

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
Minutes for Board of Trustees Regular Meeting  
Held June 26, 2017

**Call to Order**

The Board of Trustees meeting was called to order at 3:00 p.m. on Monday, June 26, 2017 at Ellenburg Sarah A. Munsil Free Library, Ellenburg Depot, New York, by Nicole “Nicky” Bryant. She thanked Colleen Sheehan, President of the Board of Trustees of Ellenburg Sarah A. Munsil Free Library, hosting and for providing some interesting background on the history of the library building.

**Roll Call**

Present: Nicole “Nicky” Bryant, Emily Castine, Elizabeth “Liz” DeFonce, Gayla LePage, Dorothy Latta (entered at 3:04 p.m.), Phyllis Magnus, Thomas “Tom” Mandeville, Scott McDonald, Mary “Lisa” Minnich, Doreece (Darcy) Purick and Charles “Kip” Thompson

Excused Absences: James “Jim” Bennett, Fran Filshie, and Rita Quinn

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

Others Present Representing Ellenburg Sarah A. Munsil Free Library: Colleen Sheehan, President of the Board of Trustees and Jolie Sargeant, a library volunteer.

**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 June 26, 2017
- Approval of minutes of the April 24, 2017 meeting
- Committees for which there are no reports at this time: Advocacy, Building, Development, Executive, Finance, Health Plan, Negotiating, Nominating, Property and Strategic Planning

Motioned carried unanimously.

**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 Emily Castine.

Michael stated that the Board packet contains the financial reports for the months of April and May. He pointed out that the Balance Sheet under Current Assets shows a negative \$1,583. This is the 2015-2016 dividend received from Met Life and has to be entered as a negative asset because it was

received for the prior year. When Michael does the adjusting journals for 2016, he will credit the expenditures to lower our premiums.

Currently, our usable funds are very low and we do not know when State funding will be received. We have an approved line-of-credit that we really do not want to use unless absolutely necessary because of its high rate of interest. Michael is requesting to have a resolution made that would reword one from 2015 that said that if necessary because NYS funding was late, funds that were designated for specific purposes could be used and then replaced when State funding was received. With a new resolution, we would be able to access funds that are earmarked for special projects, such as replacing the telephone system, and the funds would be replaced when the State funding is received. Presently there is about \$240,000 available in reserve funds.

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

Kip Thompson inquired about Revenues vs. Expenditures Comparison Report as of May 31, 2017, *Other State Aid*. In 2016 it shows \$10,616 and for this year there is a deficit for that amount. Michael responded that that was 2015 money that wasn't paid out by the State in that year due to a glitch in their system. It was received the first week in January 2016. Most of it was paid out to member libraries for Local Library Service Aid and some as literacy money.

Kip then asked about Expenditures – Employee Benefits where there is a 43 percent increase over last year and that excludes health insurance. Michael responded that he will check and let the Board know for sure, but he thinks it was because the new year begins in April for NYS Retirement, with payment due either in December or February, and that amount (approximately \$70,000 when broken down by month) may not have been booked yet.

Motion to approve the Financial Reports as presented carried unanimously.

Because it is never known when State Aid will come in, Lisa Minnich motioned revision of the previous 2015 resolution, rewording it to say that in the future, at any time when State Aid is late, the System may use money from the reserve funds before using the line-of-credit to pay for expenses, and when State Aid is received, the money used from the reserve funds will be replaced. Gayla LePage seconded the motion. Ewa Jankowska and Michael confirmed that a draw from the line-of-credit would require Board approval. Motion carried unanimously.

### **Public Comment Period**

There were no comments from the public.

### **Communications**

Three communications were read by Dawn Recore.

- A thank you letter dated May 18, 2017 was received by Karen Batchelder from Karie Doelger, Director of Franklin-Essex-Hamilton School Library System, North Franklin Educational Center in Malone. Karen has agreed to accept another term (July 1, 2017 to June 30, 2017) on the School Library System Council.

- A thank you card from Gwen Egan, Librarian at Bare Hill Correctional Facility, thanked CEFLS staff for their role in her retirement party at the annual State Corrections Librarians meeting that was held at CEFLS on May 19, 2017. Gwen is retiring at the end of June.
- A thank you email to Karen Batchelder and Dawn Recore was received from Allyssa Senecal of Adirondack Coast Visitors Bureau for their participation in the 7<sup>th</sup> Hospitality Training that was held at Champlain Centré Mall on May 27, 2017.

### **President's Remarks**

Nicky Bryant stated that in addition to today's meeting, July and August will both be away meetings. She is pleased with today's attendance and is hoping for great attendance in Tupper Lake next month and in Port Henry in August. Away meetings provide a great opportunity to see our member libraries, where they are, what they are dealing with and what their facilities are like. They also offer an opportunity for trustees to appreciate the size of the geographic area that we cover.

### **Director's Report**

In addition to Ewa Jankowska's written report:

Ewa stated that she has a couple of concerns regarding member library standards. Based on census numbers of unknown origin, the State wants libraries to be open more hours which would be very difficult for some in our area and impossible for others. For instance, it is very difficult for Belden Noble Memorial Library in Essex to stay open in the wintertime when half of their population is away. Another standard the State wants to impose is a requirement that trustees have at least two trainings per year. Ewa feels that this standard should not be applied to a library but rather to the board of trustees.

CEFLS has received a grant from Betty Little for Enterprise which will replace the present public portal for our catalog and circulation system. Unfortunately, we will have to also have the old Horizon Information Portal (HIP) because Enterprise does not handle requests. Fortunately, with Betsy Brooks' persistence, we will not have to pay for both. We hope that there will be a fix for Enterprise soon that will include patrons' requests.

Dawn Recore and Michael Spofford went to a presentation on Paid Family Leave (PFL) put on by Burnham Benefit Advisors. PFL is insurance to be paid in full day increments when taking care of an immediate family member or bonding with a new baby or adopted (or foster) child. It can run concurrently with Family Medical Leave Act (FMLA) which is unpaid leave, but cannot run concurrently with short term disability which is for employees themselves. All private sector employers will have to participate when PFL goes into effect on January 1, 2018, but public entities will be able to decide for themselves, so our union will have to decide as a group whether they want to participate. In the beginning, the premium (\$3.30 every two weeks, maximum amount) would be paid by the employees. This payroll deduction would be forwarded to either New York State Insurance Fund, our provider of worker's compensation, or Shelter Point, our provider of disability insurance, and they would in turn make any payouts directly to those who use PFL. For 2018, employees would make the full contribution themselves. In subsequent years, it is likely to change to be at least partly employer paid.

A brief discussion ensued regarding what it might mean to a small employer who could have multiple employees out on PFL for an extended period of time. Nicky wrapped it up by saying that

we need more information and should consider having Tish Biesemeyer from Burnham do a presentation, and potentially there will be a discussion with the union.

Terry Kirchner from Westchester Library System did two presentations for us on Inside and Outside of Evaluations: Evaluating and Self-Assessment of Library Boards and Directors, one at Lake Placid Public Library and one at CEFLS. Attendance was good and copies of his presentation are available. His board has set up a committee to study central libraries as their role seems to be changing and Maintenance of Effort across the state continues to be of concern. He provided some minutes and documents from their meetings that Ewa can share. She is wondering if this Board would be interested in doing something like this in the future. Discussion followed.

### **Questions or Comments Directed to the Director:**

Kip Thompson asked to have some bookmarks that show what you can do with a library card at the next meeting.

Referring to the chart that shows that the use of downloadable audiobooks has drastically declined, Kip asked if that is a trend and what CEFLS will do if it continues. Ewa explained with our current provider, use of audiobooks is very cumbersome although there is a nice feature that allows one book to be accessed by multiple people at the same time. We may move to OverDrive for audiobooks; however there would be a one-book, one-reader limit.

### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, was not able to be present. Copies of her written report were provided to trustees prior to the meeting.

### **Committee Reports**

#### **Personnel Committee**

**Discuss formation of a Search Committee to fill Director's position:** Lisa Minnich explained that Jim Bennett would like the Board to begin advertising for the Director's position as soon as possible. Lisa consulted Ewa Jankowska and she is in agreement although there has been no official date provided yet. Ewa has begun updating her job description and would like help from the committee, as the Civil Service description is not adequate. Lisa feels that a Search Committee would make it possible to get the best possible applications and it should have the authority to proceed, with Ewa's consent, so they will not have to wait until the next Board meeting every time they want to do anything, such as advertise for the position. Frequent meetings will be necessary for a period of time, but this will not be an ongoing committee. Nicky stated that in other organizations to which she has belonged, the president could appoint a committee when a matter was time limited and specifically focused. She asked Board members to let her know if they have an interest in belonging to a Search Committee by sending her an email.

### **Old Business**

There was no Old Business.

## New Business

**Request to Lake Placid Education Foundation for \$17,600 (Road Map to Sustainability):** This item is a carry-over from the May meeting that was cancelled due to lack of quorum. Ewa Jankowska stated that library sustainability means a variety of things. One, is sustainability in terms of “green” as in efficient buildings with solar panels. For Ewa, one of the most important aspects of sustainability is funding. She would like to invite speakers to come to talk about different options for library funding.

Lisa Minnich motioned approval of the request to Lake Placid Education Foundation for \$17,600, seconded by Kip Thompson. Motion carried unanimously.

**Review and approve 2016 CEFLS Annual Report:** Ewa stated that this is a very long document required by the State that the CEFLS Board has to approve.

Gayla LePage motioned approval of 2016 CEFLS Annual Report, seconded by Lisa Minnich. Motioned carried unanimously.

**Discuss and approve 2017 Central Book Aid Budget:** Emily Castine motioned approval of 2017 Central Book Aid Budget, seconded by Liz DeFonce. Ewa stated that a lot of it is databases and there are also some adult nonfiction print books and audiobooks as required by the State. She stressed that use of these databases needs to be promoted by the libraries and she is passionate about working cooperatively with community organizations to do so. At the recent meeting of the Coordinated Outreach Advisory Council (COAC), CEFLS provided a presentation on the databases. Motion carried unanimously.

**Consider bids for new file server and installation services:** Ewa explained that Betsy Brooks got bids from four different companies. In comparing them, their components are not listed as “like” items, so Betsy is putting together the best comparison possible. If in the meantime the old server breaks down, Ewa would request the Board’s permission by email to pursue a new server and then at the following Board of Trustees meeting she would request a formal resolution. Nicky consented on behalf of the Board.

**Review and approve revised Collection Development Policy:** Ewa explained that Collection Development Policy focuses on the purchases we make. In 2006 when the policy was first written, CEFLS had a different profile because of the bookmobile. Today’s profile includes rotating collections that are used for interlibrary loan, prisons and senior housing. The primary reason for a policy revision at this time is to include provisions for weeding which keep our collection current and desirable.

Kip Thompson motioned approval of the Revised Collection Development Policy, seconded by Dorothy Latta. Motion carried unanimously.

**Approval of Individuals, Entities and Institutions with Whom to Conduct Business in 2017 and Individuals to Conduct Business in 2017:** Ewa explained that the first document has one change. In the spring, the Board approved a new provider for lawn care services. Although that provider said he had insurance, when asked for a copy of his insurance certificate, we learned that he did not understand that what we need is a Certificate of Worker’s Comp and Liability, which he did not have and was not interested in getting due to the expense. We then went with the provider of the next lowest quote, Rand Hill Lawns, the same provider that we have had for the past few years.

On the second document, Individuals to Conduct Business in 2017, Liz DeFonce and Phyllis Magnus have now been on the Board more than a year and can sign abstracts; also Gayla LePage and Doreece Purick are new trustees and their names have been added to the list with their respective dates when they will be qualified to sign abstracts.

Lisa Minnich motioned approval of Individuals, Entities and Institutions with Whom to Conduct Business in 2017 and Individuals to Conduct Business in 2017, seconded by Gayla LePage. Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 4:08 p.m.

Respectfully submitted,



Emily Castine  
Secretary