

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held August 22, 2016**

**Call to Order**

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, August 22, 2016 at the Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, Vice President.

**Roll Call**

Present: Gary Alexander, James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Fran Filshie, Dorothy Latta, Phyllis Magnus, Thomas “Tom” Mandeville, Scott McDonald, Mary “Lisa” Minnich and Rita Quinn

Excused Absences: Wallace “Wally” Day and Charles “Kip” Thompson

Staff Present: Ewa Jankowska, Director; Michael Spofford, Finance Manager; and Dawn Recore, Administrative Assistant

Others Present: Anne de la Chappelle, Plattsburgh Public Library Director

**Consent Agenda**

Nicky Bryant recapped Consent Agenda as including the following items:

- Approval of today’s absences
- Approval of today’s agenda distributed August 19, 2016
- Approval of minutes of the July 25, 2016 meeting
- Committees for which there are no reports at this time: Development, Executive, Health Plan, Negotiation, Personnel, Property and Strategic Planning
- Communications – There are none.

Lisa Minnich motioned approval of Consent Agenda, seconded by Fran Filshie. Motion carried unanimously.

**Financial Report**

Lisa Minnich motioned approval of the Financial Reports as presented by Michael Spofford, seconded by Jim Bennett.

Michael Spofford reported on the following topics:

- The annual audit and the 2016 IRS Form 990 have been completed. The Board will be asked later in this meeting for a resolution to approve them.
- Michael will be working with the Finance Committee, now that the 2015 numbers are known, to provide finalized 2015 reports. He will also be working on amending the 2016 budget.

With receipt of most of the 2016 funding and about eight months of expenditures having been incurred, the final four months should be rather easy to forecast.

Motion approved unanimously.

### **Public Comment Period**

There were none.

### **Vice President's Remarks**

The September 26, 2016 meeting will take place at Chateaugay Memorial Library and the October 24, 2016 meeting will take place at Plattsburgh Public Library. Nicky Bryant opened discussion regarding beginning these meetings at an earlier than usual time for the benefit of those who will be traveling long distances; however, some trustees will either not be able to attend the September meeting or will not be able to be there earlier than usual. Discussion of quorum ensued, and it was decided to leave the September 26 meeting at 4:30. Nicky suggested that trustees could meet in Plattsburgh to carpool to Chateaugay. For the October meeting, Anne de la Chappelle stated that PPL closes at 5:00 and since meetings are open to the public she would like to have that meeting begin at an earlier time. By general consensus, it was approved to begin the October 24 meeting at 3:00. Video conferencing will not be available for either "away" meeting.

### **Director's Report**

In addition to Ewa Jankowska's written report, she added:

At least 20 people have registered for the NYLA training for small library directors and assistants that will be held at CEFLS on three consecutive Tuesdays, beginning September 13<sup>th</sup>. Instructors from Albany will be covering topics of all types that are covered in library school but in less depth.

Everyone is invited to check out the new series of LibGuides on the CEFLS website. A very good topic on job searching has been recently added.

CEFLS ordered, paid for and received three boxes of Handbooks for Library Trustees with the goal of distributing them during any kind of trustee training that we have.

The CEFLS library consultants will attend a Trustee Educators Meet Up in Albany at the end of September sponsored by New York Library Association. We might be able to contribute to some changes.

We have had three Focus Groups on System's services for member library directors and correctional institution librarians, moderated by Kara Page. A fourth Focus Group will take place this Wednesday at Champlain Memorial Library. Discussion outcomes will help us to write our Plan of Service.

Ewa attended a two-day NYALS Conference last week that included school library systems, public library systems and 3Rs. 3Rs are research library systems that serve as kind of umbrella organizations above the other two types of systems. There was a POLISDO meeting with library systems directors, where there was discussion with no consensus regarding minimum standards. The

most difficult issues were with very tiny libraries. Many would like directors of small libraries with below 2,500 service population to go from having no minimum standard of education to having one year of college. Ewa does not think that is reasonable for people who are working for minimum wage. Discussion will continue at the NYLA Conference in November. There was also a meeting with Bernie Margois, the NYS Librarian. He would like to increase the construction grant to \$25,000,000 and he is talking about the state-wide e-book platform again. Also, the State Library is trying to find state funds to finance NOVELny. databases that have been, so far, funded by federal money.

A knowledgeable young woman who is the POLITICO correspondent in Albany was a guest speaker at NYALS. She talked about the state political arena. She did not think Governor Cuomo will run again because he will not want to deal with the \$400,000,000 deficit in 2018 that she foresees due to NYS running on surplus money now. To relate this to CEFLS, Ewa stated that we need to be very careful how we spend, and due to impending construction needs, she feels that we should apply in the next round of construction applications. Prioritization of several projects needs to be determined; the roof, filling in the tunnel, resurfacing of the driveway.

Guidelines for dealing with the opiate legislation are still being worked on by a government relations person at NYLA, Mike Nepl. We are thinking that CEFLS could offer training to member library staffs on the use of Narcan, even though participation in the program would be optional.

NYLA is sponsoring a study evaluating what libraries and systems provide and how to put a value on services. Methodology is a problem, but progress is being made. Ewa's concern is how to value consulting, such as what CEFLS provides to very small libraries which in turn makes them more professional.

#### **Questions and Comments Addressed to the Director:**

Lisa Minnich asked how successful the Focus Groups have been. Ewa responded that CEFLS is not participating because we want people to feel free to discuss issues, but we understand the groups are going well. Kara Page, the moderator, will provide a report after the final Focus Group takes place, probably at the beginning of September. We will then have a very short period of time to actually complete the Plan of Service.

Rita Quinn asked if the CEFLS property boundaries were ever cleared up since the tree the fell on the fence last year. Ewa stated that the tree that fell belonged to the property behind PPL, and went on to say that she is hopeful that we can learn more by asking the city about the Plattsburgh Public Library boundaries and then figuring out where our boundaries are.

Rita asked how Ewa would propose to move forward with the analysis of what construction projects need to be addressed first. Ewa responded that she is hoping to get some help from the Property Committee. We basically know that the roof should be the first project. The tunnel that passes under the driveway is of concern, as is the lack of a handrail along the loading dock in the garage. A few years ago, Andy Abdallah, an engineer and a founding partner of Architectural and Engineering Design Associates, looked at the tunnel and he found it to be sound at that time. Ewa wonders if another opinion is warranted because it seems that the driveway is a little concave. Regarding construction grants for CEFLS, as opposed to construction grants for member libraries, CEFLS cannot get 75 percent with 25 percent matching funds, but would get a 50 percent match, so there is a

question of how much we can spend. Ewa feels it is important to have a plan and to apply for a grant in 2017 before there are cuts in the NYS budget. Rita Quinn would like to join the four trustees who are currently on the committee

### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director, stated that PPL owns a very small piece along the side of their building and their property ends near the rotunda. She stated that the whole part of the driveway coming into the corner and all down the side belongs to CEFLS. She stated that the city is plowing the entire driveway and they are realizing now that it is not all their property. PPL's allocation in the city's 2017 budget is back to 2008's level, so they are running very lean and she feels that snowplowing of the driveway will be a future issue.

Construction money has been very helpful to implement work at PPL that had been delayed or deferred. They are now doing a cost benefit analysis of grants they are considering, to figure out who would actually manage them (hire and supervise contractors). PPL is up-to-date on past construction grants and is ready to begin work with last year's funding.

They are investigating possibility of doing an art mural on the south side of the building.

Caleb Mosier, the adult services librarian, has resigned. This is a great opportunity to continue to evolve and look at hiring more of an outreach services coordinator/technology person who can really get out into the community and also do marketing.

Anne participating in the Focus Group that was held in Willsboro. There was very positive, productive discussion.

PPL has received grants from Kiwanis and Lake Placid Education Foundation to purchase items for the Kids Room, for which they did not incur a lot of overhead.

PPL is working on securing their website. They are getting ready to accept on-line payments so that will involve working with the vendor as well as with the layer that will be added to the circulation system. They may end up piggy backing on the city's website so that the city can do all the site security and updates.

Anne has created a PC replacement schedule so they have been allocating money for computers each year and prioritizing which computers to replace.

### **Committee Reports**

#### **Finance Committee**

Everyone received for review prior to this meeting a copy of the Financial Statements and Audit completed by Martindale Keyser for December 31, 2015 and 2014 and IRS Form 990. Lisa Minnich motioned approval of the independent audit and submission of IRS Form 990, seconded by Fran Filshie. Just before this meeting, the Finance Committee met with a representative from Martindale Keyser & Company who reviewed the report basically line by line. Overall, as in past years, the report is very positive. They didn't find any missing money or deficiencies in the management of finances. We do not have plans for amortizing retirement costs, so they can't say that we have a plan

to make sure that retirees get paid forever. The only expense that we incur after staff retires is their health insurance premium that is impossible to predict. Michael has contacted someone to look at developing a plan; however, our auditor didn't agree with the plan, so even if someone was hired at a prohibitive cost, it seems that it would not really be worth doing.

Nicky Bryant added that not having such a plan doesn't put employees' retirement benefits at risk and Lisa added that there is no penalty for not having plans for amortizing retirement costs.

Motion carried unanimously.

### **Nominating Committee**

Emily Castine has learned that a colleague from the NYS Retired Teachers Association who hails from North Bangor, Gayla LePage, would like to serve on the CEFLS Board of Trustees. Her letter of intent and resume were provided for review. Emily motioned that Gayla LePage's name be forwarded to the Franklin County Board of Legislators for consideration of appointment to the Clinton-Essex-Franklin Library System Board of Trustees, seconded by Lisa Minnich.

Motion carried unanimously.

### **Old Business**

There was no Old Business.

### **New Business**

**National Network of Libraries of Medicine, Middle Atlantic Region grant application for emergency preparedness project:** Ewa Jankowska explained that this is the second part to the tablet project that Anja Bouchard has already done. CEFLS may or may not be awarded this grant, but after speaking with a few library directors, we are trying to combine the emergency preparedness part with general security precautions so that libraries can be secure.

Emily Castine motioned approval of the grant application for the emergency preparedness project, seconded by Lisa Minnich. In response to Gary Alexander's request for more information on preparedness, Ewa explained that we want libraries to be a center of information regarding different aspects of disasters, even cyber security. Anja is trying to engage different organizations who can instruct on various security topics at workshops.

We would like for libraries to each have a disaster preparedness plan, with security being a part of that. While speaking at a Rotary meeting, Andrew Wylie, District Attorney, spoke of the increase in local drug use and drug manufacturing, which in turn creates unsafe situations where drug users will do almost anything to acquire money to obtain more drugs. Rita Quinn stated that the presence of Narcan in libraries will lead to a very different clientele being aware of the library, which is another issue in addition to training people to administer Narcan. Rita feels this needs to be another component to security analysis.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:18 p.m.

Respectfully submitted,



Gary Alexander

Secretary