

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

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 meeting 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.

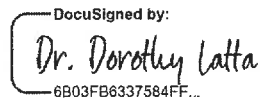
Mr. Kenworthy suggested enlisting the help of the Property Committee to assist with making interim decisions.

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,

DocuSigned by:

6B03FB6337584FF...

Dorothy Latta
Secretary