

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
Minutes for Board of Trustees Regular Meeting  
Held February 27, 2017

**Call to Order**

The Board of Trustees meeting was called to order at 4:32 p.m. on Monday, February 27, 2017 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant.

**Oaths of Office**

Nicky Bryant administered the Oath of Office to Doreece Purick as a Trustee of the Board for a five-year term that will run through December 31, 2021. She will represent Clinton County.

**Roll Call**

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Dorothy Latta, Thomas “Tom” Mandeville, Scott McDonald, Mary “Lisa” Minnich and Doreece (Darcy) Purick

Excused Absences: Fran Filshie, Gayla LePage, Phyllis Magnus, Rita Quinn and Charles “Kip” Thompson

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

Additional Staff Present: Anja Bouchard and David Fuller (entered at 4:34 p.m., departed 4:49 p.m.)

**Presentation by Anja Bouchard and David Fuller**

A little over a year ago, Anja Bouchard put together a LibGuide on resources to combat addictions on the CEFLS website, *see Hot Topics*. Formerly having worked at Department of Social Services, Anja has seen firsthand the effects of the growing trend of addiction in our region. She is a member of SPARCC (Substance Abuse and Recovery of Clinton County) where she is building alliances with treatment providers, law enforcement, school personnel, workers at Department of Social Services and others from additional professional arenas. It is apparent that people often seek information from non-authoritative sources online, so as a result of Anja showing our LibGuide to SPARCC, she is working with Daniel Alexander of The Sun Community News. He is providing a series of ads that point to our LibGuide for reliable information. The first ad, almost a half-page in size, was published in the February 25, 2017 issue. It included an infographic from the local NYS Police, as well as input from some of our resources and a section on how your local library can help. Reference was made to a DVD (available at Akwesasne Library) and a book (available Black Watch Memorial Library), both of which are available with a free library card via interlibrary loan. Subsequent ads will focus on specific resources that local libraries can offer. The ad includes the CEFLS website address, resources for substance abuse treatment, means of transportation to places of treatment, and food pantry and shelter information. To assist those who might not have access to technology, Anja and David Fuller have prepared a booklet listing all of the resources found on the LibGuide. It will be available at various agencies and places of business in our three county region. To further assist, David is building all of this information into an app so that as soon as new information is learned and

has been verified, it will be made available on mobile devices. Caseworkers will be able to install the app on the phones of their clients right away, making it as easy as possible for people to get the services that they need. David explained that with a mere tap, people will be able to access all the resources that are built into the app, including being able to phone a resource by simply tapping an icon. The app will be published onto the Apple and iTunes Store and Google's Marketplace and will be free. For use at community events for the purpose of sharing the information offered by the app, a small device with projector capability has been purchased. Anja closed by saying that crisis is not limited to the hours of 8 to 5, so to have reliable information available 24-7 can be crucial to getting help.

In response to questions raised by the Board, Anja and David offered the following information:

- 2-1-1 will be included as a resource in the booklet and the app.
- The first round of grant funding will cover the cost of 500 booklets and two years to the app subscription at which point the analytics will be reviewed to see if the use justifies continuing the project. If it is warranted, ways to continue to support it will be investigated.
- The cost of the app is only \$540 per year. Going forward, other publicity options will be pursued.
- Some features of the app can be built into the CEFLS website and to those of member libraries.

It is Ewa's hope that Public Radio or Public Television will interview Anja and David to provide valuable exposure for the project. From a community perspective, Anja is hopeful that the project will be well supported.

### **Consent Agenda**

Lisa Minnich motioned approval of Consent Agenda, which includes the following items, seconded by Emily Castine:

- Approval of today's excused absences
- Approval of today's agenda as distributed on February 27, 2017
- Approval of minutes of the January 24, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Finance, Health Plan, Negotiating, Nominating, Property and Strategic Planning
- Communications
- CEFDA

### **Public Comment Period**

There were no public comments.

### **Financial Report**

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

Michael Spofford reported that in January contractual funds for the first quarter were received from the three counties. On the expense side, we needed to replace the brakes on the old van and inspect the Equinox. He and Julie Wever, the fleet coordinator, are going to be working toward getting a

new van. He has been working with Clinton County Civil Service to facilitate the three approved promotions. In April, Michael will be asking to amend the budget to move money from the plant reserve fund to salaries. Twenty-two libraries' annual reports have been submitted to Michael and he is working with the remaining eight libraries to complete theirs. He is hoping to have all 30 member libraries' reports submitted to the State and to be working on the CEFLS report by mid-March.

Motion to approve the Financial Reports carried unanimously.

### **President's Remarks**

Nicky Bryant reminded everyone that there will not be a Board of Trustees meeting in March.

Fran Filshie says thank you and wants the Board to know that she is keeping company with the beautiful roses that were sent.

A list of libraries where the Board has visited and held CEFLS Board meetings over the past eight years was distributed to aid in deciding where this year's "away" meetings will be held. Typically, one library from each county is selected. Four libraries were chosen, so that if one is not able to host a meeting, there will be an additional one on the list. This year's choices are Sherman Free Library in Port Henry, Sarah A. Munsil Free Library in Ellenburg Depot and Goff-Memorial Library in Tupper Lake, with the back-up being AuSable Forks Free Library. Those libraries will be contacted in an attempt to schedule three meetings between the months of May and August.

Contributions to Sunshine Fund and Leadership Fund are coming in. Nicky expressed appreciation for the donations made-to-date: \$925 for Leadership and \$230 for Sunshine.

### **Director's Report**

Ewa Jankowska stated that in addition to her written report:

Wednesday of this week is Library Advocacy Day in Albany, also known as Legislative Day. On Tuesday Ewa will attend Pre-Advocacy Day events and on Wednesday Karen Batchelder, Anja Bouchard and Susan Sullivan of Rouses Point Dodge Memorial Library will join Ewa. There is room in the CEFLS vehicle for anyone who would like to ride with them. The first appointment of the day is with Senator Betty Little at 9:00.

A response has not been received from Senator Little regarding the grant application that we submitted in December for the new Horizon system portal, Enterprise, which is the public version of access to the catalog. Betsy Brooks learned that it won't be known whether the *member items* would be approved until June or July. For the last two years, Betty Little was giving each library a member item but CEFLS was not included.

Michael Spofford and Ewa met with the Property Committee on February 1 after which Ewa wrote to Mr. Farrington, the City of Plattsburgh Engineer, to request a meeting to discuss filling in the tunnel. If necessary, Ewa will communicate with the Town of Plattsburgh because it may be easier for them to provide material with which to fill in the tunnel.

Board members received the graphics of the 2016 survey of member libraries that was prepared by David. To assure anonymity, David conducted the survey so only he would know that which responded so that he could pursue any libraries who did not respond. There were only a couple of

semi-critical remarks received and unfortunately Ewa cannot respond directly to the person or persons who made them. She would want them to know that:

- Serving the prison population - It is the opinion of ALA that inmates are human beings and should be serviced. We have a contract with New York State and receive funding to do so. With that funding CEFLS purchases books and actually lends more of them to the libraries than they do to the prisons. It would not be economically viable to discontinue this service.
- Consolidation of our system with another system - This has been discussed many, many times over the years. Consideration must be given to such factors as the tremendous distance between our system with 30 libraries and North Country Library System with 64 libraries, and where the headquarters would be located. As it was proven in a study, it is not economically viable even for the systems that are downstate and much closer together geographically.

The CEFLS Training Committee would like to have Going Back to the Basics, a training for new library directors and a refresher of knowledge and skill, for other directors. It is a big project that would begin in the Fall. Two people will be invited to speak on the basic core topics of introduction to finance and strategic planning. The likelihood of good attendance is much greater with outside presenters and if we have grant funds that would allow for CEFLS to provide lunch and mileage reimbursement. We would also offer satellite training online with power-point presentations and Go-to-Meetings, a service to which we subscribe. We are also going to use the five State supported HATS modules for trustee training. Ewa would like to do an introduction and legal issues, Michael Spofford would do finance, with other librarians doing other modules.

#### **Comments Directed to Ewa:**

Nicky Bryant commented that it appears that Flipster is getting a lot of use. Ewa responded that when it was up for renewal, she had suggested to Anne de la Chappelle that some titles be dropped and others added. Also, a subscription to Consumer Reports was added for an additional \$6,000 and that has been well utilized. Dorothy Latta commented that the increase in usage seems to correspond to the extra efforts to promote Flipster. Ewa added that when we send books out to other libraries, we insert bookmarks made in-house to promote Flipster and other CEFLS services.

#### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, could not be present today, so Ewa Jankowska reported from the written report that Anne provided.

Construction Grant Update: Renovation of the Young Adult/Teen room is underway and renovation of the men's room and installation of the new book drop will follow. New LED lights for the main room, auditorium and exterior are being ordered. The ceiling in the main room will be painted.

“Outside Art: Plattsburgh Public Art Project” held their first Tile Making Workshop in the evolving maker space. The tiles created will be included in the library Read and Grow outdoor mural.

Mayor Read appointed Patrick McFarlin to the PPL board. The City Council approved use of library space for a Coffee Bar. Vendor proposals to operate the coffee bar were accepted through today.

## **Committee Reports**

### **Property Committee**

Jim Bennett reported that he, Rita Quinn and Michael Spofford met on February 1<sup>st</sup> to discuss the three primary property concerns.

- In regard to the issue of the tunnel caving in, it is his opinion that the best way to proceed is to fill it in with foam. He feels that waste sand from the roads it may be wet and will settle over time.
- Regarding the plants that grow on the roof in the summer, he would like to see that taken care of in the spring. Michael stated that a lawn company has provided a quote.
- The third issue is in the garage where a railing is being requested.

Jim is apprehensive whether there is currently any capital money earmarked specifically for these expenditures, especially if plans are to do a 50-50 construction grant from NYS.

Dorothy Latta asked if we have an estimate of expense for each of these projects, to which Michael responded that we are going to wait until spring for the roof, and we have yet to contact contractors for estimates to fill in the tunnel. Ewa stated that we will have to prioritize projects for budgetary reasons. Jim feels that the driveway has an urgency because the tunnel is collapsing, the roof project is of questionable urgency, and the garage is a safety issue with the lack of a railing. Michael stated that a previous estimate for a full railing was only \$2,000 or \$3,000 and the state has a minimum of \$5,000 for the 50-50 construction grant, so that project would have to be combined with another one.

Ewa has sent an e-mail to the City engineer after Rita Quinn suggested filling in the tunnel with roadside sand and dirt, but so far hasn't received a response. Ewa wonders if some roadside fillers could be used to save some money, and then foam could be added to finish filling it in. Definitely the tunnel project must be addressed before the driveway can be resurfaced.

Jim would like to have the next Property Committee meeting in a couple of months when Kip Thompson can be present, rounding out the membership of Rita Quinn, Kip and Jim. For the purpose of applying for a 50-50 matching grant, the specific projects will have to be determined by midsummer. Nicky Bryant would like to have one or two more volunteers from the Board volunteer for membership on the Property Committee.

### **Personnel Committee**

The Personnel Committee met on February 1<sup>st</sup> to discuss three issues.

A questionnaire for use to evaluate the Director was developed. The committee amended a form that Dorothy Latta found on the internet so that each trustee would have a part in the Director's evaluation. The following week, Lisa Minnich provided as much additional pertinent information as she could to the full Board along with the amended questionnaire. During Executive Session later in this meeting, discussion will ensue regarding any related aspect as well as goals for 2017 for Ewa.

Also discussed was the mandatory requirement for those approaching age 65 to sign up for Medicare, which becomes the primary insurer. Currently, one staff member is 65 and another is approaching 65. In question is who is to pay the Medicare premiums. CEFLS employees are promised insurance, and Medicare is mandatory. There will be investigation into supplemental insurance policies that

would save money without taking any benefits away and still fulfill the obligation of CEFLS to provide insurance.

The last thing discussed were options for the Director's raise this year. Michael Spofford was asked to come up with some figures that will be further discussed at a Personnel Committee meeting that will be held on March 7<sup>th</sup> at 1:00 at CEFLS. All Board members are welcome to attend.

### **Old Business**

There was no Old Business.

### **New Business**

**Direct Access Plan (DAP):** A copy of Direct Access Plan for 2017-2021 was provided in the packets that were distributed 10 days ago. Lisa Minnich motioned approval of Direct Access Plan for 2017-2021, seconded by Dorothy Latta. Ewa explained that it is almost the same as the previous Plan that was approved in 2015, with very minimal changes that were requested by the State. Direct Access Plan assures that with a free library card everybody within the system can access materials and services from any other member library. Some limitations can be posed, for example if a library has a program but does not have enough space to accommodate patrons from other libraries. Also some libraries limit access to new books to their own patrons. Approval of DAP by the State first requires approval of the member libraries, which is a matter of timing since some of them meet less frequently than others. Next is approval by the CEFLS Board of Trustees. Ewa has learned from the State that since the majority of member libraries have approved DAP and our Board is approving it today, it is approvable by the State. Approval of the CEFLS Five-Year Plan of Service is dependent upon approval of Direct Access Plan.

Jim Bennett asked Ewa Jankowska if Beekmantown pays money to Plattsburgh Public Library for service since many PPL patrons are from that area and they do not have a library in their town. Ewa responded that to receive money from areas they are serving that are outside of the City, they have to apply for a public vote. The Town of Plattsburgh would require a municipal vote and Beekmantown School District would require a school district vote. This is how the public libraries in Champlain, Mooers and Rouses Point receive funding through their school district. Ewa has offered some suggestions to Anne de la Chappelle as to how to proceed and Ewa feels that the timing for application is very good right now because the Town and City of Plattsburgh have a very good working relationship.

Motion carried unanimously.

### **Executive Session**

Lisa Minnich motioned at 5:27 p.m. to enter into Executive Session, seconded by Dorothy Latta, to discuss the Director's evaluation. Motion carried unanimously.

### **Return to Regular Session**

The Board of Trustees returned to Regular Session at 5:50 p.m. with a motion made by Emily Castine, seconded by Jim Bennett. Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:50 p.m.

Respectfully submitted,

*Emily F. Castine*  
Emily Castine  
Secretary