

## CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held January 25, 2021

### Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, January 25, 2021, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Mary "Lisa" Minnich, President.

### Oath of Office

Director Kenworthy administered the Oath of Office to Hope Allen, a new Trustee beginning January 1, 2021. Steve Kenworthy administered the Oath of Office to Gayla LePage for her term as Secretary beginning January 1, 2021. Steve Kenworthy administered the Oath of Office to Elizabeth DeFonce for her term as Member-at-Large beginning January 1, 2021. Dawn Recore notarized the Oaths of Office.

### Roll Call

Present at CEFLS: Gayla LePage, Liz DeFonce, and Hope Allen.

Present via Zoom: Nicole "Nicky" Bryant, Linda Crosby, Andrew Lomanto, Dorothy Latta, Tom Mandeville, Scott McDonald, Mary "Lisa" Minnich, Steve Novacich, Tim Rowland

Excused Absences: Mary Abendroth, Christopher "Chris" Drennan, Doreece "Darcy" Purick,

Unexcused absences: none

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

Lisa Minnich noted that there was an edit necessary in the minutes of the November 23, 2020 Board Meeting. Linda Crosby was shown as excused, but she joined the session at 5:13.

Gayla LePage motioned approval of Consent Agenda with the aforementioned change, seconded by Linda Crosby.

Consent Agenda includes:

- Approval of today's excused absences
- Approval of today's Agenda
- Approval of the minutes of the November 23, 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**

Michael read a note received by Anne Jobin-Picard from Jerry and Nancy Perry expressing their appreciation for the French Conversation Group.

### **President's Remarks**

Lisa reminded the Board members to donate to the Leadership Campaign. We would like to see every Board member contribute.

The "Sunshine fund" was not all used last year and donations at this time are not needed.

Lisa asked the Board to look over the committees and make any requests for changes right away. Michael will email the current list to the Board.

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

Anne de la Chappelle gratefully reported that the Plattsburgh Common Council had restored some funding which will help the library meet the maintenance of effort requirements of the State. Also, the CLDA money (which will be addressed by the Board later in the agenda) will make it so that their 2020 budget will balance.

PPL had a little book budget money left (\$7000) at the end of the year which they spent on ebooks that will benefit the entire system. Thank you, Anne.

### **Director's Report**

We did extend an employment offer to Brenda Mooney for the open Administrative Assistant position. The offer was at a salary of \$35,000/year, and she will begin on Monday, February 1.

Steve mentioned that in 2020 the Governor signed legislation making Juneteenth (June 19) a State holiday. He asked the Board's direction on whether CEFLS will observe the holiday. Tom Mandeville said he would not expect any collective bargaining resistance if CEFLS chose to close on that day. Motion by Tom Mandeville, second by Nicky Bryant, to add the Juneteenth holiday to CEFLS holiday observances with union approval. Motion carried unanimously.

Steve asked what the vaccination policy should be when the COVID-19 vaccine becomes available. Should CEFLS require employees to be immunized? Some discussion ensued. Steve was asked to get more information on what is legal and what is recommended by the health department. Tom Mandeville asked why librarians were not classified in the IB group for priority vaccinations. Steve reported that librarians are often lost in the shuffle. NYLA has an advocacy initiative to have librarians classified. Tom volunteered to contact Assemblyman Jones and advocate librarians to be classified. Steve will contact Senator Stee for the same purpose.

### **Finance Report**

Michael is still preparing the financial reports. They will be mailed to the Board by Friday, January 29.

Annual reports for the State were opened on Friday and we will be making a concerted effort to complete those by the April 1 deadline.

### Committee Report

There were no committee reports at this time.

### New Business

The contract for the CLDA money with PPL had to be modified because of changes due to the pandemic. Motion by Nicky Bryant, second by Gayla LePage to accept the updated agreement. Motion carried unanimously.

The Corporate Authorization Resolution for check-signers for the year 2021 designating who may sign checks issued by CEFLS was presented. Motion by Gayla LePage, second by Scott McDonald to accept the resolution. Motion carried unanimously.

### Adjournment

The next meeting of the Board will be held on Monday, February 22, 2021. There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:00 p.m.

Respectfully submitted,



Gayla LePage

Secretary