

**Northern New York Library Network  
Board of Trustees Meeting  
November 2, 2017  
Potsdam, New York**

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The November 2, 2017 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:10 A.M. at the Network office building in Potsdam, New York.

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

Trustees Absent: Mike Beccaria, Peter Benson, Michelle Currier, and Karie Doelger.

Staff Present: John Hammond and Phil Jones.

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**Agenda**

**Motion 17/18--08:** Debra Kimok (Ewa Jankowska) moved to approve the agenda as presented. Carried unanimously.

**Minutes**

**Motion 17/18--09:** Jane Subramanian (Tom Lawrence) moved to approve the minutes of the September 14, 2017 meeting as distributed. Carried unanimously.

**Financial Reports**

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

**Motion 17/18--10:** Brian O'Connor (Tom Lawrence) moved to accept the financial statements for September 2017 as distributed. Carried unanimously.

**Committee Reports**

*Northern New York Resources Corporation*

The Board reviewed and discussed the NNYRC October 12, 2017 meeting minutes. It was noted that there was a typo on the dates for the next scheduled meetings; the correct year is 2018.

**Motion 17/18--11:** Jackie Madison (Sue Longshore) moved to accept the NNYRC October 12, 2017 meeting minutes as amended. Carried unanimously.

### *Automation Committee*

The Board reviewed and discussed the Automation Committee's October 16, 2017 meeting minutes which included the RBDB proposed budget for the year 2018. The Committee agreed to fund program projects consisting of Scanning/Digitization, Personnel, OCLC WorldShare, Continuing Education, Databases and Equipment purchases.

**Motion 17/18--12:** Jane Subramanian (Jackie Madison) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2018. 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 anticipated to reach the 8 million pages mark by Spring 2018.

The NNYLN Digitization Center remains available for use by all educational, library, and cultural institutions at no charge. Instruction and assistance is available by appointment. Plans are underway to add audiovisual digitization equipment to the center.

John Hammond announced that he is giving notice that he is retiring with an anticipated last day of May 31, 2018.

**Motion 17/18--13:** Steve Bolton (Ewa Jankowska) moved to accept John Hammond's resignation for the purposes of retirement. Carried unanimously

### **New Business**

#### *Director's Resignation and Replacement*

The Board reviewed and discussed the draft Executive Director Hiring Process/Timeline, Job Announcement and Job Description. It was noted the number of annual sick days should be added to the job announcement and description. Also, on the job description, under General Description of the Position add, "Serves as Project Manager for various projects, including:"

**Motion 17/18--14:** Jackie Madison (Ewa Jankowska) moved to approve the Executive Director Hiring Process, Job Announcement and Job Description as amended. Carried unanimously

*Plan of Development 2018-2021*

The Board reviewed and discussed the Status Report and Plan Update Northern New York Library Network Plan of Development, 2018-2021.

**Motion 17/18--15:** Debra Kimok (Ewa Jankowska) moved to approve the Status Report and Plan Update Northern New York Library Network Plan of Development 2018-2021 as presented. Carried unanimously.

**2017-18 Meeting Dates**

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

February 22, 2018 Thursday 9:00 A.M. Video Conference  
April 12, 2018 Thursday 10:00 A.M. Network Office, Potsdam NY  
May 17, 2018 Thursday (Board Meeting and Annual Meeting)  
– Hotel Saranac, Saranac NY (meeting times to be announced)  
June 21, 2018 Thursday 10:00 A.M. Conference Call

Adjournment

The Board meeting was adjourned at 11:35 A.M.

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**The November 2, 2017 meeting minutes were approved at the February 22, 2018 meeting.**

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∞ **Next Board Meeting** ∞

**February 22, 2018 9:00 A.M.**

**Video Conference Call**