

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held July 24, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:49 p.m. on Monday, July 24, 2023, at Paine Memorial Free Library, 2 Gilliland Lane, Willsboro, New York, by Gayla LePage, Board President.

Roll Call

Present at Paine Memorial Free Library: Nicky Bryant, Linda Crosby, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Tom Mandeville, Tim Rowland

Present via Zoom:

Excused Absences: Mary Abendroth, Andrew Lomanto, Scott McDonald, Sarah Vaillancourt, Jennifer Yando

Unexcused Absences: Hope Cassavaw

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

Staff Present via ZOOM:

Others present: Jenny LaVigne, Paine Memorial Director; Herb Longware, Paine Memorial Trustee

Consent Agenda

Lonnie Roth Fairchild motioned approval of the consent agenda, seconded by Linda Crosby.

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of July 24, 2023 agenda.
- Approval of the minutes of the June 26, 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

Herb Longware, a trustee of the Paine Memorial Library, welcomed the CEFLS Board to the library.

Jennifer LaVigne, Paine Memorial Director, provided a brief historical background of the library.

Communications

Alison Mandeville, Champlain Memorial Director, was featured in the Press-Republican for sponsoring the Library Crawl. Ms. Mandeville's idea in coordinating the event was to encourage residents to visit the local libraries throughout the region.

Tom Mandeville added the local news station provided a mobile weather lab for the event. He felt the event was an overall success.

An article in the Press-Republican celebrated the return of Dozerfest. Over 4,000 participants attended the event held to raise funds for children's programming. A portion of the proceeds will go to the Clinton Essex Franklin Library for youth services.

Tom Mandeville added the Kiwanis Club sponsored event raised more than \$20,000 in proceeds.

President's Remarks

Ms. LePage thanked the Paine Memorial Library for hosting the CEFLS board meeting.

Plattsburgh Public Library (PPL) Report

No additional information was added to the written report.

Questions to Anne de la Chappelle:

CEFDA Report

A report was not provided for this meeting.

Director's Report

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

- **Maintenance of Effort**

Mr. Kenworthy informed the board the Maintenance-of-Effort issue with Plattsburgh Public Library has been resolved. As a result, there will not be any delay in funding.

Questions to Steve Kenworthy:

Financial Report

Nicky Bryant motioned to approve the June 2023 Financial Reports, as presented by Michael Spofford, seconded by Lonnie Roth Fairchild.

Michael Spofford reported:

- CEFLS has received funding in the amount of \$936,112.00 from New York State. Mr. Spofford provided an overview of the funds CEFLS has received to date.
- CEFLS received a marginal 0.22% increase in aid.

The motion carried unanimously.

Questions to Michael Spofford:

Committee Reports

Nothing to report.

Unfinished Business

A. **Vehicle Updates**

A summary of the test-driven vehicles was presented and discussed. The preferred models cost in excess of \$43,000. With a budget of \$37,500, Mr. Spofford outlined how the remaining funds would be obtained.

Chris Drennan motioned to approve the acquisition of a new vehicle up to \$46,000, as per specifications reported to the board, seconded by Tom Mandeville.

Motion carried unanimously.

A discussion occurred about the specifics surrounding the sale of the Equinox. It was suggested to review the by-laws for guidance on the disposition of property. If necessary, a resolution could be made at the next board meeting.

B. Roof Replacement Updates

So far, AEDA is the only firm willing to bid on managing the roof replacement project. AEDA indicated the earlier one-million-dollar estimate may have been inflated slightly. In order to get a clearer estimate, it will be necessary to hire AEDA to complete specifications, drawings, and other required preliminary work. After that, the firm could be hired as appropriate to be the project manager.

Linda Crosby motioned to approve the hiring of AEDA to do the specifications for the new roof, seconded by Liz DeFonce.

The motion carried unanimously.

New Business

A. 2024 Proposed County Budget/Contribution Rates

Mr. Kenworthy directed the board to a handout showing the historical record of each county's contribution to the CEFLS budget. He asked for advice from the board on how much county funding should be requested for the upcoming budget.

Mr. Spofford reviewed the 2024 draft proposed budgeted revenues showing the outcomes for flat funding, 3%, and 5% requests.

The board agreed to request a 5% increase in county funding for the upcoming year.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:21 p.m.

Respectfully submitted,

DocuSigned by:

Dr. Dorothy Latta

6B03FB6337584FF...

Dorothy Latta

Secretary