

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held January 23, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:41 p.m. on Monday, January 23, 2023, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage, President.

Oath of Office

Director Kenworthy administered the Oath of Office to Gayla LePage for her 2nd term as a trustee. Gayla LePage then administered the Oath of Office to Tim Rowland and Lonnie Roth Fairchild, each for a new 5-year term as a trustee. For 1-year terms of services as officers for 2023, Steve Kenworthy administered the Oath of Office to Gayla LePage for her term as President beginning January 1, 2023. Gayla LePage then administered the Oath of Office to Tom Mandeville for his term as Vice-President beginning January 1, 2023; Dorothy Latta for her term as Secretary beginning January 1, 2023; Hope Cassavaw for her term as Treasurer beginning January 1, 2023; and Elizabeth DeFonce for her term as Member-at-Large beginning January 1, 2023. Valerie Daniels, from Community Bank, notarized the Oaths of Office.

Roll Call

Present at CEFLS: Gayla LePage, Liz DeFonce, Hope Cassavaw, Mary Abendroth, Nicole Bryant, Linda Crosby, Chris Drennan, Lonnie R. Fairchild, Dorothy Latta, Andrew Lomanto, Tom Mandeville, Tim Rowland, Sarah Villaincourt.

Excused Absences: Scott McDonald, Jennifer Yando,

Unexcused absences: none

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Justin VanCour, Financial Clerk.

Others present: Anne de la Chappelle, Director of PPL

Consent Agenda

Lonnie R. Fairchild motioned approval of the Consent Agenda, seconded by Andrew Lomanto.

Consent Agenda includes:

- Approval of today's excused absences
- Approval of today's Agenda
- Approval of the minutes of the September 26, 2022, and October 24, 2022, meetings
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel and Property.

Motion carried unanimously.

Public Comment

None

Communications

Cited was an MyNBC 5 news story about PPL Children's Librarian Ben Carson being chosen as Holiday Parade's Grand Marshall.

Also cited was a Sun Times article about River Jack Z a performer that visited several of our libraries for their Summer Reading Programs.

President's Remarks

Gayla reminded the Board members to donate to the Leadership Campaign. We would like to see every Board member contribute.

The "Sunshine fund" was not all used last year and donations at this time are not needed.

Plattsburgh Public Library (PPL) Report

Anne de la Chappelle's report was included in the materials sent to the Board. There were no questions for Anne.

Director's Report

Steve Kenworthy reported that two new employees had been recently hired: Rebecca Klein was hired as a Library Clerk in Technical Services and Justin VanCour was hired as Financial Clerk. The staff is very pleased with these additions.

Steve also commented that all three counties had voted on their annual contributions. We asked for a 10% increase over 2022. Essex County met that benchmark. Clinton County gave us a 3% increase. While Franklin County had recommended a 0% increase in their preliminary budget, they eventually authorized a 5% increase after Steve and Gayla spoke at the budget hearings.

Steve reminded Board Members of the new law requiring each Board Member to complete a minimum of 2 hours annually of Continuing Education. He will include opportunities for CE in his report for the next few months at least.

Finally, Steve recommended that management/confidential employees be given a 5% wage increase retroactive to January 1, 2023. The Board decided to consider this matter in an Executive Session later in the meeting.

Finance Report

Lonnie R. Fairchild motioned acceptance of the financial reports, seconded by Andrew Lomanto.

Committee Report

There were no committee reports at this time.

Unfinished Business

Michael Spofford updated the Board on the roofing project. We are still waiting to hear back from a couple of engineering firms with their bids to manage the project. Andrew Lomanto suggested another project manager (JFP Enterprises) that may want to bid on the project. Also, Michael suggested the Finance Committee meet to discuss avenues of funding the project.

Executive Session

Motion by Cassevaw, second by Lomanto, to go into Executive Session to discuss the performance and wage increase for the management/confidential employees. Motion carried, the Board moved into Executive Session at 5:15. At 5:30 Lomanto moved, Cassavaw seconded, to leave Executive Session and resume the open session.

Motion by Cassavaw, second by Lomanto to approve a 3% wage increase retroactive to January 1, 2023 for the two management/confidential employees. Motion approved unanimously.

New Business

The matter of broadcasting the monthly Board Meeting to remote sites to allow easier participation by Board members who live in outlying areas was discussed. Legalities and logistics were discussed. Director Kenworthy will try to set up remote sites at Wead Library in Malone and at the Saranac Lake Free Library by contacting those libraries.

A list of firms with which CEFLS does business was distributed along with a Conflict of Interest form to be signed by each Board Member.


Motion by Bryant, second by Lomanto to accept the list of Individuals, Entities and Institutions with which to Conduct Business in 2023. Motion approved unanimously. Board Members present signed the Conflict of Interest form.

Linda Crosby asked that reports and such sent to the Board be in a standard format as the age of some computers does not allow certain fonts, graphs, etc. We can convert all documents

Adjournment

The next meeting of the Board will be held on Monday, February 27, 2023. There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:44 p.m.

Respectfully submitted,


Dorothy Latta
Secretary