the meeting with Steve, Michael, Anja, Juliette, and a representative from Midwest Tapes to discuss their online platform on 9/20.
- Senior Planet programs continued through last month. Chromebook laptops and iPads along with other technology were sent out to Chazy Public Library and Mooers Free Library.
- Visited the Adirondack Correctional Facility with Steve, Anja, and Juliette on 9/29.

OverDrive Checkouts Library	June		July		August		September	
	2021	2022	2021	2022	2021	2022	2021	2022
AKW	19	19	18	34	13	35	27	31
AUS	51	24	45	22	52	35	45	28
BOCES/CVES	65	21	7	6	1	2	43	30
CEF	5	9	5	5	2	8	3	4
CHM	4	15	5	29	5	12	9	8
CHT	23	32	15	27	17	26	27	27
CHZ	31	36	50	32	39	27	34	19
CRW	7	5	6	5	13	6	2	16
DAN	10	30	27	35	34	45	18	29
ELI	26	14	35	12	27	21	32	11
ELL	11	7	12	15	12	13	22	8
ESS	10	32	10	24	24	13	19	24
KEN	30	19	37	15	26	12	33	9
KES	70	66	66	86	70	59	40	65
KEV	71	31	51	28	56	45	60	39
LKP	185	152	200	171	192	135	198	116
MOR	5	15	1	14	8	11	10	11
PER	139	78	140	126	148	138	164	122
PLA	870	725	869	782	854	729	770	706
POR	8	11	16	17	11	10	14	12
ROU	36	35	56	44	39	31	46	21
SCH	74	54	76	71	60	69	62	72
TIC	69	90	87	102	131	113	104	119
TUP	113	159	116	162	109	137	96	105
UPP	19	58	34	46	24	33	30	31
VNP	203	240	223	298	221	223	212	270
VOA	466	458	475	454	481	448	412	435
WAD	14	23	11	17	11	6	12	3
WCH	9	9	11	13	8	10	10	9
WLM	31	18	24	20	34	28	30	17
WPO	37	60	46	49	29	50	45	34
WSB	27	31	27	39	22	32	31	21
Total	2738	2576	2801	2800	2773	2562	2660	2452
Increase/Decrease		-6%		0%		-8%		-8%

Library	2021	2022	2021	2022	2021	2022	2021	2022
AKW	7	8	7	7	7	9	6	10
AUS	17	12	14	9	9	10	11	7
BOCES/CVES	36	13	4	4	1	1	15	17
CEF	3	2	3	3	1	3	2	2
CHM	3	3	1	5	3	5	2	2
CHT	3	4	4	4	4	5	7	8
CHZ	10	16	14	13	15	11	11	9
CRW	4	2	4	2	4	2	2	2
DAN	5	11	8	11	7	9	5	10
ELI	8	5	7	3	7	5	7	5
ELL	4	3	3	3	3	6	4	3
ESS	7	10	7	7	8	7	6	4
KEN	7	3	5	3	5	1	5	1
KES	23	14	19	25	21	19	15	20
KEV	17	12	11	13	14	16	14	13
LKP	57	48	50	43	51	46	55	48
MOR	3	7	5	7	3	4	5	6
PER	39	24	39	31	39	38	40	35
PLA	242	222	255	232	252	223	235	236
POR	4	4	6	6	4	5	7	6
ROU	11	11	11	12	10	9	12	7
SCH	26	25	27	2	26	24	24	28
TIC	30	32	36	31	37	35	39	38
TUP	30	40	37	31	31	38	25	28
UPP	8	18	12	40	11	14	14	13
VNP	57	72	60	13	62	64	64	64
VOA	128	127	134	70	137	123	122	117
WAD	8	6	5	6	5	5	4	3
WCH	4	4	4	3	5	5	5	4
WLM	8	6	8	7	10	5	10	5
WPO	11	15	17	15	13	20	13	13
WSB	12	11	11	14	12	10	12	12
Total	832	790	828	675	817	777	798	776
Increase/Decrease		-5%		-18%		-5%		-3%

Outreach Department Report

SEPTEMBER 2022

- The September Outreach's Departmental Report is not available at the time of this packet release. The report will be forwarded as an attachment at a later date.

Finance Departmental Report

- The Finance Department Report is not available at the time of this packet release. The report will be forwarded as an attachment at a later date.

2022 BOARD MEETING DATES

(FOURTH MONDAY OF THE MONTH)

4:30 P.M. IN CEFLS BOARD ROOM
(UNLESS NOTED OTHERWISE)

November 28, 2022

December 2022

Whether to have a December meeting will be determined at a later date.