

**Northern New York Library Network  
Board of Trustees Meeting  
April 12, 2018  
Potsdam, New York**

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The April 12, 2018 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:00 A.M.

Trustees Present: Michelle Young, President; Mike Beccaria, Vice-President; Sue Longshore, Treasurer; Michelle Bishop; Steve Bolton; Ewa Jankowska; Brian O'Connor and Jane Subramanian.

Trustees Absent: Peter Benson, Michelle Currier, Debra Kimok, Tom Lawrence and Jackie Madison.

Staff Present: John Hammond and Phil Jones.

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**Agenda**

**Motion 17/18--25:** Steve Bolton (Jane Subramanian) moved to approve the agenda as distributed. Carried unanimously.

**Minutes**

**Motion 17/18--26:** Jane Subramanian (Ewa Jankowska) moved to approve the minutes of the March 19, 2018 meeting as distributed. Carried unanimously.

**Financial Reports**

*Financial Statements*

The Board reviewed and discussed the financial statements for February 2018 and March 2018. Staff responded to a number of general questions posed by Board members regarding the monthly statements. It was noted there was a typo on the March 2018 Operating Fund Report; monthly income totals were not included in the year-to-date column.

**Motion 17/18--27:** Mike Beccaria (Ewa Jankowska) moved to accept the financial statements for February 2018 and March 2018 as corrected. Carried unanimously.

## **Committee Reports**

### *Nominating Committee*

On June 30, 2018 the terms for Mike Beccaria, Pete Benson, Steve Bolton and Jane Subramanian expire. An additional slot is also vacant due to the resignation Karie Doelger. The committee has prepared a ballot to include: Susan Mitchell, NCLS; Andrew Kelly, Paul Smiths College; Ginger Tebo, St Lawrence-Lewis School Library System; Ivy Gocker, Adirondack Museum and Jeff Garvey, Samaritan Medical Center (retired). All have agreed to serve five-year terms on the Board of Trustees.

### *Northern New York Resources Corporation*

The Board reviewed and discussed the NNYRC Board of Directors February 1, 2018 meeting minutes.

**Motion 17/18--28:** Steve Bolton (Brian O'Connor) moved to accept the NNYRC Board of Directors February 1, 2018 meeting minutes. Carried unanimously.

### *Budget/Personnel Committee*

The Board reviewed and discussed the Budget/Personnel Committee recommendations as outlined in their March 29, 2018 Meeting Minutes, Operating Budget, Five Year Projections and Salary Schedule.

**Motion 17/18--29:** Mike Beccaria (Jane Subramanian) moved to accept the recommendations of the Budget Personnel Committee concerning the Operating Budget, salaries and Five Year Projections. Carried unanimously.

### *Executive Directors Report*

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

We have temporarily halted adding new content to the NYS Newspaper website until additional computer storage is installed; there are about 250,000 pages ready to load. We have also finished scanning about 65,000 pages of newspapers from the Rochester region that were published in German.

Two new collections from our region have been added to the New York Heritage website: SUNY Canton yearbooks and Keene Valley Historic photographs. The redesigned site has received good feedback.

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. We have added a portable ScanKit that is available for loan to organizations for onsite digitization. We are conducting surveys to determine to what extent cultural organizations in the region hold 8mm and Super 8mm film that could be digitized and added to New York Heritage.

DueNorth has been in service for about 8 months; we anticipate working on enhancements this summer so that they are ready for the fall semester. We also want to strengthen training in partnership with the other systems in the region. Preliminary statistics indicate DueNorth is being used more than ICICILL was, and that the fill rates are higher. We are still plagued with expired requests and hope to identify the causes.

We are going to renew all our RBDB - grant funded databases and content services this spring: Newsbank (*Watertown Daily Times* and *Plattsburgh Press Republican*), Ebsco Omnifile, and WorldShare ILL for small libraries. The *Plattsburgh Press Republican* is only receiving modest usage compared to the *Watertown Daily Times*.

We are also renewing Overdrive for academic libraries; ASKUS 24x7 online reference services, and Ask the Lawyer! These services are partially subsidized through NNYLN operating funds.

We received last fiscal year's payment of the \$5,000 Special Legislative grant from Patty Ritchie, and have been notified that we will be receiving another \$5,000 this fiscal year.

We have received the executed contract from Samaritan Medical Center for its continuation of coordinating the regional Medical Circuit Rider Program. Ginger Trow has replaced Jeff Garvey, who recently retired, as the program coordinator.

Continuing Education initiatives have been scheduled for spring:

- New York Heritage Seminar (April 10)
- Red Flag! Identifying Preservation Needs While Processing Collections (April 25)
- NNYLN Annual Meeting (May 17)
- Team Building Workshop with Ron Kirsop and Amanda Travis (June 4)

We have also reinstated our High School to College/First Year Experience Interest Group and are considering establishing a permanent New York Heritage Users Group.

The May 17<sup>th</sup> Annual Meeting will feature two presentations: “Top Ten Questions for a Library Lawyer” and "Developing a Mascot: Giving Your Library a New Personality". There will also be a Business Meeting and the presentation of the NNYLN Excellence for Service to Libraries Award. Those board members present agreed the board meeting would start at 8:00 A.M. Please register if you plan to attend the Annual Meeting at: <https://nnyln.org/events/nnyln-annual-meeting/>. An informal board member dinner is planned for the night before at the hotel, more details will follow.

We recently awarded Professional Development Grants to the following:

- Ed Eisner, Oswego Public Library, ALA 2018 Annual Conference (\$1000)
- Laura Harris, SUNY Oswego, Distance Library Services Conference (\$1000)
- Angela Newman, NCLS, Assoc. for Library Services to Children Conference (\$957)
- Mike Beccaria, Paul Smith's College, The Leading Change Institute (\$1000)

We have decided to reestablish the weekly Tech-Talk e-newsletter; it will be distributed via email to all of the libraries in the region.

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

The 2018-2019 approved State Budget contains the first system aid increase since 2016. In his Executive Budget Governor Cuomo proposed a \$4M cut in Library Aid. In the final approved budget the legislature reversed his proposed cut, and allocated \$96.6M, an additional \$1M. The proposed Executive Budget also contained a \$10M cut in Library Construction Aid. The legislature’s final approved budget includes an additional \$10M in Library Construction Aid, a total of \$34M.

### **Signature Resolution**

The board discussed authorizing Margaret (Meg) Backus, Executive Director to conduct business on behalf of NNYLN, including the signing of checks, resolutions, contracts and all legal instruments deemed relevant to NNYLN business. The board also re-affirmed the Treasurer’s authority to sign checks.

**Motion 17/18--30:** Mike Beccaria (Michelle Young) moved to approve the following resolution authorizing Margaret (Meg) Backus signing and authority to conduct business:

WHEREAS, the NNYLN desires to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to Margaret Backus and Susanne Longshore. The foregoing signing and authority granted to Susanne Longshore shall include endorsing checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit. The foregoing signing and authority granted to Margaret (Meg) Backus shall include, but shall not be limited to, endorsing checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit, the execution of Deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates, and other instruments of whatever nature entered into by the Corporation. Carried unanimously.

#### Next Meetings

- May 17, 2018 Thursday 8:00 A.M. – Board Meeting & 53<sup>rd</sup> Annual Meeting, Hotel Saranac, Saranac Lake NY
- June 21, 2018 Thursday 10:00 A.M. – Zoom video conference

#### Adjournment

The meeting was adjourned at 11:15 A.M.

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**The April 12, 2018 meeting minutes were approved at the May 17, 2018 meeting.**

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**∞ Next Board Meeting & 53rd Annual Meeting ∞  
May 17, 2018, 8:00 AM  
Hotel Saranac, Saranac Lake NY**