

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM**  
Minutes for Board of Trustees Regular Meeting  
Held October 23, 2017

**Call to Order**

The Board of Trustees meeting was called to order at 4:33 p.m. on Monday, October 23, 2017 at 33 Oak Street, Plattsburgh, New York, by Nicole “Nicky” Bryant, President.

**Roll Call**

Present: James “Jim” Bennett, Nicole “Nicky” Bryant, Elizabeth “Liz” DeFonce, Gayla LePage, Phyllis Magnus, Tom Mandeville, Scott McDonald, Mary “Lisa” Minnich, Doreece “Darcy” Purick, and Charles “Kip” Thompson

Present via video conferencing at Schroon Lake Public Library: Fran Filshie

Excused Absences: Emily Castine, Dorothy Latta and Rita Quinn

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

Others present: Anne de la Chapelle, Director of Plattsburgh Public Library, and Betsy Brooks, CEFLS Consultant (departed at 4:45 p.m.)

**Demonstration of Enterprise**

Betsy Brooks, CEFLS Consultant and Automation and Technical Services Librarian, did a short presentation on Enterprise, the new catalog portal from SirsiDynix to which we are able to purchase after receiving a grant from Senator Betty Little. Betsy briefly demonstrated the catalog’s improved search process and answered questions from board members.

**Consent Agenda**

Fran Filshie motioned approval of Consent Agenda, which includes the following items, seconded by Lisa Minnich:

- Approval of today’s excused absences
- Approval of today’s agenda
- Committees for which there are no reports at this time: Advocacy, Building, Development, Executive, Health Plan, Negotiating, Personnel, Property and Strategic Planning

Motion carried unanimously.

Scott McDonald motioned approval of the minutes of the September 25, 2017 Board of Trustees meeting, seconded by Gayla LePage. Nicky Bryant asked if there were any additions, deletions or amendments to the minutes. Lisa Minnich responded that there are corrections to the Plattsburgh Public Library report. In the first bullet, it should read that the work is in the driveway, not the tunnel. In the third bullet, reference to the City engineers should be deleted. In the next section, in the third bullet, it should read that \$4,000 for the Robotics Team was awarded by the Friends of the

Library. In the fourth bullet, it should read \$4,000, not \$1,000. Scott McDonald agreed with the corrections as did Gayla LePage. With no further additions, deletions or amendments to the minutes, motion carried unanimously.

### **Financial Report**

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

Michael reported:

- He is working on a few requests of the auditor.
- We are on target for submitting the IRS Form 990 and financials around the beginning of November.
- The last ten percent of Local Library Service Aid and Local Services Support Aid should be received soon.

Kip Thompson questioned on page 36, Operating Revenue, the last item in Other Income and is \$36,000 lower than last year. Michael responded that the Betty Little's bullet aid was received in September last year and this year it was received in October. These are pass-through funds that in years past have gone to member libraries. This year, of the \$42,000, \$9,000 was earmarked for CEFLS to use for Enterprise, the new catalog portal.

Motion carried unanimously.

### **Public Comment Period**

There were no comments from the public.

### **Communications**

A thank you card from Emily Castine was read by Dawn Recore. Emily expressed appreciation for the Board thinking of her during her recent hospitalization and for the lovely flowers they sent.

### **President's Remarks**

Nicky Bryant reported that she, Jim Bennett, Gayla LePage, Darcy Purick and Kip Thompson attended the October 16<sup>th</sup> trustee training at CEFLS. She reported that the trainers from Pioneer Library System were excellent and the training was very helpful.

Prior to this meeting, a copy of the proposed calendar of 2018 Board of Trustees meetings was distributed. The date of the May meeting has been moved from the fourth Monday to the third Monday, May 21, due to the Memorial Day holiday. Meetings are not scheduled for March or December.

### **Director's Report**

Ewa Jankowska thanked those who attended the presentation on October 16.

We have been learning all that we can about Paid Family Leave (PFL). Michael Spofford and Dawn Recore attended a seminar in June, Ewa has been researching it extensively and recently we met with

our health insurance broker, Tish Biesemeyer. PFL will go into effect January 2, 2018. As a public entity, CEFLS will not have to participate. For employers who do, employees will contribute through payroll deductions to an insurance company. PFL's purpose is to allow employees to take up to eight weeks off to care for a family member. By the year 2021, the length of allowable time off will increase up to 12 weeks. The rate of benefit begins at 50 percent of NYS's average weekly wage, and by 2021 will increase to 67 percent. Ewa has written to DLD to ask for confirmation that association libraries and reading centers, as private entities, will be mandated to participate in PFL. She is very concerned because for them to stay open, with their small or one-person staffs, will be a hardship.

Some member library directors are planning their retirement. Marcy LeClair at Keene Public Library is retiring in November and Mary Anne Goff at Keeseville Free Library is retiring in the spring. In addition, John Hammond, the director of NNYLN, has announced his retirement for the spring.

Nearly all of CEFLS's staff will be participating in the NYLA conference in November in Saratoga Springs. Julie will not be going because she will be in Haiti as a volunteer with her church.

#### **Questions and comments directed to Ewa Jankowska:**

Nicky Bryant commented that at this time participation in Paid Family Leave is not mandatory for CEFLS. Ewa responded that she has communicated with Jaci Kelleher, CEFLS's attorney, who said that if staff insists on it, the union contract would have to be negotiated, though it would not have to be completely opened. It could be added as a Memorandum of Understanding (MOU).

#### **Plattsburgh Public Library Report**

Anne de la Chappelle, Director of PPL, reported:  
Their mural on the outside wall on Brinkerhoff Street will be unveiled on Friday.

They are working into the new creative space.

Anne accepted a \$1,000 check from Stewart's Shoppes at the grand opening of a local store.

They are finishing up with the last of their construction projects.

Anne will be attending NYLA from November 8 to 10. She has been asked to join the leadership and management section of NYLA. The first board meeting will be on the evening of November 8.

Libby Post visited PPL at their last Board meeting to discuss the school district taxing option. PPL's board will discuss how they feel about moving forward at their meeting on October 24.

#### **Committee Reports**

**Finance Committee:** The Finance Committee met just prior to this meeting. Lisa Minnich reported that the Search Committee had requested a budget for advertising and possible expenses during the director search. They talked to the Finance Manager and for this year the Finance Committee is basically going to authorize the Search Committee to spend up to \$5,000, though it is not anticipated that they will have to spend that amount, and the budget will be readjusted at the next budget revision to cover actual expenses. The Search Committee does plan to utilize all available methods of free

advertising, using the internet and other such avenues, but some advertising in professional places is very expensive.

Prior to this meeting, all trustees received Budget Amendment 2017-01 that adjusts to show the revenues that have actually have been received this year and the expenses that have actually been paid this year, and it is a balanced budget. Lisa motioned to accept this amended budget, seconded by Kip Thompson. With no further questions or discussion, motion carried unanimously.

**Nomination Committee:** In the absence of Emily Castine, Chair of this committee, Lisa Minnich, reported that Emily will not be continuing on the Board for health reasons. In January there will be vacant seats for one trustee each from Essex County and Clinton County, and there continues to be a vacant seat for Franklin County. Lisa motioned recommending to the Franklin County legislators that Gayla LePage be appointed to a five-year term, seconded by Liz DeFonce. Motion carried unanimously.

At the end of this year, Fran Filshie, from Essex County, will be leaving the Board as she is currently fulfilling her second five-year term and according to CEFLS Bylaws cannot serve another consecutive term.

Lisa presented the following proposed slate of officers for 2018:

President:	Nicole Bryant
Vice President:	Charles “Kip” Thompson
Treasurer:	Scott McDonald
Secretary:	Mary “Lisa” Minnich
Member-at-Large:	Rita Quinn

We are not limited to this slate of candidates. Others can be nominate prior to the vote at the next meeting.

Nicky reiterated that if anyone knows of anyone who resides in any of the three counties who might have an interest in serving on our Board, we would request submission of a resumé. Also, the Nominating Committee, presently consisting of Lisa Minnich, Gayla LePage and Nicky Bryant, is in need of a chairperson, so if any trustees are interested in serving in that capacity or as a member of the committee, please let Nicky know.

### **Old Business**

There was no old business.

### **New Business**

**Service Priorities for 2018** – Jim Bennett motioned approval of Service Priorities for 2018, seconded by Liz DeFonce. Ewa Jankowska explained that she put asterisks before some of the service priorities because when the original Plan of Service was written, we said Year 1 – 5; it wasn’t specifically dedicated to a year. Motion carried unanimously.

**NNYLN Grant Summary “Starting Conversations and Putting Our History on the Map** – Ewa Jankowska recapped from September’s Board of Trustees meeting that Betsy Brooks had requested \$10,000. The amount we received is \$5,000 and will be spent mostly for training for the libraries

who elect to participate in the project, and on a few scanners and some other equipment. The data base itself is coming from England and it is free. Ewa feels that there is a lot of history that is disappearing as people pass away and it is more likely to be spoken than written. Photographs will be scanned to post in the hope that people will come forward to name the subjects and add captions.

Ewa explained that recordings, for now, will stay on our server. Later, we would like to work with NY Heritage, the website where NNYLN sends the newspapers that they digitize. We will also look for other places where we could possibly share the storage, such as SUNY and Clinton Community College. We are hoping in the future to be able to train local historical societies or other local places that have materials of this type and then we can start collecting it together.

**Public Library Construction FY 2018 Ranking Criteria and Reduced Match Recommendations Guidelines** – Ewa Jankowska recapped that constructions grants will be awarded to all the libraries who applied in the amounts that they requested, with the exception of Keene Valley. Their requested amount was \$500,000 which was more than the total amount of money that was assigned to us. Keene Valley will receive \$192,717.25.

Discussion ensued regarding an error in the figures for Schroon Lake's request. The amount that they actually requested is \$151,570.00, and the amount that they will be funded is \$112,617.75.

Gayla LePage expressed interested in possibly visiting some of these libraries when they have their openings. Ewa stated that we will share information as the libraries provide it.

Gayla LePage motioned approval of Public Library Construction FY 2018 Ranking Criteria and Reduced Match Recommendations Guidelines, as corrected for Schroon Lake, seconded by Lisa Minnich. With no further discussion, motion carried, with Tom Mandeville abstaining on the grounds that his wife's library in Champlain is one of the recipients of construction grant funds.

### **Executive Session**

Lisa Minnich motion to enter into Executive Session at 5:22 p.m. to discuss the Director's contract, seconded by Tom Mandeville. Motion carried unanimously.

### **Return to Regular Session**

The Board returned to Regular Session at 5:31 p.m. Nicky Bryant recapped that the purpose of Executive Session was to discuss the Director's contract that is expiring at the end of 2017. Fran Filshie motioned to extend the Director's contract on a month-to-month basis in 2018, seconded by Phyllis Magnus. Motion carried unanimously.

### **Adjournment**

There being no further business to come before the Board, Nicky Bryant adjourned the meeting at 5:32 p.m.

Respectfully submitted,

  
Nicole Bryant, President

