

**Northern New York Library Network
Board of Trustees Meeting
September 20, 2018
Potsdam, New York**

The September 20, 2018 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:08 A.M. at the Network office building in Potsdam, New York.

Trustees Present: Michelle Young, President; Tom Lawrence, Vice-President; Debra Kimok, Secretary; Sue Longshore, Treasurer; Michelle Bishop; Jeff Garvey; Ivy Gocker; Andrew Kelly; Jackie Madison; Susan Mitchell and Ginger Tebo.

Trustees Absent: Michelle Currier and Brian O'Connor.

Staff Present: Meg Backus and Phil Jones.

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

Agenda

Two items were added to the agenda: Evaluation Process Update and Annual Fall Meeting October 12, 2018.

Motion 18/19--01: Jackie Madison (Tom Lawrence) moved to approve the agenda as amended. Carried unanimously.

Minutes

Motion 18/19--02: Tom Lawrence (Debra Kimok) moved to approve the minutes of the June 21, 2018 meeting as distributed. Motion Carried. Abstained: Jeff Garvey, Ivy Gocker, Andrew Kelly, Susan Mitchell, and Ginger Tebo.

Financial Reports

The Board reviewed and discussed the financial statements for June 2018, July 2018 and August 2018. 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.

Motion 18/19--03: Sue Longshore (Jackie Madison) moved to accept the financial statements for June 2018, July 2018 and August 2018 as distributed. Carried unanimously.

Evaluation Process Update

The Committee is currently developing performance evaluation documents for the board's consideration at the Zoom meeting scheduled for October 17, 2018 at 10:00 A.M.

CEFLS Board Appointment

NNYLN bylaws designate a board seat to a representative from each of the region's two Public Library Systems. This past summer, Ewa Jankowska, Director of Clinton Essex Franklin Library System retired. Steve Kenworthy, the new Director of Clinton Essex Franklin Library System, has agreed to serve on the NNYLN board as the CEFLS representative.

Motion 18/19--04: Debra Kimok (Sue Longshore) moved to appoint Steve Kenworthy to fill the Clinton Essex Franklin Library System designated seat on the board. Carried unanimously.

Membership Application: Keene Valley Library

The Board reviewed and discussed the Keene Valley Library Association application for membership in the Northern New York Library Network.

Motion 18/19--05: Susan Mitchell (Jeff Garvey) moved to approve the Keene Valley Library Association membership in the Northern New York Library Network. The motion carried, Michelle Bishop abstained.

Northern New York Resources Corporation

The Board reviewed and discussed the September 6, 2018 NNYRC Board of Directors meeting minutes. New officers are: Michelle Young, President; Tom Lawrence, Vice-President; Debra Kimok, Secretary and Sue Longshore, Treasurer. The next NNYRC Board of Directors meeting is scheduled for February 7, 2019 11:00 A.M. All NNYLN board members are invited to attend.

Motion 18/19--06: Sue Longshore (Andrew Kelly) moved to approve the September 6, 2018 NNYRC Board of Directors meeting minutes. The motion carried, Jackie Madison abstained.

Executive Director's Report

Meg Backus noted that her written report was included in the Board packets. Highlights of ongoing issues include:

The NYS Historic Newspapers website has been fully restored after being down for several weeks. Several new practices have been implemented to help prevent future incidences.

The www.fultonhistory.com newspaper website was recently shut down as a result of a ransomware incident. The owner of the website has indicated he will be able to restore the website with existing backups.

Samaritan Medical Center and NNYLN staff are currently reviewing fees and service levels associated with the NNYLN Hospital Library Services Program. In July, Claxton-Hepburn notified NNYLN they were terminating their contract for the Hospital Library Services Program circuit rider services. Samaritan and NNYLN staff have been in discussions with Claxton-Hepburn representatives in an attempt to keep them in the program at a reduced fee and service level. Ginger Trow, Library Director at Samaritan, will be attending a future board meeting to report on the Hospital Library Services Program.

Lynda.com the online learning service offered by NNYLN will be ending in December. LinkedIn has purchased Lynda.com and will no longer be offering the product as a multi-license service.

Staff will be meeting with representatives from IndexData, NNYLN's DueNorth vendor, to discuss additional options for open-source resource sharing for libraries.

Meg is attending Camp Finance 2018; the New York Council of Nonprofits, Inc sponsors the conference, which is geared toward non-profit management and finance.

Meg is joining a workshop in Chicago related to an IMLS-funded research project titled "Measuring Library Broadband Networks for the National Digital Platform." During this two-year project, researchers at Simmons University, along with New America's Open Technology Institute, and Internet2, will examine how advanced broadband measurement capabilities can support the infrastructure and services needed to respond to the digital demands of public library users across the U.S.

We are considering hiring an archivist to assist institutions in the region with documentary heritage needs.

Special Collections and Innovation Grants

A panel of impartial individuals reviewed and ranked the Special Collections and Innovation grant proposals. The Board discussed the panel's award recommendations:

SUNY Oswego: Digitization Camera System - \$2,647

Motion 18/19--07: Jackie Madison (Jeff Garvey) moved to approve the Special Collections grant to SUNY Oswego. The motion carried, Michelle Bishop abstained.

SUNY Potsdam Crane Library Music Score Scanning - \$5,500

Motion 18/19--08: Debra Kimok (Jeff Garvey) moved to approve the Innovation grant to SUNY Potsdam. Carried unanimously.

Potsdam Public Library: North Country Collection - \$5,923 without staff

Motion 18/19--09: Debra Kimok (Michelle Bishop) moved to approve the Special Collections grant to Potsdam Public Library. The motion carried, Susan Mitchell abstained.

Keene Valley Library Assoc: ADK Community – Capturing, Retaining and Communicating the Stories of Who We Are - \$6,560

Motion 18/19--10: Debra Kimok (Tom Lawrence) moved to approve the Innovation grant to Keene Valley Library Association. Carried unanimously.

Adirondack Experience Museum: Rehousing Unique and Undiscovered Adirondack Map Collections - \$6375

Motion 18/19--11: Debra Kimok (Ginger Tebo) moved to approve the Special Collections grant to Adirondack Experience. The motion carried, Ivy Gocker abstained.

Paul Smith's College: Archives Policy Creation & Film Digitization - \$10,000

Motion 18/19--12: Debra Kimok (Jeff Garvey) moved to approve the Special Collections grant to Paul Smith's College. The motion carried, Andrew Kelly abstained.

Canton Free Library: Books-On-Wheels - \$5,156

Motion 18/19--13: Jackie Madison (Tom Lawrence) moved to approve the Innovation grant to Canton Free Library. The motion carried, Susan Mitchell abstained.

1000 Island Handweaving Museum: Traveling Exhibition - \$4,849 without staff salaries

Motion 18/19--14: Andrew Kelly (Michelle Bishop) moved to approve the Special Collections grant to Adirondack Experience. The motion carried, Michelle Bishop abstained.

Individual grants to eight libraries total \$47,010.

Motion 18/19--15: Debra Kimok (Sue Longshore) moved to approve the Special Collections and Innovation grants to the eight libraries as proposed by the selection panel. Motion carried. Michelle Bishop, Ivy Gocker, Andrew Kelly and Susan Mitchell abstained.

Annual State Report for Library Systems 2017

The Board reviewed and discussed NNYLN's Annual Report for Library Systems 2017.

Motion 18/19--16: Ginger Tebo (Tom Lawrence) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2017 as presented. Carried unanimously.

Fall Meeting 2018

The NNYLN Fall Meeting is scheduled for Friday October 12, 2018 at the 1000 Islands Harbor Hotel, Clayton. Registration begins at 9:15 AM. The morning portion of the meeting will be presentations by past grant recipients, followed by round-table discussions in the afternoon.

TIAA Retirement Plans Restatements

TIAA has notified NNYLN that it is time to restate the two retirement plans. The IRS requires employers to restate their retirement plans periodically. 2010 was the last time the two TIAA plans were restated. TIAA has supplied two pre-approved documents or “volume submitter plans” for the restatement. TIAA has indicated the volume submitter plans have been reviewed by the IRS for legal sufficiency prior to being sent out for employer adoption.

Motion 18/19--17: Jeff Garvey (Andrew Kelly) moved to approve the restatements of the two Northern New York Library Network retirement plans as provided by TIAA. 4 ayes, 7 nays. Motion failed.

Motion 18/19--18: Tom Lawrence (Jackie Madison) moved to approve the restatements of the two Northern New York Library Network retirement plans as provided by TIAA, pending review by counsel; a limit of \$1,000 is set on legal fees associated with the restatements. Motion carried. Jeff Garvey opposed, Debra Kimok abstained.

2018-19 Meeting Dates

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

November 1, 2018 Thursday, 10:00 A.M. – Network Office in Potsdam
February 21, 2019 Thursday, 10:00 A.M. (conference call)
April 18, 2019 Thursday, 10:00 A.M. – Network Office in Potsdam
May 16, 2019 Thursday, (Annual Meeting) Location and time to be determined.
June 20, 2019 Thursday, 10:00 A.M. (conference call)

Adjournment

The Board meeting was adjourned at 1:05 P.M.

The September 20, 2018 meeting minutes were approved at the November 1, 2018 meeting.

∞ Next Board Meeting ∞

November 1, 2018 10:00 A.M.

Network Offices Potsdam NY