

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held September 25, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:33 p.m. on Monday, September 25, 2023, at Clinton Essex Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Gayla LePage, Board President.

Roll Call

Present at CEFLS: Mary Abendroth, Linda Crosby, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Gayla LePage, Tim Rowland, Sarah Vaillancourt

Present via Zoom: Hope Cassavaw- Malone Satellite Site

Excused Absences: Nicky Bryant, Dorothy Latta, Andrew Lomanto, Tom Mandeville, Scott McDonald, Jennifer Yando

Unexcused Absences:

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant, David Fuller, Library Computer Specialist, Anja Bouchard, Coordinated Outreach Librarian, Anne Jobin-Picard, Technical Services Librarian

Staff Present via ZOOM:

Others present:

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 September 25, 2023 agenda.
- Approval of the minutes of the August 28, 2023 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Financial, Negotiating, Nominating, Personnel, and Property.

The consent agenda was approved unanimously.

Public Comment

Communications

Stan Ransom, former CEFLS Director, was featured in the Lake Champlain Weekly. The article shared his childhood history and provided insight into how he became “The Connecticut Peddler”.

President’s Remarks

In hopes of increasing attendance, Ms. LePage suggested limiting the away board meetings to the months of July and August.

Plattsburgh Public Library (PPL) Report

A discussion occurred about the upcoming New York Library Conference and covered such topics as cost, schedule, and membership options.

Ben Carmen accepted the Director’s position at Plattsburgh Public Library. As a result, there will be a vacancy for the Children’s Librarian position.

Questions to Anne de la Chappelle:

CEFDA Report

A report was not provided for this meeting.

Director’s Report

Steve Kenworthy reported on:

- **Sexual Harassment Training**

Mr. Kenworthy reminded the board that he will conduct the annual Sexual Harassment Prevention Training at CEFLS on 9/26/2023. For those who could not attend, an online training option was provided.

- **Continuing Education Reminder**

Trustees were reminded once again of the two-hour continuing education requirement. The Trustee Handbook Book Club was mentioned as an excellent source for training opportunities to fulfill the requirement.

Questions to Steve Kenworthy:

Financial Report

Linda Crosby motioned to approve the August 2023 Financial Reports, as presented by Michael Spofford, seconded by Sarah Vaillancourt.

Michael Spofford reported:

2023 Budget Adjustments

- Mr. Spofford pointed out a few accounts have exceeded the anticipated budgeted amount for this point in time. Mr. Spofford will be revising the 2023 budget to include the 0.22% increase from New York State. He expects to present the revised budget at the October board meeting for approval. Overall, CEFLS is still under budget with only a few line items requiring adjustments.

- **Delivery Van Replacement**

Maintenance costs for the van have steadily increased, with a recent repair totaling almost \$4,000. Mr. Spofford suggested obtaining a loan to purchase a new van. Financing and purchasing options for obtaining a new van were examined. After much discussion, the board decided to research the various options further.

The motion carried unanimously.

Questions to Michael Spofford:

Committee Reports

Although not a formal committee report, Ms. LePage mentioned she is preparing nominations and a slate of officers for the October board meeting. She informed the board that she is seeking candidates to fill the upcoming board vacancies.

Unfinished Business

A. Sustainable Libraries Initiative-

As a follow up to last month's board meeting, Anne Jobin-Picard shared a PowerPoint presentation which provided additional details about the library initiative, certification process, organizational background, and membership cost.

A discussion occurred about the benefits of CEFLS obtaining a certification over that of obtaining a membership. The board expressed concern over certification cost and the potential cost incurred to address the required action items to obtain certification.

A decision was made to research further before deciding to certify CEFLS as a sustainable library. The PowerPoint presentation and additional information will be forwarded for board review in hopes of finalizing a decision at next month's meeting.

B. Roof Repair Status Report

Mr. Kenworthy provided an interim report from AEDA on the status of the roof.

New Business

A. 2024 Library Construction Ranking- Review/Approve

A ranking of the library construction projects and recommendations for funding was presented. The board was asked to approve the list and the criteria used to create the match in funding. In review of the rankings, CEFLS felt the two libraries met the criteria for up to 75% of project cost.

Linda Crosby made a motion to accept the recommendations for funding for 2024 library construction, seconded by Lonnie Roth Fairchild.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Dorothy Latta
Secretary