

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held February 24, 2014**

**Call to Order**

The Board of Trustees meeting was called to order at 4:34 p.m. on Monday, February 24, 2014 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary "Lisa" Minnich, President.

**Roll Call**

Present: James "Jim" Bennett, Nicole "Nicky" Bryant, Emily Castine, Chris de Grandpré, Donna Fulkerson, Thomas "Tom" Mandeville (entered at 4:36 p.m.) and Mary "Lisa" Minnich

Present via video conferencing with Saranac Lake Free Library: Gary Alexander and Dr. Barbara Stowe

Present via video conferencing with Schroon Lake Town Meeting Room: Fran Filshie

Staff Present: Ewa Jankowska, Executive Director; Dawn Recore, Administrative Assistant and Michael Spofford, Principal Account Clerk

Excused Absences: Charles "Kip" Thompson

Others Present: Anne de la Chapelle, Director, Plattsburgh Public Library, and Dave Minnich

**Consent Agenda:**

**Approval of Excused Absences**

**Approval of Agenda** - As distributed prior to this meeting

**Approval of Minutes of December 16, 2013 Meeting**

**Committee Reports** - Advocacy, Development, Executive, Health Plan, Negotiating, Personnel, Property, and Strategic Planning Committees have no reports at this time.

**CEFDA** - No report

**Approval of Consent Agenda**

It was motioned by Nicky Bryant, seconded by Fran Filshie, to approve Consent Agenda as presented. Motion carried unanimously.

**Financial Report**

Chris de Grandpré moved that the following December 2013 and January 2014 financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Emily Castine.

- Preliminary Over and Under Report for period ending 12/31/13

- Preliminary Accounts Payable and Receivable Quarterly Report as of 12/31/13
- Preliminary Budget-to-Date Report from 01/01/13 through 12/31/13
- Preliminary Balance Sheet as of 12/31/13
- Preliminary Revenues vs. Expenditures from 01/01/2013 through 12/31/2013
- Preliminary Grant/Noncurrent Aid Status as of 12/31/13
- Over and Under Report for period ending 01/31/14
- Budget-to-Date Report from 01/01/14 to 01/31/14
- Balance Sheet as of 01/31/14
- Revenues vs. Expenditures from 01/01/14 to 01/31/14
- Grants/Non-Current Aids Status Report as of 01/31/14

Lisa Minnich commented that expenses are high for January because there were three payrolls in the month. Over time that will regulate itself as 26 payrolls are budgeted in a year.

Motion carried unanimously.

### **Public Comment Period**

Dave Minnich thanked the Board of Trustees and the CEFLS staff for serving the 165,000 people of the three counties.

### **President's Remarks**

Remarks made by Lisa Minnich, President, include:

- Thank you to Nicky Bryant for volunteering to serve on the Nominating Committee.
- Thank you to Jim Bennett for volunteering to serve on three committees, Development, Property and Strategic Planning.
- Thank you to Chris de Grandpré for accepting a position on the Negotiating Committee, which will be important this year because the current CSEA contract expires on December 31, 2014.
- Emily Castine has now volunteered to serve on the Development Committee.
- Donna Fulkerson has now volunteered to serve on the Personnel Committee.
- Ewa Jankowska has inquired whether the number of trustees from each county (five) should be revisited. A reduction would allow for a lower number in attendance to constitute a quorum. Ewa feels that getting full representation from Franklin County seems to be a continuous issue and is not highly regarded by the State Library.
  - Lisa stated that a reduction would mean more committee work for each trustee. Except for Franklin County, where currently and for some time now there have been only three trustees, filling five trustee seats for Clinton and Essex Counties has been going pretty well.
  - Consensus of the Board at this time is to keep the number of trustees at 15 and keep trying to recruit new members.
- Previously, the May 26, 2014 Board meeting was moved to June 2<sup>nd</sup> because May 26<sup>th</sup> falls on Memorial weekend. This, however, leaves only three weeks from June 2<sup>nd</sup> until the next regularly scheduled meeting on June 23<sup>rd</sup>.

- Fran Filshie motioned that the June 23<sup>rd</sup> Board meeting be moved to June 30<sup>th</sup>, so there will be four weeks between that one and the meetings on June 2<sup>nd</sup> and July 28<sup>th</sup> Dr. Stowe seconded the motion. Motion carried.

### **Director's Report**

In addition to her written report, Ewa Jankowska reported:

Advocacy Day in Albany is tomorrow. There is one seat available in the System's car that will be leaving from CEFLS at 5:30 a.m. if any trustees or anyone else would like a ride. Meetings are scheduled with Senator Little, Assemblywoman Duprey and Assemblyman Stec.

Everyone is busy working on different paperwork for the State. Michael Spofford is very busy with the Comptroller's Report, our Annual Report and assisting with the Annual Reports of the member libraries which are due to NYS on March 1st. Our Annual Report that was received only recently is 31 pages in length and due on April 1<sup>st</sup>.

CEFLS is now participating in the Empire Library Delivery Plan which was initiated by the 3Rs with Northern New York Library Network paying for it. Some of the materials for Interlibrary Loan (ILL) are now being picked up by a courier service which should generate significant savings in postage. These deliveries are not the same as those that are being done by the System's van.

Lake Placid Education Foundation has confirmed in writing that they are awarding CEFLS a \$7,500 grant for the server project. This award means that Clinton County will move forward with their award of \$16,810 from Tobacco Settlement Money. Ewa praised Betsy Brooks for a fantastic job determining how to resolve the precarious aging-server situation. Today's Board packet includes the grant application to Clinton County and a letter of understanding that outlines the cloud services that North Country Library System will provide.

Ewa feels strongly about partnering with community organizations on various projects, not only to help them, but it is good PR for CEFLS. Recently we distributed materials on breast cancer and we are presently working with Didi Remchuk of CVPH's Cancer Services of Clinton County on a project for colon cancer called Main Street Go Blue! With the support of CVPH's Cancer Services and the health departments of Essex and Franklin County, we will distribute free materials to member libraries and have a display in the foyer at CEFLS.

Twenty-one libraries are participating in our e-book collection with Plattsburgh Public Library leading with the recent purchase of quite a large number of e-books. We are trying to get 100 percent participation from member libraries.

Two years ago we had a grant for an e-senior project in libraries to teach seniors how to use computers and Betsy placed a little tutorial on our website. We learned recently when we received an e-mail from a library in Alberta, Canada that we are known internationally. We were asked if we would allow them to use the tutorial, which of course we would.

### **Comments and Questions Directed to Ewa Jankowska**

As a result of reviewing Ewa's goals, Dr. Stowe asked for clarification of Direct Access Plan. Ewa explained that all libraries signed a Direct Access Plan in 1999 after the Commissioner of Education

mandated it to insure that all New Yorkers have equal access to library services. It means that everyone within the System can, with one library card, use other libraries. There are some exceptions because libraries can limit certain services to their own patrons but the idea is that you can go with your library card to any of the System's libraries and borrow a book. Recently, with regard to unserved areas and the fact that CEFLS no longer has a bookmobile, the State Library requested that Ewa rewrite the Direct Access Plan, which she has done, and it has been submitted to the State for their approval. She will then request CEFLS Board approval, after which the Plan will be distributed to member libraries. All libraries have to participate in this.

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

Anne de la Chapelle, Director of Plattsburgh Public Library, reported:

The new City Council has approved the City Budget, with a compromise to PPL. Their original proposal had PPL losing \$120,000. The outcome is that they have restored \$60,000, and PPL remains down \$60,000 from the last couple of years. To cope with this, some staff members have been moved around internally to provide adequate coverage although one staff position remains open. PPL has prepared carefully for this budget deficit and is compensating by using some of their fund balance.

PPL will be actively doing more outreach with the goal of being a better Central Library. This will include more press releases, working on the Facebook page, offering film series again and working hard to make PPL more relevant and visible.

Keri Mack is a new PPL trustee. She has a lot of great experience with fund raising and is very active with multiple not-for-profits.

PPL's Annual Report was submitted early and they have submitted their application for E-rate for telephone funding.

A Technology Committee has been formed they are hoping to have a good technology plan for next year. They are rethinking ways to provide more computer access.

A donation from the Refus family was used to buy some furniture for a reading room, and then there was a matching grant for \$5,000 so two big reading tables and chairs were purchased.

Construction grant funds from last year will be used in the spring for brickwork that will tie into another project that is dependent on the results of this cycle's construction grant application and help with the leaks. The focus will be on coping around the top of the building. They would also like to redo the whole entrance, running new conduit out to the lighting on the stairs and upgrading the remaining lighting throughout that is not LED.

### **Committee Reports**

#### **Finance Committee**

The Finance Committee met earlier this afternoon with all members present except Charles "Kip" Thompson who is away. Chris de Grandpré reported they would like to make some recommendations.

A salary increase of two percent was put into the 2014 budget for Management Confidential staff (Principal Account Clerk and Administrative Assistant). Ewa Jankowska provided the Finance committee with a brief summation of the evaluations of these two employees, giving wonderful reports on each of them. Upon the recommendation of the committee, Chris moved that the salaries of Management Confidential staff be increased by two percent going back to January 1, 2014, seconded by Nicky Bryant. With no further discussion, motion carried.

Ewa Jankowska provided the Finance Committee and then the full Board with a brief report on the status of the Governor's budget. Not only does the Governor's budget not restore what is mandated by the Education Law, which would come to about \$102 million for all libraries, but he also cut \$4 million that was in last year's budget. Basically, \$81.6 million is in his budget for libraries instead of last year's \$85.5 million. The cuts affect the System, the Central Library, and the member libraries. It is especially worrisome that the Governor is talking about having a surplus and is proposing new projects and programs. It seems that it is only right to first restore what is mandated by the law. Ewa encouraged trustees to go to the NYLA website to use the form letter provided to advocate for restoration of library funding. The one letter will go out to numerous representatives.

Michael has prepared a spreadsheet for the basic aid budget with preliminary carryover figures from 2013 that include county, miscellaneous and automation contributions. The analysis shows what was budgeted and what was actually spent. There was a remaining balance of \$114,754.92. The 2014 budget has a carryover of \$98,500 from 2013, so there is an additional \$16,255 extra with some adjustments yet to be made by Michael, and maybe some by the auditors, that might reduce it some, at the most by \$10,000. The carryover is based on 2013 revenue figures without consideration of the governor's cut. Some of this money, as agreed upon, will be set aside in an account to fund retirees. Chris recapped that it is good news that we have the carry over that was planned for in the 2014 budget.

Chris recapped that the Finance Committee had a brief discussion about planning for negotiations in view of the conclusion of the contract at the end of 2014. Anyone who has issues for the upcoming negotiations should get them to Ewa Jankowska in the near future and at some point the trustees will have to decide who will serve as the chief spokesperson as negotiations are entered. Ewa added that it is important that she and Michael Spofford are provided with time to prepare whatever material is submitted to Jaci Kelleher, CEFLS Attorney, in order to be as efficient and cost effective as possible.

As the result of previous interest in learning more about the Adirondack Foundation, when Kip Thompson can be present in the Spring, the Finance Committee is recommending a discussion on whether to invite Cali Brooks to explain what the Foundation does. Kip has expressed interest in learning more about possibly investing with them. The Finance Committee has discussed some potential issues that might preclude CEFLS from doing so. Lisa Minnich recapped that waiting until Kip can be present would be good, and then we can move forward to get a better understanding of the Adirondack Foundation and she also suggested perhaps consulting with our attorney.

### **Old Business**

There was no Old Business to be discussed.

### **New Business**

**CEFLS Individuals Permitted to Conduct Business in 2014 and Individuals, Entities and Institutions with Whom to Conduct Business in 2014 and Conflict of Interest Statement**

These documents were distributed for review prior to this meeting. Ewa Jankowska explained that the Conflict of Interest Statement that trustees must sign yearly is based upon these two documents.

Donna Fulkerson motioned for acceptance of CEFLS Individuals Permitted to Conduct Business in 2014, seconded by Gary Alexander. With no further discussion, motion carried unanimously.

Emily Castine motioned for acceptance of Individuals, Entities and Institutions with Whom to Conduct Business in 2014, seconded by Nicky Bryant. With no further discussion, motion carried unanimously.

Lisa Minnich asked that each trustee sign the yearly Conflict of Interest Statement and return it to Dawn Recore.

### **Discussion of possible locations for 2014 "away" Board meetings**

Ewa Jankowska stated that since some libraries do not have the space to accommodate our Board meetings, it may be necessary to repeat locations that have been visited in the past few years. Typically, there are three "away" meetings each year, with one being in each county. Lisa Minnich asked trustees to give this some thought then send an email with suggestions to Ewa Jankowska. Based on that, Ewa will make recommendations at a future Board meeting. Ewa explained that the purpose of "away" meetings is to provide an opportunity for trustees to visit member libraries in all three counties and to meet the directors.

### **Executive Session**

A motion was made by Dr. Stowe to enter into Executive Session for discussion of the Director's evaluation, seconded by Tom Mandeville. Executive Session was entered at 5:21 p.m.

### **Return to Regular Session**


The board returned to Regular Session at 5:57.

A motion was made by Dr. Stowe to increase the Director's salary for 2014 by two percent, seconded by Chris de Grandpré. With no further discussion, motion carried.

### **Adjournment**

There being no further business to come before the trustees, Lisa Minnich adjourned the meeting at 5:57 p.m.

Respectfully submitted,

  
Gary Alexander  
Secretary