

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held October 26, 2020

Call to Order

The Board of Trustees meeting was called to order at 4:33 p.m. on Monday, October 26, 2020, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Mary "Lisa" Minnich, President.

Oath of Office

President Minnich administered the Oath of Office to Mary Abendroth for her new term beginning January 1, 2021.

Roll Call

Present ay CEFLS: Mary Abendroth, Mary "Lisa" Minnich, and

Present via Zoom: Nicole "Nicky" Bryant, Linda Crosby, Liz DeFonce, Christopher "Chris" Drennan, Margot Gold, Dorothy Latta, Gayla LePage, Tom Mandeville, Doreece "Darcy" Purick, Tim Rowland

Excused Absences: Steve Novacich,

Unexcused Absences: Andrew Lomanto, Scott McDonald,

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

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Wendy Gilchrist (visitor)

Consent Agenda

Mary Abendroth motioned approval of Consent Agenda, seconded by Gayla LePage.

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

Wendy Gilchrist mentioned that she hopes libraries will quickly return to full-service. The Board shared her hope but commented that they have no jurisdiction over library reopening policy and suggested she attend the Board meeting of specific libraries to voice her concerns.

Communications

No communications to the Board have been received.

President's Remarks

Lisa Minnich reminded Board members to turn in their certificate of completion for Sexual Harassment Prevention Training. That needs to be completed by the end of the year.

Leadership Campaign donations were mentioned. This year's funds were used to purchase eBooks.

Plattsburgh Public Library (PPL) Report

There was no report from PPL.

Director Report

Steve Kenworthy shared a summary of the options for our ILS. Option 1 is to join with NCLS & MYLS in a SaaS Symphony database. Option 2 is to move our Horizon ILS to a SaaS instance with SirsiDynix. Option 3 is to bring the server back in-house under our own administrator. The pros/cons of each were discussed. Option 1 seemed to offer the best positioning for the foreseeable future. It's greatest drawback is the relatively high up-front costs. Also, because of it requiring a full database migration, it may place a heavy burden on our already-stretched-thin staff. Steve recommended pursuing option 1 by looking into what funds may be available/gained to cover the up-front costs and possibly covering the temporary employment of someone to assist in the migration. Option 2 can be held as a fallback option. Option 3 is not viable at this time.

Finance Report

Nicky Bryant motioned approval of the Finance Reports that were distributed prior to this meeting, as presented by Michael Spofford, seconded by Mary Abendroth. Michael stated that:

Holding spending down. Payroll PP is helping. PPP will run out about the first payroll of December

Funds continue to be received from the state at the reduced level of 80%. The only funds we're still waiting to receive are \$11,000 for the county jail and the two literacy grants.

There are significant funds being expended for payments to retirees. There is a reserve fund to cover this expense.

Motion carried unanimously

Committee Report

Nominations

A vacancy on the Board will be open January 1, 2021, as Margot Gold's appointment will expire. A recommendation by the Nominations Committee was made for Hope Allen, whose résumé was distributed to the Board.

Motion by Gayla LePage, second by Margot Gold, to forward the recommendation for Hope Allen to Franklin County to fill the upcoming vacancy on the Board of Trustees.

New Business

The reduced amounts received from the State result in a needed adjustment in dollar amounts in our agreement with PPL for Central Library Development Aid. Motion by Nicky Bryant, second by Mary Abendroth to accept the adjustments and allow President Minnich to sign a revised agreement. There was no further discussion of the matter. Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:10 p.m.

Respectfully submitted,



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Gayla LePage

Secretary