

**Northern New York Library Network  
Board of Trustees Meeting  
September 14, 2017  
Potsdam, New York**

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The September 14, 2017 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:05 A.M. at the Network office building in Potsdam, New York.

Trustees Present: Michelle Young, President; Mike Beccaria, Vice-President; Debra Kimok, Secretary; Sue Longshore, Treasurer; Michelle Bishop; Steve Bolton; Tom Lawrence; Jackie Madison; Brian O'Connor; and Jane Subramanian.

Trustees Absent: Peter Benson, Michelle Currier, Karie Doelger and Ewa Jankowska.

Staff Present: John Hammond and Phil Jones.

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Michelle Young welcomed a new board member and requested those present to introduce themselves.

**Agenda**

One item was added to the agenda: School Library System Designated Position

**Motion 17/18--01:** Tom Lawrence (Michelle Young) moved to approve the agenda as amended. Carried unanimously.

**Minutes**

**Motion 17/18--02:** Jane Subramanian (Jackie Madison) moved to approve the minutes of the June 22, 2017 meeting as distributed. Carried unanimously.

**School Library System Designated Position**

In May 2017 Kelly Wilson, Director St Lawrence-Lewis School Library System, was elected to serve as the School Library System representative on the NNYLN board. Since the election she has accepted a new job which will not allow her to serve on the board. The seat is designated by the NNYLN bylaws to represent the region's five School Library Systems. Karie Doelger, Director Franklin-Essex-Hamilton School Library System, has agreed to serve on the NNYLN board as the School Library System representative.

**Motion 17/18--03:** Mike Beccaria (Jackie Madison) moved to appoint Karie Doelger to fill the School Library System designated seat on the board. Carried unanimously.

## **Financial Reports**

The Board reviewed and discussed the financial statements for June 2017, July 2017 and August 2017. Staff responded to a number of general questions posed by Board members regarding the monthly statements. State Aid for all NNYLN grant funded programs has been received as of August 31<sup>st</sup>.

**Motion 17/18--04:** Tom Lawrence (Brian O'Connor) moved to accept the financial statements for June 2017, July 2017 and August 2017 as distributed. Carried unanimously.

### ***Executive Director's Report***

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

The NYS Historic Newspapers website is expected to reach a total of eight million pages by the end of the year. The website is seeing steady usage of about one million page views per month. Last fiscal year we collected over \$90,000 in scanning fees; the funds were used to offset the compensation of both our scanner and OCR technician.

Two new collections from our region have been added to New York Heritage. We have decided to pay the new annual service fee of \$6,000 assessed by the Metro 3Rs Council (NYC) to continue having our material displayed on DPLA. We will assess how many views are being referred from DPLA this year and decide if we want to continue to pay this fee.

The NNYLN Digitization Center remains available for use by all educational, library, and cultural institutions at no charge. Recently the Herman History Center utilized equipment in the center. We anticipate adding more equipment this year, with a focus on digitizing analog film and sound files.

Staff has done a very good job in implementing the transition from ICEPAC/ICICILL to DueNorth, despite a very tight timeline and the need to problem solve on the fly. DueNorth is far superior to ICEPAC/ICICILL in that it provides holdings and circulation status in real time, and provides faceted results that can be sorted in a number of ways. It also features an ILL messaging system that is much simpler to use than ICICILL, and provides the option of requesting multiple copies for book clubs or classroom assignments. All the systems in the region have worked hard this summer to get DueNorth launched, and their assistance is greatly appreciated.

The last payment of the \$5,000 special legislative grant from Patty Ritchie was received in June 2017; we have been notified that we will receive another \$5,000 this fiscal year.

Staff is preparing for the upcoming annual audit; the auditors will email each Board member a questionnaire regarding NNYLN's fiscal activities.

Now that we have the Regional Services Librarian position filled, we have rebooted our continuing education initiatives:

- Sept. 7: Ask Us 24/7 Training - Watertown, NY – North Country Library System
- Sept. 8: Ask Us 24/7 Training - Potsdam, NY – NNYLN Office
- Sept. 22: "Conflict Resolution" & "Building Effective Teams" - NNYLN Office
- Oct. 13: NNYLN Fall Meeting - St. Lawrence University
- Oct. 27: Other Duties as Assigned - NNYLN Office

Home office meetings with legislators are planned for November and early December. We are renewing our partnership with library systems statewide to hire a lobbying firm. We are also working closely with the New York Library Association to develop consistent messaging. The foremost of which is Libraries are Education for everyone, and library aid should be minimally budgeted at the amount established by statute (\$102 million).

Since the retirement of Jeff Garvey in July 2017 Samaritan Medical Center has downgraded the Hospital Library Services Program coordinator position from a professional librarian to a library manager. Staffing has also been reduced from four professional librarians and a clerk to one full-time librarian and one half-time librarian. We will reassess the program next Spring and possibly re-structure the grant funded program.

## **New Business**

### *Technology Service Innovation/Digitization Grants*

A panel of impartial individuals reviewed and ranked the Technology Service Innovation/Digitization grant proposals. Award recommendations are:

- Massena Public Library - \$1,700
- Ticonderoga Historical Society - \$9,750
- North Country Library System - \$5,720
- Potsdam Public Library - \$6,000
- Champlain Valley Educational Services School Library System - \$5,500
- Flower Memorial Library - \$4,435
- Clinton Essex Franklin Library System - \$5,620
- Adirondack Experience Library - \$2,275
- Plattsburgh Public Library - \$4,000
- Thousand Island Arts Center - \$5,000

SUNY Canton Southworth Library - NNYLN will provide staff and equipment for digitization of SUNY Canton's yearbooks.

Individual grants to eleven libraries total \$50,000.

**Motion 17/18--05:** Mike Beccaria (Jane Subramanian) moved to approve the Technology Service Innovation/Digitization grants to the eleven libraries as proposed. Motion carried. Steve Bolton and Brian O'Connor abstained.

*Membership Application: Adirondack History Museum/Essex County Historical Society*

The Board reviewed and discussed the Adirondack History Museum/Essex County Historical Society application for membership in the Northern New York Library Network.

**Motion 17/18--06:** Jane Subramanian (Mike Beccaria) moved to approve the Adirondack History Museum/Essex County Historical Society membership in the Northern New York Library Network. Carried unanimously.

*Annual State Report for Library Systems 2016*

The Board reviewed and discussed NNYLN's Annual Report for Library Systems 2016.

**Motion 17/18--07:** Jane Subramanian (Tom Lawrence) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2016 as presented. Carried unanimously.

**2017-18 Meeting Dates**

The majority of Board members present agreed to the following meeting schedule:

November 2, 2017 Thursday 10:00 A.M. Network Office Potsdam NY  
February 22, 2018 Thursday 10:00 A.M. Conference Call  
April 12, 2018 Thursday 10:00 A.M. Network Office Potsdam NY  
May 17, 2018 (Annual Meeting) - time to be announced, Saranac Lake NY  
June 21, 2018 Thursday 10:00 A.M. Conference Call

Adjournment

The Board meeting was adjourned at 11:30 A.M.

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**The September 14, 2017 meeting minutes were approved at the November 2, 2017 meeting.**

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∞ Next Board Meeting ∞

**November 2, 2017 10:00 A.M.**

**Network Offices Potsdam NY**