

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Official Minutes for Board of Trustees Regular Meeting
Held April 24, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, April 24, 2023, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage, President.

Roll Call

Present at CEFLS: Mary Abendroth, Nicky Bryant, Linda Crosby, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Tom Mandeville, Tim Rowland, Sarah Vaillancourt arrived at 4:35 p.m.

Present via Zoom: Hope Cassavaw- Satellite site Wead Library-Malone

Excused Absences: Andrew Lomanto, Jennifer Yando

Unexcused Absences:

Staff Present at CEFLS: Steve Kenworthy, Director; Brenda Mooney, Administrative Assistant

Staff Present via ZOOM: Michael Spofford, Finance Manager

Others present: Anne de la Chapelle, PPL Director; Courtney Carey, Tupper Lake Director

Consent Agenda

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

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of April 24, 2023 agenda.
- Approval of the minutes of the February 27, 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

Director Kenworthy was invited to the Grand Re-Opening of the Wilmington E.M. Cooper Memorial Public Library. The celebration was held on Saturday, March 11, 2023, and showcased the recent improvements to the library.

The financial state of the Sherman Free Library was called attention to in an article from the Sun Community News. The library is seeking support from the local taxpayers in raising an additional \$45,000 a year to assist with operating expenses.

President's Remarks

Ms. LePage did not have anything to add.

Plattsburgh Public Library (PPL) Report

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

- Central Library Directors from the 23 library systems have resumed meetings on a quarterly basis. The new Central Library Services Aid was discussed.
- Ms. de la Chapelle introduced Courtney Carey, Tupper Lake Library Director representing CEFDA. Ms. Carey will be the CEFDA representative for the CEFLS board.

Questions to Anne de la Chappelle:

Director's Report

In addition to his written report, Steve Kenworthy reported:

- 28 of 30 member libraries have submitted their library reports to CEFLS. The CEFLS annual report is near completion and will be ready for board approval at the May meeting.
- The state of the CEFLS vehicles was discussed. Both vehicles have significant mileage, and the cost of maintenance and repairs have steadily increased. Although not an immediate issue, Mr. Kenworthy felt that it may be time to consider replacing the vehicles.
- CEFLS hosted a CEFCA meeting in April. The meeting received positive feedback from many of the participants.

- In the past, purchases using CLSA funds were restricted to adult non-fiction, both in print and electronic format. With the restrictions lifted, the funds can now be used to purchase a variety of materials. A copy of the 2023 CLSA budget was distributed for review and approval. Ms. de la Chappelle gave a breakdown of how the budget will now be reallocated.

Nicky Bryant made a motion to approve the 2023 CEFLS Central Library Services Aid Budget, seconded by Liz DeFonce.

Motion carried unanimously.

Questions to Steve Kenworthy:

Financial Report

Financial reports were not available at the time of the meeting.

Questions to Michael Spofford:

Committee Reports

Nothing to report.

Unfinished Business

Nothing to report.

New Business

A. Lawn Care Quote Summary/Selection

The 2023 lawn care quotes were reviewed and the board accepted the quote from JJ Property Maintenance.

Tom Mandeville motioned to accept the bid of JJ Property Maintenance for the 2023 season, seconded by Lonnie Roth Fairchild.

Motion carried unanimously.

B. Pandemic Response Plan Annual Review/Approve

Mr. Kenworthy did not propose any changes to the current policy.

Nicky Bryant made a motion to approve the continuation of the Pandemic Response Plan, seconded by Mary Abendroth.
Motion carried unanimously.

C. Trustee Education Policy- Review/Approve

The Trustee Education Policy was created to comply with New York State Education Law's new requirements. The proposed policy was adapted from the sample policy created at NYLA. Mr. Kenworthy presented the trustees with an overview of the policy.

Dorothy Latta made a motion to approve the Trustee Education Policy, seconded by Scott McDonald.

Motion carried unanimously.

D. Revised Items Lost or Damaged in Circulation Policy- Review/Approve

The proposed policy revisions were reviewed and discussed. The consensus of the CEFCA meeting was that the policy was acceptable, with the exclusion of item #8. Steve recommended a revised policy that excluded item #8.

Another revision would increase the shelf search for lost or overdue items at CEFLS from quarterly to monthly. As a result, the frequency at which CEFLS will bill for lost books will likely increase.

Questions still exist about lost or damaged items within the system. For that reason, it was decided this will be one of the topics at the next CEFCA meeting.

Nicky Bryant made a motion to approve the Revised Items Lost or Damaged in Circulation Policy, seconded by Tom Mandeville.

Motion carried unanimously.

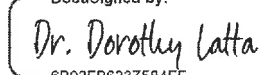
E. Board Terms

A discussion occurred about a historical error affecting the term length of two trustees. Options for correcting the error were presented. A decision was made to allow the trustees to complete their terms as stated in the resolution. The future plan is to resynch the terms at the end of the stated resolutions.

Adjournment

There being no further business to come before the Board. Gayla LePage adjourned the meeting at 5:27 p.m.

Respectfully submitted,

DocuSigned by:

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Dorothy Latta
Secretary