

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

Minutes for Board of Trustees Regular Meeting

Held July 23, 2018

Call to Order

The Board of Trustees meeting was called to order at 1:00 p.m. on Monday, July 23, 2018 at Mooers Free Library, 25 School Street, Mooers, New York, by Nicole Bryant, President.

Nicole welcomed everyone to Mooers and thanked the Mooers Free Library for hosting today's meeting and providing a tour. She congratulated the members of the Mooers Library Board who were in attendance on their new library.

Roll Call

Present: Nicole "Nicky" Bryant, Liz DeFonce, Gayla LePage, Phyllis Magnus, Scott McDonald, Mary "Lisa" Minnich, Stephen Novacich, Tim Rowland and Charles "Kip" Thompson

Excused Absence: Margot Gold, Dorothy Latta, Tom Mandeville and Doreece "Darcy" Purick

Staff Present: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Dawn Recore, Administrative Assistant

Others present: Olivia Gillett, Mooers Free Library Director, and three members of the Mooers Free Library Board of Trustees: Tim Gonyo, President; Art Menard, Treasurer; and Joyce Roberts, Secretary (entered at 1:09 p.m.)

Consent Agenda

Gayla LePage motioned approval of Consent Agenda, seconded by Lisa Minnich.

Consent Agenda includes:

- Approval of today's excused absences
- Approval of the July 23, 2018 Agenda
- Approval of the minutes of the June 25, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel and Property

Motion carried unanimously.

Financial Report

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

Michael stated that:

- We are happy to we have our new director, Steve Kenworthy.
- We received another \$165,000 from NYS today. Still to be received are Central Library Development Aid and Central Book Aid. Michael will make an inquiry about these two funding streams.

- The 2018 budget will be revised due to a .99 percent increase in funding from NYS. Also some expenditures have to be realigned with actual amounts.
- The Annual Reports for member libraries and CEFLS have been completed and approved by NYS.
- Later in this meeting we will be discussing the Proposed 2019 Budget.

Kip Thompson asked about Capital Vehicle Purchase on the Over and Under Report, specifically the partially funded reserve for the purchase of a van. Michael explained that \$10,000 was set aside in each year; 2015, 2016 and 2017. The amounts that are being set aside in 2018 and 2019 will be for other vehicles that should be replaced soon. Kip asked about the possibility of not replacing them but using a rental vehicle, to which Michael responded that it is being considered. He will report soon on the average cost per day for the delivery vans.

Motion carried unanimously.

Nicky Bryant interjected at this point to recognize Steve Kenworthy, the new director of CEFLS, adding that we are very excited and pleased to have him here.

Steve responded that he feels very welcome and he is looking forward to a long association with forward-looking progress with library services.

Public Comment Period

Tim Gonyo thanked CEFLS for all the support that has been provided during their years of transition from their former library building in November 2015 to the new building. They are especially appreciative of the assistance provided by Julie Wever and Michael Spofford.

Communications

Dawn Recore recapped two communications from Linda Carela from Literacy Volunteers of Clinton County. Earlier this year David Fuller accompanied her to member libraries in Clinton County and introduced her to the directors. Linda was interested in learning of possible places for their volunteers to work with their clients. David later created a flyer and tear-off sheets for Literacy Volunteers to post around the county. Later, Julie Wever and David received a card and a lovely box of chocolates thanking them for partnering with Literacy Volunteers to help improve the lives of Clinton County residents. The second correspondence from Linda was a letter thanking CEFLS for a donation in the amount of \$1542.60. The donated funds were from the Adult Literacy Grant, Year 2 of 3.

President's Remarks

Nicky Bryant again thanked Olivia Gillette and the Mooers trustees for allowing CEFLS to meet at and tour their wonderful new library.

With the new addition of Steve Novacich as chair of the Property Committee, the committees are staffed. Nicky encouraged everyone to look at the amended list and let her know of any changes or additional committees on which they are interested in serving.

Director Report

Steve Kenworthy reported that he is happy to be here.

We are looking to the future when eventually our roster of van drivers changes, so we are looking at routes, how to do things and what is needed. Steve will keep the Board informed as progress is made.

Kip Thompson asked if SUNY Plattsburgh might be able to provide professional mathematical expertise to assess the delivery process for efficiency. He cited an instance where the business school at Syracuse University had done this for a system's operation elsewhere in NYS. He wonders if a fresh set of eyes might be helpful to increase efficiency.

Steve stated that when things have been done in a certain way for a long time, it is hard to see things differently. He agrees that it might be good to have a graduate student from the MBA program look at the way we handle deliveries.

Steve is enjoying meeting people and has made contacts with the State Library, North Country Library System (NCLS) and Northern New York Library Network (NNLYN). He will be having a lunch meeting with Meg Backus of NNLYN later this week.

Steve Novacich inquired about the annual cost for van delivery. Michael Spofford responded that he thinks it is below \$50,000 per year, factoring in gas, insurance, vehicle repair and other expenses. Michael will check this figure and get back to the Board with the per day cost.

Steve Kenworthy stated that Anja Bouchard moved over from Tech Services to Outreach Services, so we have been conducting interviews for the Tech Services position. We have a good pool of candidates so he is confident that soon we will be fully staffed.

Steve will be happy to meet with any of the Board members on a one-to-one basis if there are any concerns; contact him by telephone or email to arrange a time.

Comments following the Director's Report:

Kip Thompson said that this is a good opportunity for Steve to take a look at what the Board looks at on a monthly basis with regard to the reports that are included in the Board packets. Sometime in the near future, Kip is interested in knowing what Steve feels should and should not be contained within the department reports, and wonders if perhaps the packets could be condensed a bit.

Plattsburgh Public Library (PPL) Report

Per an email received from Anne de la Chapelle, there is no report at this time.

Committee Reports

Nominating Committee:

Gayla LePage reported that Tom Mandeville has a potential Clinton County candidate for consideration as a trustee. Gayla will pursue that lead with Tom. She has a potential Franklin County candidate whose résumé she is hoping to submit before the August meeting.

Finance Committee:

Scott McDonald stated that the Finance Committee met prior to this meeting to review the Proposed 2019-00 Budget that was distributed last week. Scott motioned approval of the Proposed 2018-00 Budget, seconded by Kip Thompson.

Steve Kenworthy stated our funding request to Franklin County is due by August 6, so although we do not know what we will be receiving in aids, it is necessary to provide them with a preliminary budget. It has been conservatively prepared and as we learn what our funding will be, amendments will be made. For 2018 .99 percent increase from NYS was received so that is the guideline being used for 2019's proposed budget.

Michael stated that we plan to request a 5 percent increase from the counties, which amounts to about \$3300, and the Board has agreed to raise automation fees 5 percent over each of the next three years. On the expenditure side, he is budgeting for a 3.5 percent payroll increase for the staff since at this time there is no union contract in place for January 2019.

Nicky commented that the total amount from the counties is around \$90,000 and the five percent increases amounts to less than \$4,000. We may look to the Advocacy Committee at some point to communicate some county-specific information to the legislators of the three counties to really let them know what this money is being used for and how beneficial it is for the people in their counties. Nicky would like members of the Advocacy Committee to provide to the counties materials explaining how their funds are used as well as a review of the amounts of funding that have come out of each county for the past 5 or 10 years, including the year of flat funding several years ago from Essex County.

Kip Thompson stressed the importance of staff showing up in person at budget meetings in the fall. Experience has shown that we are one of a small number of businesses that actually attend.

Motion to approve the Proposed 2019-00 Budget carried unanimously.

Old Business

There was no old business.

New Business

Approval of amended check signers: Lisa Minnich motioned approval of the amended check signers for 2018-2019 as presented by Michael Spofford on a sample form from the bank, seconded by Scott McDonald. Michael explained that Rita Quinn, as Member-at-Large, was going to be a check signer this year, but due to conflicting responsibilities, she resigned from the Board. Tom Mandeville has since been sworn in as Member-at-Large, so as a member of the Executive Committee is eligible to be a check signer; however, he was not able to be present for today's meeting to sign the bank form. For now, upon resolution of this Board and witnessing of the signatures by a Notary Public, the approved check signers will be Steven Kenworthy, Director; Nicole Bryant, President; Charles Thompson, Vice President; Scott McDonald, Treasurer; and Mary Minnich, Secretary. Per the bank form, the check signers are in agreement that funds cannot be deposited from the proceeds of unlawful internet gambling. Motion approved unanimously.

Delivery van quotes: Steve Novacich motioned approval of the purchase of a delivery van from the lowest bidder, seconded by Phyllis Magnus. Michael Spofford passed around a picture of the type of van for which quotes have been received and he explained some of the features. Two quotes with NYS Contract pricing were received, one for \$29,410.50 from Genesee Valley Motors and one for \$28,477.43 from Main Motorcar. The third quote was from Durocher Auto Sales in Plattsburgh for \$27,487.00, making them the low bidder. Durocher's can have the van ready for delivery in 2 to 4 weeks.

Nicky asked about having compartments installed in the van to separate deliveries for each library, making it easier to move delivery content in and out. Michael responded that they are working on the configuration with the drivers and their supervisor, Anja Bouchard. The shelves will be done in the future.

David Fuller is working on designs for the lettering on the outside of the van. It will reflect the new logo colors, green, blue and black and on the side of the van, we would like to acknowledge Durocher's part in assisting with the purchase. On past vehicles, between \$5000 and \$12,000 has been spent for lettering.

The oldest van will be taken off the road, and a legal notice will be placed in the newspaper requesting sealed bids to be opened at a predetermined time with the public invited to be present.

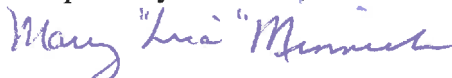
Motion carried unanimously.

Adjournment

Nicky recapped that next month's Board of Trustees meeting will be held at AuSable Forks Free Library and will begin at 2:00 p.m.

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 1:49 p.m.

Respectfully submitted,



Mary "Lisa" Minnich
Secretary