

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
*Unofficial Minutes for Board of Trustees Regular Meeting*  
*Held June 26, 2023*

**Call to Order**

The Board of Trustees meeting was called to order at 4:32 p.m. on Monday, June 26, 2023, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage, Board President.

**Roll Call**

Present at CEFLS: Mary Abendroth, Nicky Bryant, Linda Crosby, Lonnie Roth Fairchild, Gayla LePage, Tim Rowland, Sarah Vaillancourt

Present via Zoom: Jennifer Yando – Wead Library (Satellite Site)

Excused Absences: Liz DeFonce, Chris Drennan, Dorothy Latta, Andrew Lomanto, Tom Mandeville, Scott McDonald

Unexcused Absences: Hope Cassavaw

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant

Staff Present via ZOOM:

Others present: Anne de la Chapelle; PPL Director; Courtney Carey, CEFDA Representative

**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 June 26, 2023 agenda.
- Approval of the minutes of the May 22, 2023 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 Press-Republican featured an article about the Sherman Free Library in Port Henry. Voters passed a local library tax that will provide additional funding to the library.

Stan Ransom, former CEFLS Director, promoted his new instrumental CD in the Press-Republican.

## **President's Remarks**

Ms. LePage reminded everyone to donate to the Leadership Campaign. The goal is to have 100% participation among the board.

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

In addition to her written report, Anne de la Chappelle reported on:

- Ms. Chappelle explained that the three annual reports for Plattsburgh Public Library are incorrect due to errors in how certain funds were listed. She discussed the 5% rule as it pertains to the city and felt the issue could potentially repeat itself going forward.
- Mr. Kenworthy pointed out the maintenance of effort issue and praised Ms. Chappelle for her cooperation in trying to rectify the issue. CEFLS will seek to file a waiver which will require board approval at the next board meeting.

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

## **CEFDA Report**

Courtney Carey reported that CEFDA met on June 7<sup>th</sup> in Ausable Forks. The key points of the meeting consisted of:

- It was asked if member library directors could view the CEFLS board meetings via ZOOM. Mr. Kenworthy confirmed that they were more than welcome to attend.
- Member library directors were seeking additional support with human resource and library law topics. It was felt these resources would be helpful to new directors in navigating staffing or other issues.
- CEFDA members are excited about the new ILS system and the changes it will bring about. Although they are aware the cost may change, they are looking forward to the prospect of a new system.

## **Director's Report**

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

- **New Library Directors**

Three- member library directors have recently been hired. Sue Anne Walton is the new director of Ausable Forks Free Library. Alyssa Gutierrez is the new library director for Elizabethtown Library Association. Robyn Pray is now the director of the Keeseville Free Library.

- **ILS Committee**

The first meeting discussed the current drawbacks and difficulties that are frequently experienced with Horizon. Future meetings will focus on the desired functionality features of the new program.

- **Trustee Continuing Education Training**

Trustees were reminded of the continuing education requirement for board members. The NYLA conference was mentioned as one avenue to fulfill the requirement. A discussion occurred about the details of the conference.

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

In response to a question, Mr. Kenworthy explained the significance of maintenance of effort and how it could affect funding.

## **Financial Report**

Sarah Vaillancourt motioned to approve the Financial Reports, as presented by Michael Spofford, seconded by Nicky Bryant.

### **Michael Spofford reported:**

- CEFLS received the funding level for this year. Funding increased by a marginal .22%.
- CEFLS is awaiting the final approval of the annual report. Currently, the report has reached first-level approval.
- Mr. Spofford will include with the Financial Report, a monthly report of training and webinars completed by his staff.

The motion to carried unanimously.

A policy with 2023 printing rates for member libraries was presented to the board for review and approval.

Nicky Bryant made a motion to accept the changes in the printing charges, effective July 1, 2023, seconded by Sarah Vaillancourt.

The motion carried unanimously.

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

### **Committee Reports**

Nothing to report.

### **Unfinished Business**

#### **A. Vehicle Replacement**

As a follow-up to last month's discussion, CEFLS began researching the state contracts for a van replacement. There are \$37,000 in available funds to purchase a new delivery van.

The goal is to purchase the van before the upcoming winter.

#### **B. Off-Site Board Meetings Schedule**

The schedule was presented and discussed. It was decided the quorum should be established by the middle of the month for the off-site meetings.

#### **C. ROOF**

CEFLS must have the NYS construction application and an accompanying quote prepared by September for the October deadline. Before a quote can be received, building plans need to be obtained and an engineering company secured.

A discussion occurred about the steps required before the application can be submitted to NYS for funding assistance.

**New Business**

**A. HVAC MAINTENANCE QUOTES**

Mr. Spofford reviewed the price quotes and contract terms for TRANE and HYDE-STONE HVAC companies. Upon comparison, HYDE-STONE Mechanical Contractors was selected as the HVAC service provider.

A motion to approve trying Hyde-Stone Mechanical Contractors for one year was made by Lonnie Roth Fairchild, and seconded by Mary Abendroth.

The motion passed unanimously.

**Adjournment**

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:34 p.m.

Respectfully submitted,

Dorothy Latta  
Secretary