

**Northern New York Library Network
Board of Trustees Meeting
April 13, 2017
Potsdam, New York**

The April 13, 2017 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:02 A.M.

Trustees Present: Karie Doelger, President; Julie Wever, Vice-President; Mike Beccaria, Secretary; Sue Longshore, Treasurer; Peter Benson; Steve Bolton; Michelle Currier; Tom Lawrence; Jackie Madison; Mike Paxton; Jane Subramanian; and Michelle Young.

Trustees Absent: Debra Kimok and Brian O'Connor.

Guest: Jonathan Furgison, Furgison & Co. CPA, PC, via video conference.

Staff Present: John Hammond and Phil Jones.

Agenda

Motion 16/17--18: Michelle Young (Jackie Madison) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 16/17--19: Jane Subramanian (Michelle Young) moved to approve the minutes of the February 23, 2017 meeting as distributed. Carried unanimously.

Audit Report FY 2015-2016

Jonathan Furgison, Furgison & Co., CPA, P.C. briefly summarized the unqualified audit report of the Northern New York Library Network financial statements fiscal years ending June 30, 2016 and 2015, as prepared by Furgison & Co., CPA P.C.

Jonathan noted there was a finding identified as a significant deficiency in internal controls. The finding indicates not every accounting function is being performed by an individual who is completely independent of performing roles in other accounting functions. Although there is oversight by the Executive Director, Treasurer and Board of Trustees in the Network's accounting functions and reporting, ultimately the Associate Director of Business Services is solely

responsible for all entries in the accounting software. Jonathan noted management has indicated they accept the risk since the cost of hiring additional staff is not justified.

Motion 16/17--20: Jackie Madison (Tom Lawrence) moved to approve the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

Financial Reports

Financial Statements

The Board reviewed and discussed the financial statements for January 2017, February 2017 and March 2017. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 16/17--21: Mike Beccaria (Jane Subramanian) moved to accept the financial statements for January 2017, February 2017 and March 2017 as distributed. Carried unanimously.

Committee Reports

Northern New York Resources Corporation

The Board reviewed and discussed the NNYRC Board of Directors February 24, 2017 meeting minutes. A meeting of the NNYRC board follows this meeting, all NNYLN board members are invited to attend.

Budget/Personnel Committee

The Board reviewed and discussed the Budget/Personnel Committee recommendations as outlined in their March 28, 2017 Meeting Minutes, Operating Budget, Five Year Projections and Salary Schedule.

Motion 16/17--22: Mike Beccaria (Tom Lawrence) moved to accept the recommendations of the Budget Personnel Committee concerning the Operating Budget, salaries and Five Year Projections. Carried unanimously.

Nominating Committee

On June 30, 2017 the terms for Karie Doelger and Julie Wever expire. The two slots, one representing the region's five school library systems (Karie) and one representing the Clinton-Essex-Franklin Library System (Julie), are required by the NNYLN bylaws. Kelly Wilson St Lawrence-Lewis School Library System and Ewa Jankowska Clinton-Essex-Franklin Library System have agreed to serve five-year terms on the Board of Trustees.

Executive Directors Report

John Hammond noted that his written report was included in the Board packets. Highlights of ongoing issues include:

Member libraries are encouraged to submit names for Outstanding Student Workers. NNYLN will provide a framed certificate and a \$25 gift card for the library to present to the awardee.

NNYLN's 52nd Annual Meeting will be held at the 1000 Islands Harbor Hotel Clayton May 17, 2017. Those board members present agreed the board meeting would start at 8:00 A.M. The two speakers come highly recommended and the venue is very nice. Board members wishing to get together for dinner the night before should meet in the hotel lobby at 6:00 P.M.

The October 13, 2017 Annual Fall Conference will be at the newly renovated Hotel Saranac in Saranac Lake.

Subscription-based OCLC WorldCat will be canceled this summer due to very modest usage and substantial cost; a similar product is available at no charge at worldcat.org. We have polled OCLC WorldShare users about that product's usage and utility, and some of those subscriptions can be dropped with no reduction of service, as they were not being used much or at all.

The new Ask the Lawyer! service has already received two inquiries.

The contract with Samaritan Medical Center to administer the NNYLN Circuit Rider Health Information Program was recently signed. Contracts will be sent to those participating hospitals that require them, and we began billing the new rates effective April 1.

NNYLN Professional Development Grants were recently awarded to Betsy Brooks (CEFLS) for the COSUGI Conference 2017 and Meghan Davison (Jefferson-Lewis SLS) for an EDA 640 class.

Continuing education events have been reinstated, classes being offered include: You Can't Teach Nice: Retail Management Strategies for Enhanced Library Customer Service; Library Safety and Security (two locations); Legal Issues about Copyright, Licensing, and Digital Access and Sign Language for Librarians. We have historically had challenges drawing adequate attendance to justify the costs of workshops.

The Governor's proposed budget cut library aid by \$4 million for the 2017-2018 funding year; in the final approved budget the legislature restored the \$4 million, leaving Library Aid at the 2016-2017 funding level for 2017-2018. The legislature

added an additional \$10 million to the Governor's proposed \$5 million funding cut to State Library Construction Aid, this allocates an additional \$5 million towards this critical program.

We have received an estimate of \$23,700 for replacing the roof and will go ahead with the repair this summer/fall. The contractor, who built the building, indicated that since the roof shingles failed prior to the 30 year guarantee we may receive a refund from the manufacturer, but that it is likely to be heavily discounted due to wear & tear and only on partial sections of the roof.

Next Meetings

- May 17, 2017 Wednesday 8:00 A.M. – Board Meeting & Annual Meeting, 1000 Islands Harbor Hotel Clayton NY
- June 22, 2017 Thursday 10:00 A.M. – Conference Call

Adjournment

The meeting was adjourned at 11:05 A.M.

The April 13, 2017 meeting minutes were approved at the May 17, 2017 meeting.

☞ **Next Board Meeting & 52nd Annual Meeting** ☞
May 17, 2017, 8:00 AM
1000 Islands Harbor Hotel Clayton NY