

**Northern New York Library Network
Board of Trustees Meeting
February 22, 2018
Via Zoom Video Conference Call**

The February 22, 2018 meeting of the Northern New York Library Network Board of Trustees was called to order at 9:00 A.M.

Trustees Present: Michelle Young, President; Sue Longshore, Treasurer; Peter Benson; Michelle Bishop; Steve Bolton; Michelle Currier; Ewa Jankowska; Tom Lawrence; Jackie Madison and Jane Subramanian.

Trustees Absent: Mike Beccaria, Debra Kimok and Brian O'Connor.

Guest: Jonathan Furgison, Furgison & Co, CPA.

Staff Present: John Hammond and Phil Jones.

Agenda

Motion 17/18--16: Jane Subramanian (Ewa Jankowska) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 17/18--17: Jane Subramanian (Sue Longshore) moved to approve the minutes of the November 2, 2017 meeting as distributed. Carried unanimously.

Audit Report FY 2016-2017

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, 2017 and 2016, 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 17/18--18: Jane Subramanian (Jackie Madison) moved to approve the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

Financial Statements

The Board reviewed and discussed the financial statements for October 2017, November 2017, December 2017 and January 2018. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 17/18--19: Jane Subramanian (Jackie Madison) moved to accept the October 2017, November 2017, December 2017 and January 2018 financial statements as distributed. Carried unanimously.

Executive Director Search Committee

The Search Committee received seventeen applications for the position of Executive Director. On February 13, 2018 four of the applicants were interviewed via video conferences; three applicants have been invited for in-person half-day interviews on March 6, 2018 and March 8, 2018. All Board Members are invited to attend the two days of interview sessions.

Hospital Library Services Program Contract Approval

The Board reviewed and discussed the budget and participating hospitals fee schedule for the Hospital Library Services Program 2018-2019. The Network contracts with Samaritan Medical Center to provide circuit librarian services to participating hospitals in the region.

Motion 17/18--20: Jane Subramanian (Sue Longshore) moved to adopt the resolution to approve the Annual Application for the Hospital Library Service Program 2018-2019 and authorize the Executive Director to execute all contracts relevant to this program. Motion Carried. Michelle Bishop abstained.

NYS Paid Family Leave

The Board reviewed and discussed the proposed NYS Paid Family Leave Policy. The statutory insurance coverage would be an additional benefit offered by the Network, at no cost to employees. The annual cost of coverage for all Network employees is estimated to be \$500.

Motion 17/18--21: Jackie Madison (Ewa Jankowska) moved to approve the NYS Paid Family Leave Policy. Carried unanimously.

Next Meeting Dates

Those Board members present agreed to the proposed meeting dates:

April 12, 2018 Thursday 10:00 A.M. – Network Office in Potsdam
May 17, 2018 Thursday (Board meeting time TBD) – Board Meeting & Annual Meeting, Hotel Saranac Saranac Lake NY
June 21, 2018 10:00 A.M. Zoom Video Conference Call

Adjournment

The Board meeting was adjourned at 10:02 A.M.

The February 22, 2018 meeting minutes were approved at the March 19, 2018 meeting.

◆ Next Board Meeting ◆
April 12, 2018, Thursday, 10:00 AM
Network Office
6721 US Hwy 11
Potsdam, NY