

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held July 27, 2020

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, July 27, 2020, at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary “Lisa” Minnich, President. Due to the Corona Virus Pandemic, Mary “Lisa” Minnich physically attended at CEFLS while the other members of the Board of Trustees attended online via Zoom.

Roll Call

Present at CEFLS: Mary “Lisa” Minnich

Present via Zoom: Mary Abendroth (entered at 4:54 p.m.), Nicole “Nicky” Bryant, Linda Crosby, Liz DeFonce, Chris Drennan, Margot Gold, Dorothy Latta, Gayla LePage, Tom Mandeville, Scott McDonald, Steve Novacich Darcy Purick and Tim Rowland (entered at 4:53 p.m.)

Excused Absences: Andrew Lomanto

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; and Dawn Recore, Administrative Assistant

Staff Present via Zoom: David Fuller, Library Computer Specialist and Anja Bouchard, Library Consultant

Consent Agenda

Margot Gold motioned approval of Consent Agenda, seconded by Gayla LePage. Consent agenda includes:

- Approval of absences
- Approval of today’s agenda
- Approval of the minutes of the June 22, 2020 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel and Property

Consent agenda was approved unanimously.

Public Comment

There were no public comments.

Communications

There were no communications.

to about 55-60 percent of a person's regular wages. Ultimately, furloughing employees would save CEFLS some money, but not as much as we would hope. We are proposing that the van delivery be cut to every other week.

Darcy Purick wonders if employees earning a certain amount in their four days of work would be eligible for unemployment. Michael said he would look further into that. He confirmed that if we obtain PPP funds, this would not be an issue.

Michael Spofford stated that the draft budget is based on a 25 percent funding cut from the State and 50 percent cuts from each of the counties. The draft shows an overage of \$40,000, but there might be money available that was carried over from 2018 to 2019, but wasn't spent. Also, we have received our third quarter payment of \$11,000 from Clinton County. With those two amounts combined, Michael is hoping to show a balanced budget.

A cut of \$71,000 has been proposed from Certified Librarians Salaries by holding one certified librarian's position open (created by a retirement), plus the furlough of certified librarians. A variance has been requested from State Ed to hold that position open through this crisis. A cut of \$33,000 under All Other Salaries is proposed by holding a position open in youth services in the Outreach Department (created by a retirement), plus the furlough of remaining staff.

Steve Novacich asked for an explanation of basic aid. Michael explained that it is a funding stream from NYS based a formula that determines the amount. Last year, the amount was 5.5 percent below what is required by NYS Education Law, and this year's amount didn't increase. It is the foundation of all our aid and can be used for anything that we decide is basic.

Dorothy Latta asked about aid from correctional facilities. Lisa Minnich explained that there is no funding from the correctional facilities. The funding from the State to compensate us for serving the correctional institutions. Michael explained that a census is done yearly to determine our funding for the following year. It is basic on the number of inmates in the seven jails that we serve and we receive \$9.50 per inmate.

In reference to page 5 of the proposed budget, Steve Novacich asked about the \$5,000 that is listed under Unemployment Insurance. Michael said it is a reserve in case we have to pay out unemployment. He explained that in doing all of these cuts, reserves were used to fund basic expenditures. However, if unemployment has to be paid out, funds will have to be moved from somewhere else. Michael said he will work on funding this line item.

Scott McDonald questioned whether the annual audit is required and whether CEFLS can do an internal audit. Michael responded that NYS said it is highly recommended that we do a yearly audit but they did not say that we have to do one. He would like to save money by having the trustees do the audit, then pass it to outside auditors for their review. Dorothy Latta, Nicky Bryant and Margo Gold expressed uncertainty about doing this, stating that financials are provided to the county and the State for consideration for funding. It is also necessary to provide financials to banks and some grantors when applying for loans or grants.

Tom Mandeville remarked that medical insurance contributions for CSEA staff and exempt staff should be level across the board. Right now there are three different levels of contributions. He also brought up travel, lodging, airfare and conferences, stating that those are typically the first things to go when cuts are being made. Michael stated that some of that has already been spent, and NYLA in

Saratoga Springs will be the next conference; however, this year that might be held virtually. Lunches for staff were then questioned. Michael explained that it is in the CSEA contract that when traveling staff will receive \$8.50 for lunches when they are traveling within the three county area (breakfast \$6.50, dinner \$10.50).

A request for our proposed 2021 budget by August 11 was received from Franklin County today. When Michael Spofford has prepared it, he will share it with the board before sending it to Franklin County. Nicky Bryant explained that the counties have to have a budget passed by December 1, so they need budget submissions early from every organization requesting funds. We expect that our proposed 2021 budget will be due at Essex and Clinton Counties by the end of August or beginning of September.

Lisa Minnich wrapped up this discussion stating that Michael will take all of these modifications into consideration when reworking the draft budget.

Policy on Telecommuting: Margo Gold motioned approval of the Telecommuting Policy that the Board was given to review in June, seconded by Gayla LePage.

Nicky Bryant asked how the policy pertains to the exempt employees and who does the director communicate with to get approval to telecommute. Steve Kenworthy responded that the director's requests should at least go to the Executive Committee. Steve Novacich stated that he feels that any other employees' requests should be approved by the Executive Director, probably in consultation with a supervisor.

Steve Novacich also feels that telecommuting should be limited to emergency situations, such as an ice storm, flood, pandemic, etc. He feels that it is difficult to manage everyone in telecommuting situations. Steve Kenworthy stated that for the most part he agrees, adding that we came into this situation because we had to due to the pandemic. He would like a policy so that as we move forward he knows the limits and what needs to be done.

The proposed policy addresses the three different types of telecommuting: *regular*, *occasional* and *special circumstances (emergency)*. Steve Kenworthy stated that because of what the jobs entail, it would be extremely rare to do the *regular* type. A legitimate use of the policy could be an *occasional* project requiring a single focus that is better controlled out of the office. The *emergency* type was necessary due to the pandemic when there was no choice but to work from home. The results showed us that we can be successful at it and it opened eyes a little bit to possibilities, but Steve doesn't think that there is a lot of interest in doing it on a regular basis.

Dorothy Latta suggested that if an employee or employees were quarantined, they could work from home under the *occasional* category even though it wouldn't be a one-day thing. An example of the *regular* category would be if an employee worked from home every Wednesday. Dorothy asked if implementing *regular* telecommuting is under consideration, to which Steve responded that is not his intention at this time.

The Board would like to be assured of accountability. Margo Gold expressed that to implement *regular* telecommuting, certain deliverables should be agreed upon, and specific and ongoing monthly evaluation could help to avoid undesired outcomes. Mary Abendroth inquired about self-assessment forms that are mentioned in the proposed policy, and Steve responded that he will include

them in the next amendment of the policy. He envisions that for *regular* telecommuting self-assessment would be done at the beginning and followed up on weekly.

Dorothy stated that she has seen telecommuting set up for one day a week for a resident student who had a long commute. Steve responded that we do have one employee who commutes quite a ways and she has asked some questions but he has not had much more response than that.

Lisa Minnich recapped that a vote on the proposed telecommuting policy is necessary because a motion was made and seconded. The Board unanimously opposed the resolution to approve the telecommuting policy as it is written, so it will be reworked and presented for reconsideration at a future Board meeting.

New Business

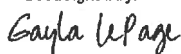
There was no New Business.

Adjournment

Lisa Minnich stated that next month's meeting will be a Zoom meeting.

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:55 p.m.

Respectfully submitted,

DocuSigned by:

9DFB5A32513B4FB...
Gayla LePage
Secretary