

## **CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**

*Minutes for Board of Trustees Regular Meeting*

*Held August 22, 2022*

### **Call to Order**

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, August 22, 2022, at Dannemora Free Library, 40 Emmons Street., Dannemora, New York, by Tom Mandeville Board Vice 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 Dannemora Free Library: Tim Rowland, Sarah Vaillancourt

Present via Zoom: Mary Abendroth, Nicky Bryant, Hope Cassavaw, Liz DeFonce, Chris Drennan, Andrew Lomanto, Tom Mandeville

Excused Absences: Linda Crosby, Gayla LePage, Lonnie Roth Fairchild, Dorothy Latta, Jennifer Yando

Unexcused Absences: Scott McDonald

Staff Present at Dannemora Free Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant; David Fuller, Library Computer Specialist

Staff Present via Zoom:

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

### **Consent Agenda**

Steve Kenworthy noticed that edits were necessary in the minutes of the July 25, 2022 board meeting which included:

- On the last page, the motion to approve the Central Library Services Aid was changed to Motion failed with 7 votes in favor and 1 abstention from Dorothy Latta. (See August 22, 2022 minutes)

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of August 22, 2022 amended agenda.
- Approval of the amended minutes of the July 25, 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 amended consent agenda was approved unanimously.

### **Public Comment**

Nothing to report.

### **Communications**

Norma Menard, co-director of the Mooers Free Library, was interviewed for an article in Senior Planet. Ms. Menard spoke about how she brought Senior Planet's computer classes to the Mooers Free Library. She shared the positive effects the classes have had so far. In particular, the classes have been drawing more community members into the library.

Saranac Lake Free Library was featured in the Adirondack Daily Enterprise announcing the appointment of its new director. Jacob Widrick is currently the new director, following Pete Benson who recently retired. The article gave an overview of Mr. Widrick's education, prior professional accomplishments, and his love for the Saranac Lake area.

### **President's Remarks**

Nothing to report.

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

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

### **Director's Report**

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

- **Library Clerk**

Mr. Kenworthy informed the board that the recently hired Library Clerk failed to report for her first day of work. Mr. Spofford made several attempts to contact her but has not been successful so far. It is unclear about the status of the position at this time.

- **Anja Bouchard-Recognition**

Mr. Kenworthy wanted to recognize Anja Bouchard, Outreach Librarian for her coordinated efforts with the correctional institutions. Each year, Ms. Bouchard executes contracts with each of the correctional institutions for the services that CEFLS will provide in the upcoming year. Ms. Bouchard's contract preparation facilitated a smooth negotiation process.

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

A question was presented if the county jails were included as part of the correctional institutions. Mr. Kenworthy replied that the county jails were not included as such and were viewed as separate from the correctional institutions.

### **Financial Report**

Mary Abendroth motioned to approve the amended Financial Report for April 2022, as presented by Michael Spofford, seconded by Andrew Lomanto.

#### *Michael Spofford reported:*

- The CEFLS Annual Report was completed and approved by NYS.
- Composing the draft proposed operating budget for the counties proved to be very time consuming last month. Additional reports were prepared for submission to the county.
- Michael anticipated completing the next financial report by the end of the week.

Motion carried unanimously.

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

### **Committee Reports**

#### *Finance Committee:*

##### *A. Proposed 2023 Annual Budget*

Mr. Spofford explained the purpose of creating a proposed budget is to provide information to the counties for the budget requests. He added the sponsored counties take interest in how CEFLS spends its money and from what funding streams. He felt his estimation of the numbers in the proposed budget are as accurate as he can provide at this time. Some projections are still in question such as: NYSHIP health insurance, Medicare B Reimbursement, Management Confidential health insurance, and the union contract salaries. He pointed out that he increased the budget amounts for vehicle fuel due to the current prices.

Hope Cassavaw made a motion to approve the 2023 proposed Annual Budget as presented, seconded by Tom Mandeville.

Motion passed unanimously.

B. *Proposed 2023 County Budget Requests*

Mr. Spofford, in agreement with Mr. Kenworthy, presented a proposal request to the counties asking for a 10% budget increase over the previously approved 2022 amount. He cited inflation and increased cost of our major expenses.

Hope Cassavaw made a motion to request a 10% budget increase from Clinton, Essex, and Franklin counties, seconded by Tim Rowland.

Motion passed unanimously.

**Unfinished Business**

A. *Videoconferencing Policy-Review/Approval*

Mr. Kenworthy presented an overview of the policy that would begin after the Governor's state of emergency is lifted. Mr. Kenworthy cited an article in the Press-Republican indicating the governor was receiving pressure to remove the state of emergency contingencies. He reiterated last month a resolution was passed to have a policy, and this month we would be voting on the policy itself.

Nicky Bryant made a motion to approve the Videoconferencing Policy that would go into effect when the governor lifts the emergency measures associated with COVID, seconded by Andrew Lomanto.

Motion passed unanimously.

B. *Central Library Services Aid- Revote*

Mr. Kenworthy explained the board would need to vote again to approve the Central Library Services Aid budget.

The Central Library Services Aid was passed last month in error as a majority vote had not been established. The motion was passed with 7 votes in favor and 1 abstention which did not establish a majority vote.

The minutes were amended to state the motion failed with 7 votes in favor and 1 abstention by Dorothy Latta.

Mary Abendroth made a motion to accept the previously considered Central Library Services Aid as presented, seconded by Hope Cassavaw.

Motion passed unanimously.

**New Business**

A. **Lost and Damaged Book Policy-Review/Approval**

Mr. Kenworthy explained that when a recent situation presented itself the existing policy was unclear as to how to rectify the problem. The policy was outdated and ready for revision. The revised policy was more specific and detailed on how to charge member libraries for lost or damaged books.

A motion to approve the revised Lost and Damaged Book Policy, was made by Mary Abendroth seconded by Hope Cassavaw.

Motioned passed unanimously.

**Adjournment**

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

Respectfully submitted,

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Dorothy Latta  
Secretary