

## **CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**

*Minutes for Board of Trustees Regular Meeting*

*Held August 28, 2023*

### **Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, August 28, 2023, at Champlain Memorial Library, 148 Elm Street, Champlain, New York, by Gayla LePage, Board President.

### **Roll Call**

Present at Champlain Memorial Free Library: Nicky Bryant, Hope Cassavaw, Linda Crosby, Liz DeFonce, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Tom Mandeville, Scott McDonald, Tim Rowland

Present via Zoom:

Excused Absences: Mary Abendroth, Chris Drennan, Jennifer Yando

Unexcused Absences: Andrew Lomanto, Sarah Vaillancourt

Staff Present at Champlain Memorial Free Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant

Staff Present via ZOOM:

Others present: Alison Mandeville, Champlain Memorial Library, Director

### **Consent Agenda**

Lonnie Roth Fairchild motioned approval of the consent agenda, seconded by Nicky Bryant.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of August 28, 2023 agenda.
- Approval of the minutes of the July 24, 2023 meeting
- 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**

Alison Mandeville, Director of the Champlain Memorial Library, welcomed the CEFLS Board to the library.

Ms. Mandeville provided a brief historical background of the library.

### **Communications**

The Clinton-Essex-Franklin Library System was featured in the Press-Republican and Sun Community Times for receiving funding supporting free programming at member libraries. Select member libraries will offer creative arts programs for seniors, and children can share in an interactive theater experience.

An article in the Press-Republican reported that three local libraries have been awarded state funding grants to help with construction and broadband infrastructure projects. The Plattsburgh Public Library, Saranac Lake Free Library, and Keene Valley Library will receive funds from the 2022-2023 state budget.

### **President's Remarks**

Ms. LePage reported Nicky Bryant would be leaving the board at the end of the year. The upcoming board vacancies from each county were reviewed and discussed.

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

The 2023 CEFLS Central Library Services Aid amended budget was discussed and reviewed.

Hope Cassavaw motioned to accept the 2023 CEFLS Central Library Services Aid amended budget, seconded by Scott McDonald.

Motion carried unanimously.

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

### **CEFDA Report**

A report was not provided at the time of this meeting.

### **Director's Report**

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

- **Sustainable Libraries Initiative**

The sustainable libraries initiative was introduced to the board by Mr. Kenworthy. The key points of the initiative were highlighted which consisted of sustainable funding, sustainable environment, and social equitability. Mr. Kenworthy expressed interest in CEFLS becoming certified as a sustainable library. The certification process and costs associated with membership were outlined.

The board decided they wanted more detailed information before finalizing their decision for CEFLS to become a sustainable library.

- **Continuing Education Reminder**

Trustees were reminded to complete the two-hour continuing education requirement if they had not already done so. Upcoming training opportunities for continuing education were mentioned.

**Questions to Steve Kenworthy:**

When asked if the certification would be for CEFLS or individual libraries, he clarified that certification would only apply to CEFLS.

**Financial Report**

Scott McDonald motioned to approve the July 2023 Financial Reports, as presented by Michael Spofford, seconded by Nicky Bryant.

*Michael Spofford reported:*

- Currently, CEFLS is working with the engineering company AEDA on the roofing project. A preliminary roof inspection was conducted to identify the current composition of the roof. A soft quote outlining the replacement costs is expected to be available for the September board meeting. The quote will be included with the NYS construction application that is due in October.
- To date, CEFLS has received the majority of funding.

The motion carried unanimously.

**Questions to Michael Spofford:**

**Committee Reports**

*A. Finance Committee –*

Mr. Spofford highlighted budget increases for the proposed 2024 budget such as:

- An increase of 10-22% in health insurance costs for Management Confidential is expected in the new year. In addition, he anticipated an increase in the cost of New York State Health Insurance Plan premiums.
- Professional fees increased by 47%.
- In preparation for possible future union negotiations, an across –the-board 3% salary increase was budgeted for the new year.
- Two staff members were added coupled with a few staff salary increases due to promotions.

Mr. Spofford informed the board that CEFLS may be over budget by the end of the year. If this occurs, prior- year reserves will be available to cover any additional expenses.

Hope Cassavaw motioned to accept the 2024 proposed budget, seconded by Dorothy Latta.

Motion carried unanimously.

### **Unfinished Business**

### **New Business**

#### **A. *Vehicle Policy-Review/Approve***

A new vehicle policy was presented and discussed.

Lonnie Roth Fairchild motioned to accept the Library Vehicle Usage Policy, seconded by Liz DeFonce.

Motion carried unanimously.

### **Adjournment**

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:09 p.m.

Respectfully submitted,

DocuSigned by:  
  
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Dorothy Latta  
Secretary