

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Official Minutes for Board of Trustees Regular Meeting
Held May 22, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:31 p.m. on Monday, May 22, 2023, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage, Board President.

Roll Call

Present at CEFLS: Linda Crosby, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Scott McDonald

Present via Zoom: Mary Abendroth- Saranac Lake Library (Satellite Site), Hope Cassavaw, Jennifer Yando – Wead Library (Satellite Site)

Excused Absences: Nicky Bryant, Tom Mandeville, Tim Rowland

Unexcused Absences: Andrew Lomanto, Sarah Vaillancourt

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 Scott McDonald.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of May 22, 2023 agenda.
- Approval of the minutes of the April 24, 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 Lake Placid News featured an article which highlighted some of the spring activities planned at the Lake Placid Public Library.

President's Remarks

Ms. LePage expressed her appreciation to everyone for making an effort to attend each board meeting.

When asked about the status of the Leadership Campaign, Mr. Spofford offered to provide a report for her review.

Plattsburgh Public Library (PPL) Report

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

Ms. de la Chappelle had nothing further to add to her written report.

Questions to Anne de la Chappelle:

It was asked if Plattsburgh Public Library has been experiencing any of the current controversies concerning how libraries are presenting information, particularly concerning the children's library. Ms. de la Chappelle stated that they had not.

CEFDA Report

Courtney Carey reported that the next CEFDA meeting will take place June 7th in Ausable Forks.

Director's Report

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

- **Library Funding**

Mr. Kenworthy reported that library funding did not see an increase for this year. Due to inflation, this translates to a reverse in funding. Although the outcome was expected, additional funding was hoped for.

- **Library Crawl**

Alison Mandeville, Director of Champlain Memorial Library, has organized a Library Crawl event. To date, 27 out of 30 member libraries have decided to participate. Mr. Kenworthy praised Ms. Mandeville for coordinating the affair. A discussion occurred about the specifics around the event, publication, and advertising ideas for future events.

- **Member Library Visits**

Over the last month, Mr. Kenworthy has been making member library visits. He plans to make the last of his visits over the next few weeks.

- **Librarian Promotion**

Juliette Brookfield, Youth Librarian for the Clinton Essex Franklin Library System has been promoted from Librarian I to Librarian II.

Questions to Steve Kenworthy:

Financial Report

Scott McDonald motioned to approve the Financial Reports, as presented by Michael Spofford, seconded by Elizabeth DeFonce.

Mr. Kenworthy pointed out that Mr. Spofford prepared the Balance Sheet and Budget Year to Date reports through the end of April 2023.

Michael Spofford reported:

- Spending for CEFLS currently falls within the expected parameters for this point in the year.
- After NYS funding for CEFLS is determined, it will be necessary to update and amend the current budget. He cited salary changes, higher health insurance costs, and increased spending for E-materials for budget adjustments.

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, Mr. Kenworthy reiterated that repairs to both CEFLS vehicles are on-going. The delivery van is currently out of service and under repair. Mr. Kenworthy requested permission from the board to start the Request for Proposal process for submission to car dealerships.

When asked if the vehicles have been budgeted for on a depreciation level, Mr. Spofford responded that they have. He added there is money in reserve to purchase a new vehicle but couldn't quote an exact amount at that time. He explained that he budgets money annually for the vehicles and other items.

It was asked how long the process would take to obtain recommendations. Mr. Kenworthy expected to have CEFLS recommendations by the next board meeting. He felt the time table, vehicle recommendations, Request for Proposal response time, could be discussed at the next meeting.

New Business

A. CEFLS ANNUAL REPORT

The CEFLS Annual Report was submitted to New York State. Mr. Kenworthy pointed out the board will need to review and accept the report.

A motion to accept the Annual Report was made by Scott McDonald, and seconded by Lonnie Roth Fairchild.

Motion passed with 9 votes in favor and 1 abstention.

B. OFF- SITE BOARD MEETINGS


A discussion took place about holding off-site board meetings at the member libraries this year. Everyone was in agreement that they would like to continue the visits this year as well.

CEFLS will develop an off-site meeting schedule for presentation at the June board meeting.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:01 p.m.

Respectfully submitted,

DocuSigned by:

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Dorothy Latta
Secretary