

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
Amended Minutes for Board of Trustees Regular Meeting  
Held November 23, 2020

**Call to Order**

The Board of Trustees meeting was called to order at 4:50 p.m. on Monday, November 23, 2020, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Mary "Lisa" Minnich, President. The call to order was delayed while working on technical issues related to the teleconferencing software.

**Oath of Office**

President Minnich administered the Oath of Office to Andrew Lomanto for his new term beginning January 1, 2021. Steve Kenworthy administered the Oath of Office to President Minnich for her term as President beginning January 1, 2021. Dawn Recore notarized the Oaths of Office.

**Roll Call**

Present ay CEFLS: Andrew Lomanto, Mary "Lisa" Minnich, and

Present via Zoom: Nicole "Nicky" Bryant, Linda Crosby (5:13 p.m.), Liz DeFonce, Christopher "Chris" Drennan, Dorothy Latta, Gayla LePage, Tom Mandeville, Steve Novacich, Tim Rowland

Excused Absences: Margot Gold, Scott McDonald, Doreece "Darcy" Purick

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager;

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chappelle, Director of PPL was present via Zoom.

**Consent Agenda**

Nicky Bryant motioned approval of Consent Agenda, seconded by Liz DeFonce.

Consent Agenda includes:

- Approval of today's excused absences
- Approval of today's Agenda
- Approval of the minutes of the September 28, 2020 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel and Property.

Motion carried unanimously.

**Public Comment**

None

## **Communications**

No communications to the Board have been received.

## **President's Remarks**

A certificate was prepared recognizing Margot Gold's service. Her term ends December 31. Because she was excused, the certificate will be mailed to her.

Lisa wished everyone a joyous holiday season. She also relayed the same wishes from Chris de Grandpre, a former board member.

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

Anne de la Chappelle mentioned that she sends a PPL report to CEFLS each month. She posited that it may be late because it might have been lost in the shuffle with Dawn's retiring.

The PPL has been closed to inside services. Curbside service is continuing.

A discussion took place about ebooks and eaudiobooks.

## **Director Report**

Update to written report:

COVID-19 cases are seeing a slight increase.

A pandemic response document is due by April 1. A proposed policy will be presented to the board at either the January or February meeting.

Joint ILS project is moving forward. The grant proposal needs to be completed and submitted by December 9. Each system is writing a separate grant. For CEFLS and NCLS the funds will be used to migrate. MYLS will be footing the legal bill.

We have received only one application for the Administrative Assistant position (Dawn's position). We will extend the search to find additional candidates.

Annual reports will have some modifications due to the pandemic. 15 questions have been added relating to COVID-19. Other reporting figures, such as hours open, also have new definitions or guidelines.

### **Finance Report**

Gayla LePage motioned approval of the Finance Reports that were distributed prior to this meeting, as presented by Michael Spofford, seconded by Tim Rowland.

Michael explained:

All Board members should have received a copy of the 2020 budget to date and projected to the end of the year. This was made necessary because State funding was cut to 80% of budget owing to the economic slowdown brought on by the pandemic.

Announced that Essex County budgeted the 5% increase we requested. Franklin gave flat-funding from the original request for 2020. We have not heard from Clinton.

Motion carried unanimously.

### **Committee Report**

Finance:

A revised 2020 budget was presented for approval. Motion by Andrew Lomanto, second by Nicky Bryant to accept the revised budget as presented. Motion carried unanimously.

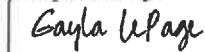
### **New Business**

New York has passed a requirement that part-time employees be awarded sick leave. A policy was presented. Nicky Bryant moved (second by Gayla LePage) to approve the policy. Discussion changed the word "temporary" to "part time" and added a limit to the number of hours accrued to be aligned to the maximum set for other employees. Nicky amended her motion to incorporate these two changes (Gayla concurred). Motion carried unanimously.

### **Adjournment**

There will be no meeting in December. There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:35 p.m.

Respectfully submitted,



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Gayla LePage

Secretary