

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
**Minutes for Board of Trustees Regular Meeting**  
**Held October 28, 2013**

**Call to Order**

The Board of Trustees meeting was called to order at 4:32 p.m. on Monday, October 28, 2013 at Clinton-Essex-Franklin Library System, 33 Oak Street, Plattsburgh, New York, by Mary "Lisa" Minnich, President.

**Oath of Office**

Lisa Minnich administered the Oath of Office as Member-at-Large to Emily Castine.

**Roll Call**

Present: Nicole "Nicky" Bryant, Emily Castine, Judy Cobb, Chris de Grandpré, Donna Fulkerson, Thomas Mandeville (entered at 4:34 p.m.), Mary "Lisa" Minnich and Charles "Kip" Thompson

Present via video conferencing with Saranac Lake Free Library: Gary Alexander and Dr. Barbara Stowe

Staff Present: Ewa Jankowska, Executive Director; Betsy Brooks, Automation Librarian, Dawn Recore, Administrative Assistant and Michael Spofford, Principal Account Clerk

Excused Absences: Frances Filshie and Martha Spear

Others Present: Jamie Parrott, Plattsburgh Public Library, Administrative Assistant and David Minnich

**Consent Agenda:**

**Approval of Excused Absences**

**Approval of Agenda**

**Approval of Minutes of September 23, 2013 Meeting**

The September 23, 2013 minutes as distributed prior to this meeting incorrectly state that meeting was held in Port Henry. Prior to Secretary Gary Alexander signing these minutes, they will be corrected to say that the meeting was held in Crown Point.

**Committee Reports**

Advocacy, Development, Executive, Finance, Health Plan, Negotiating, Property, and Strategic Planning Committees have no reports at this time.

## Approval of Consent Agenda

It was motioned by Chris de Grandpré, seconded by Nicole Bryant, to approve Consent Agenda as presented with the correction to the September 23 meeting location as stated. Motion carried unanimously.

## Financial Report

Kip Thompson moved that the following September financial reports be approved as presented by Michael Spofford, Principal Account Clerk, seconded by Gary Alexander.

- Over and Under Report for period ending September 30, 2013
- Accounts Payable and Receivable Quarterly Report
- Budget-to-Date Report from 1/1/13 through 9/30/13
- Balance Sheet as of 9/30/13
- Revenues vs. Expenditures from 1/1/2013 through 9/30/2013
- Grant/Noncurrent Aid as of 9/30/13

Kip Thompson inquired whether, assuming no more will be spent on attorney fees, funds in lines 5316 and 5325 which have to do with attorneys, can be carried over to 2014 to which Michael Spofford responded that unused funds will be carried over for negotiations. Discussion ensued regarding line item 5322, Building Expense, regarding the garage lighting project that has been completed and the side stairway project that will be held off until spring. Funds allotted for the stairs will be carried over to 2014. Both projects were made possible due to a 50 percent matching funds Construction Grant.

Should there be any physical building emergencies, contingency funds for the eventual roof project would be re-appropriated as necessary.

Chris de Grandpré will be requesting for the Finance Committee to meet soon since State Aid has been received and the 2013 budget has been approved. Committee members are asked to become familiar with the 2014 proposed budget.

Kip Thompson asked about funds encumbered for the new server that was approved in September. The server has been installed and its price came in under the quoted price. Ewa Jankowska will report more on this in her Director's Report and Betsy Brooks, Automation Librarian, will answer questions.

Michael Spofford explained the issues dealing with billing cycles that are different from a calendar year. Regarding Health Insurance, Michael explained that the System now has fewer retirees and one less spouse of a retiree, and buy-outs for 2013, which used to take place at the beginning of the year, will take place at the end of the year.

Kip Thompson asked if, starting next year, quarterly budgets could be prepared to help clarify questions related to year-to-date figures.

Motion to approve the financial reports as presented carried unanimously with the understanding that we will looking into how complex it will be to prepare quarterly reports.

### **Public Comment Period**

There were no comments from the public.

### **President's Remarks**

Lisa Minnich recapped that a list of proposed meeting dates for 2014 was distributed prior to today's meeting. Meetings are typically held the fourth Monday of each month, January through November. The May date falls on the 26<sup>th</sup>, which is Memorial Day. Judy Cobb motioned to approve the 2014 meeting dates, moving the May meeting to June 2, seconded by Emily Castine. Whether or not to have a December meeting in 2014 can be considered as time goes on. Motion carried.

A meeting for regular business and personnel reasons has been scheduled for December 16, 2013. The trustees will also join the staff for a holiday social with a "potluck" lunch at 12:00. Judy Cobb motioned to schedule the Board meeting for 1:30, seconded by Dr. Stowe. Motion carried.

Lisa recently received a compliment from Peter Benson, Director, Saranac Lake Free Library, for all of the help provided by the CEFLS staff, especially Julie Wever. He stated that everyone at the System takes the time to help, going out of their way to do so and if they don't know how to help, they will find someone who can.

### **Director's Report**

Ewa Jankowska reported that part of the construction grant projects, the lighting in the garage, has been completed. The repair of the steps on the side of the building will be done in the spring.

Two people from DLD, which is the State Library Development Office visited CEFLS and a couple of member libraries. Many questions were asked of us and the member libraries in regard to Annual Reports that have already been approved. Ewa was asked to rewrite the CEFLS Direct Access Plan which is something she already knew and plans to do quickly, and then request Board approval.

A Sirsi Dynix representative met with Ewa and Betsy Brooks and they are talking also with people at North Country Library System. Moving to the cloud instead of having our own physical servers sounds like a better option. It is hoped that more will be known by the November Board meeting so quotes can be presented. It looks like Sirsi Dynix, which would be a little more expensive, would offer much more robust and interesting cloud services and we would get one module free. Either way, increased costs are part of the reason for requesting later in this meeting for approval to raise the annual automation fees that member libraries contribute for catalog services.

We are preparing to present on October 30 at the Annual Conference of Northern New York Library Network. The presentations will be on grants that have been received. One was the e-book grant from when we first started to dabble in e-books and we received some iPads and Kindles, as well as some e-books that we used to introduce the readers to people. The second grant was the Health Grant that has allowed us to have health information resources on the CEFLS website. Some hardware was also received with that.

The Creative Aging Grant is winding down. Today Peru Free Library has their culminating Radio Theater event. Although we cannot get further grant funds directly from Lifetime Arts, they have told us that through an AARP grant, they may be able to grant funds to three libraries. CEFLS will also be looking for grants to enable libraries to carry on this type of program. Rouses Point Dodge Memorial Library is already offering their second program for which they were awarded funds from a different organization. This has been the perfect example of a pilot project where a program is started, then, the libraries find ways to continue it themselves. Ewa is an advocate of the Creative Aging model, and is working on a presentation that she will be doing for Rotary.

A corrected copy of the Personnel Manual has been received from Jaci Kelleher, Attorney-at-Law, and will be sent to the members of the Personnel Committee.

Ewa hopes there will be a Finance Committee meeting soon. Health insurance, at least for the non-union members, should see a savings of \$8,000 for 2014 because Excellus is offering a very similar plan for much less. For union members, NYSHIP, whose increases were up to about 10 percent yearly, is going to increase only two percent.

Julie Wever and Ewa have been discussing the Keeseville dissolution situation in regard to Keeseville Free Library. They plan to attend Keeseville Library's Board meeting on November 19. Ewa has mentioned their service area to the State Library and they are talking about Census Track. It appears that the Keeseville residents don't understand how the dissolution will affect other services.

Board members are asked to informally talk with their legislators, to inquire about funding, what should our concerns be, what should be addressed when speaking with the county managers, etc. Ewa will be meeting with Mike Zurlo soon. Nicky Bryant stated that she had a very brief exchange with Tom Scozzafava of Essex County and he told her they are not cutting contract agencies. That is good news because cutting could affect the Maintenance of Effort issue.

#### **Comments and Questions Directed to Ewa Jankowska**

Kip Thompson commented that Julie Wever was quick to apply to the Robert Wood Foundation to assist with funding for the new computer server. Betsy Brooks then reported that the bill for the server will be well under budget because the number of hours was less than half of what was proposed. It appears that the bill will be for \$3,900 for the service portion, instead of \$9,100, with the total for the whole project being about \$8,700. Ewa recapped that application for the total amount was made to the Wood Foundation. If awarded the funds, CEFLS would like to use the unused budgeted funds to migrate our e-mail to an on-line service (the cloud). Betsy stated that CEFLS is not out of the woods yet since there still is the issue of moving away from the old servers that are on-site.

Kip Thompson inquired whether the old servers and components have value and could be sold, to which Betsy responded that they are old and not worth much, and dispensing of the hard drives in that manner would be a security issue, so they are likely to be recycled.

Dr. Stowe inquired whether cloud service would be in addition to a server for e-mail to which Ewa responded that the cloud would replace the server.

Emily Castine commended Julie Wever and Karen Batchelder on the great job they continue to do on the Trailblazer.

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

Anne de la Chapelle, Director of Plattsburgh Public Library, was not able to attend this meeting. Jamie Parrott, PPL Administrative Assistant, reported for her.

The PPL budget is in a bit of a crisis, as the mayor's budget proposal includes a \$60,000 cut and does not include the additional \$60,000 that the Council had previously agreed to add in 2015, which totals \$120,000 less. There will be library council hearings and citywide budget hearings and PPL will push to have that money restored.

A library clerk has resigned, effective October 19, 2013. Filling that position will depend on the budget.

A \$5,483 NNYLN Technology Grant was received for the Computer Center. There will be a new teaching station, a large whiteboard and lighting upgrades.

A Construction Grant was approved for projects in 2014 to include front entrance replacement, workroom floor replacement and coping work.

Due to staffing changes, there will be only one Story Hour per week, on Thursday mornings at 10:30.

The term of the Americorps volunteer was completed. Getting a new one is dependent on funding.

The Friends of the Library have raised funds to purchase an information board for the lobby. On November 8 they are holding a fundraising auction from 5:30 to 8 p.m. at City Hall with wine and hors d'oeuvres. A one-day liquor license was obtained for this. Funds raised from this auction of services will purchase a new book check (magnetic security) machine. There is no cover charge to attend.

PPL's librarians received training on Ask Us 24/7 Chat reference, a service that started on October 1. The weekly commitment of three hours each to provide reference assistance on-line is rotating among librarians.

Elizabeth Rogers has been helping to weed PPL's reference area. A large area with new lighting will be opened up for people to sit down at tables with their laptops, rather than having people scattered about the library.

Jamie echoed Peter Benson's remark about CEFLS' staff. Jamie enjoys working with Michael Spofford with finances and Betsy Brooks with computers. Julie Wever has been great working with Anne de la Chapelle on Construction Grants and Elizabeth Rogers is a great reference librarian.

## **Committee Reports**

### **Nominating Committee**

Lisa Minnich recapped that resumés of two candidates for Clinton County trustee were distributed for review prior to this meeting. Only one candidate can be appointed at this time. The other name can be put on a list for future use. Martha Spear, Chairperson of the Nominating Committee, could not be present for this meeting, so Emily Castine reported that the resumés are for Jim Bennett of West Chazy and Tracy Clark of Au Sable Forks.

Emily stated that she doesn't know Ms. Clark but she worked with Mr. Bennett when the Chazy Public Library was beginning renovation to their present building at 1329 Fiske Road. He has a wealth of educational and professional experience, attends events such as ALA and NNYLN and reads professional journals.

Michael Spofford stated that Tracy Clark is young and has worked her way up to a lending officer and bank vice president of her branch of Community Bank. She assists Michael yearly with renewing the line of credit. As the bank officer that handles our account, she gets quarterly and annual financial reports. He feels she does a great job and has taught him a lot in three or four years. She is very quick at responding when we have questions. Emily Castine stated that she feels there would be a conflict of interest to which Michael stated that Ms. Clark would have to abstain from any votes pertaining to banking.

Emily Castine motioned approval to send Jim Bennett's name to the Clinton County Legislature for consideration of appointment to the Clinton-Essex-Franklin Library System Board of Trustees, seconded by Judy Cobb.

Tracy Clark's name will be place on a list of potential candidates for possible future use. Kip Thompson stated that Ms. Clark's general expertise could be useful on the Finance Committee.

Motion carried unanimously.

The Nominating Committee will work on a roster of officers for 2014 to be presented at the November meeting. This will allow time for paperwork to be in place so the officers can take their Oaths of Office at the January meeting. Martha Spear has provided notice to Lisa Minnich that she will be stepping down from the Board at the end of December when her term ends, due to time constraints and other responsibilities. She will help search for a replacement.

### **Old Business**

Michael Spofford thanked Gary Alexander for his role in executing a new virtual signing software program. Michael can now send invoices as .pdf files by e-mail attachment to trustees for approval. Trustees are able to review invoices and approve them on the designated website by adding their initials, then sending them back to Michael by e-mail attachment. This method can also be used for approving abstracts. This new procedure eliminates the need for Michael to travel to meet the approved signer at various locations around the three counties, thus saving considerable time and travel expense for both the System and the trustee. Michael has spoken with the auditors and they

will only need to know what software we are using. Initially the cost was believed to be \$180 a year, but with a \$50 coupon, the first year will cost \$130. Gary reported that he found the process very convenient. Kip complimented Michael on accomplishing all this in one month's time.

### **New Business**

#### **Request approval for 10 percent fee increase from member libraries for automation contracts**

Ewa Jankowska is requesting on behalf of the System a 10 percent increase from member libraries for automation fees. The automation contract stipulates one year's advance notice so the increase would be effective for 2015, allowing time for libraries to budget. Since the fees were raised the last time, CEFLS' costs have risen 26 percent, so 10 percent is a small portion. If the decision is made to go with Sirsi Dynix cloud services, we would have to sign a contract for five or seven years. With their proposal, there would be no increases for the first two years and we would know from the beginning what their increases for the remaining years of the contract would be. We would like to pass those increases on to member libraries automatically. There will also be increased fees if we go with the cloud, and the 10 percent being requested will still not cover what CEFLS will have to pay. To help put automation fees into perspective, Ewa stated that CEFLS has the lowest automation fees in all of New York State and in at a lot of libraries, automation fees cover not only the automation license but also salaries and benefits of the System's automation department staff, which CEFLS has never done.

Kip Thompson moved approval of a 10 percent increase in automation fees for member libraries, to take effect in 2015, seconded by Nicky Bryant.

Ewa clarified that once the decision is made to contract with Sirsi Dynix or with North Country Library System for the cloud, we will then be able to request future increases accordingly.

Motion carried unanimously.

#### **Request to amend resolution for check signers for 2013**

Lisa Minnich stated that with the recent resignation of Maiko Barcomb from the Board, her name must be removed as a check signer, and Emily Castine, as new Member-at-Large, should become a check signer. Chris de Grandpré so moved, seconded by Kip Thompson.

The bank document to facilitate these changes will be signed following this meeting. Michael Spofford clarified that the Board officers are the check signers.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Trustees, Lisa Minnich adjourned the meeting at 5:42 p.m.

Respectfully submitted,



Gary Alexander  
Secretary