

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
Minutes for Board of Trustees Regular Meeting  
Held May 21, 2018

**Call to Order**

The Board of Trustees meeting was called to order at 4:34 p.m. on Monday, April 23, 2018 at 33 Oak Street, Plattsburgh, New York, by Charles “Kip” Thompson, Vice President.

**Oaths of Office**

Kip Thompson, Vice President, administered the Oath of Office to Gayla LePage as a Trustee representing Franklin County, and then to Stephen Novacich as a new Trustee representing Clinton County.

**Roll Call**

Present: Liz DeFonce, Dorothy Latta, Gayla LePage, Phyllis Magnus, Scott McDonald, Mary “Lisa” Minnich, Stephen Novacich, Doreece “Darcy” Purick and Charles “Kip” Thompson

Excused Absence: Nicole “Nicky” Bryant, Tom Mandeville

Absent: James Bennett, Tim Rowland

Staff Present: Betsy Brooks, Library Consultant; Michael Spofford, Finance Manager; Dawn Recore, Administrative Assistant

Others present: Anne de la Chapelle, Director of Plattsburgh Public Library (*departed at 5:20 p.m.*)

**Consent Agenda**

In order to discuss the status of the Director search confidentially, the Board agreed to add *Item XIV.D. Dorothy Latta – Report on Search Committee* to Executive Session. Gayla LePage motioned approval of Consent Agenda with this change, seconded by Phyllis Magnus.

- Approval of today’s excused absences
- Approval of the minutes of the February 26, 2018 meeting
- Committees for which there are no reports at this time: Advocacy, Development, Executive, Health Plan, Negotiating, Property and Strategic Planning

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:

- Today’s packet contains reports for the months of March and April.
- There are few line items that are overspent but they will equal out.

- It will be necessary to do an adjustment to the 2018 budget due to receiving a small increase over what was expected from NYS.
- He is thinking ahead to preparation of a draft budget for 2019 to provide to the counties to aid them in determining how they will fund CEFLS in 2019.
- Scott McDonald and Michael had a meeting with the new auditors, Abbott, Frenyea and Russell. There will be a learning process for them as CEFLS is unlike any of their other clients.

Motion carried unanimously.

### **Public Comment Period**

There were no comments from the public.

### **Communications**

Dawn Recore recapped two thank you cards that were received and passed them around for all to see.

- Thank you card from United Way of the Adirondack Region thanking them for continuing their tradition of contributing to improve lives and create a better community for all of us
- Thank you card from a library system director candidate

### **Vice President's Remarks**

Kip Thompson thanked the Board for their continued hard work with regard to the transition to new leadership.

The following "away" meetings have been confirmed:

June 25	Akwesasne Library 12:30 – Tour of Cultural Center (located downstairs from the library) 1:30 – Board of Trustees meeting
August 27	AuSable Forks Free Library 2:30 – Board of Trustees meeting

We hope to learn soon if we can have the July 23 meeting at Mooers Free Library.

### **Questions for the Consultants**

Kip Thompson shared a bit of local trivia, referring to a statement in the Outreach Department Report about a grant from Lake Placid Education Foundation. Melville Dewey, who was the president of the Lake Placid Club and the inventor of the Dewey Decimal System, which he copyrighted, have earned large sums of royalty money that go to LPEF. Although the number of libraries that still use the Dewey Decimal System is relatively small, LPEF is still the beneficiary. At the discretion of their Board, these funds are distributed to organizations all over the North Country. Betsy Brooks added to this trivia that the charter on the wall at Belden Noble Memorial Library in Essex was signed by Melville Dewey when he worked at the NYS Library.

Betsy advised the Board that at next month's meeting, CEFLS will be requesting approval to implement a three-year five percent increase in automation fees that the Central Library and member libraries pay yearly. In February 2015, we had a three-year five percent increase. To implement this increase for years 2019 to 2021, notice must be provided to the libraries 12 months in advance, or by

the end of June 2018. CEFLS has had increases from our support company of approximately five percent each year and the new catalog increased expenses a little. Hosting costs at North Country Library System may also increase. Automation fees are set on a sliding scale based on the number of full-time employees (FTEs) as reported in the prior year Annual Report of each library. Betsy explained that the contract that we have for automation does not expire; it has an addendum fee structure that is amended on an as-needed basis. Our automation fees are still the lowest in the state and we are hoping that with continual small increases we can support more of the personnel costs involved in supporting automation. It will be very important to have a quorum for next month's Board meeting which will be held at Akwesasne Library so this increase can be voted on.

### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, reported:

She attended the Northern New York Library Network Annual Meeting at the Hotel Saranac on May 17. Elizabeth Rogers, retired librarian who worked her career at CEFLS and is now working in the Keene Valley Library Archives, was recognized with an award for excellence in librarianship.

PPL will have an intern in the fall from the Plattsburgh State's Business School.

On April 28, PPL hosted a very successful DEC grant award ceremony.

Thank you to Senator Little who has again secured Bullet Aid for north country libraries in the amount of \$2500 per library.

Chapter One Coffee & Tea will celebrate their first anniversary soon and has signed a new lease with PPL.

On June 1, PPL will host an art show, *Art Meets Science*, for the people who worked on the Clay Tile Mural. They are hoping to have the marble machine piece installed on the outside of the building for the show.

### **Committee Reports**

#### **Nominating Committee:**

Gayla LePage nominated Tom Mandeville for the office of Member-at-Large, seconded by Lisa Minnich. This position was vacated when Rita Quinn stepped down from the Board in April. Tom was not able to be present today to take the Oath of Office as an officer so he will do so at a future meeting. Motion carried unanimously.

Margot Lynn Gold of Saranac Lake is interested serving on the CEFLS Board of Trustees, representing Franklin County. Lisa Minnich motioned approval of sending Margot Lynn Gold's name to the Franklin County Board of Supervisors asking them to consider appointing her to the CEFLS Board of Trustees, seconded by Scott McDonald. Motion carried unanimously.

#### **Personnel Committee:**

Lisa Minnich stated that the Personnel Committee met just prior to this meeting and there will be further discussion in Executive Session today.

## **Search Committee (Ad Hoc)**

Dorothy Latta reported that Search Committee is optimistic that an offer will be extended for the library system director position and that there will be acceptance by the end of May. There are a couple of issues involving individuals requiring discussion, so as advised by Albany with regard to Open Meeting Law, that discussion will take place in Executive Session.

## **Old Business**

There was no old business.

## **New Business**

**Approval of lawn care contractor** – Lisa Minnich motioned approval of Hilltop Custom Landscaping and Design as the 2018 lawn care provider, seconded by Phyllis Magnus. Motion carried unanimously.

**Approval of Individuals to Conduct Business in 2018 and Individuals, Entities and Institutions with Whom to Conduct Business in 2018** – Steve Novacich motioned approval of Individuals to Conduct Business in 2018 and Individuals, Entities and Institutions with Whom to Conduct Business in 2018, seconded by Lisa Minnich. The changes on this two-sided document since it was last approved are the deletion of the names Ewa Jankowska and Rita Quinn, addition of Steve Novacich's name, addition of Abbott, Frenyea and Russell as the auditors, deletion of Hilltop Custom Landscaping and Design as the snow removal contractor and addition of Hilltop Custom Landscaping and Design as the lawn care provider. Motion carried unanimously.

**Review and approval of 2017 CEFLS Annual Report** – Lisa Minnich motioned approval of the 2017 CEFLS Annual Report, seconded by Gayla LePage. Motion carried unanimously.

## **Executive Session**

Lisa Minnich motioned to go into Executive Session for the purposes of:

- 1) Discuss a matter involving a particular Board member
- 2) Discuss creation of position of Temporary Library Director, appointment of a particular individual as Temporary Library Director, and consideration of a salary change for Temporary Library Director
- 3) Discuss potential change in retirement medical benefits policies for Management Confidential Staff.
- 4) Dorothy on Search Committee

Phyllis Magnus seconded the motion. Motion carried unanimously. Executive Session was entered at 5:20 p.m.

## **Return to Regular Session**

Lisa Minnich motioned to return to Regular Session, seconded by Gayla LePage. Motion carried unanimously. Regular Session was entered at 6:00 p.m.

Lisa Minnich motioned vacating the position held by James Bennett on the Board of Trustees because he has three consecutive unexcused absences at Board of Trustee meetings, seconded by Gayla LePage. Motion carried unanimously.

Lisa Minnich motioned creation of a temporary Library System Director position not to exceed three months, as stated and explained in the Civil Service document that was provided to the Board of Trustees this morning, seconded by Liz Defonce. Motion carried unanimously.

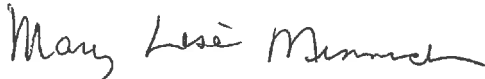
Lisa Minnich motioned that the salary of the library system interim director be based on the lowest salary that was offered to an incoming candidate, \$43.59 per hour, seconded by Liz Defonce. Motion carried unanimously.

Lisa Minnich motioned the appointment of Betsy Brooks as the temporary Library System Director, with the position terminating when the Board hires and the candidate accepts and is onsite, for the position of Library System Director, seconded by Scott McDonald. Motion carried unanimously.

### Adjournment

There being no further business to come before the Board, Kip Thompson adjourned the meeting at 6:25 p.m.

Respectfully submitted,



Mary "Lisa" Minnich  
Secretary