

**Northern New York Library Network
Board of Trustees Meeting
November 1, 2018
Potsdam, New York & Zoom Video Conference**

The November 1, 2018 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; Tom Lawrence, Vice-President; Debra Kimok, Secretary; Sue Longshore, Treasurer; Michelle Bishop (via Zoom); Ivy Gocker; Andrew Kelly; Steve Kenworthy; Jackie Madison; Susan Mitchell and Brian O'Connor (via Zoom).

Trustees Absent: Michelle Currier, Jeff Garvey and Ginger Tebo.

Guest: Ginger Trow, Samaritan Medical Center

Staff Present: Meg Backus and Phil Jones.

Agenda

Two items were added to the agenda: Personnel Manual Retirement Revision and Hybrid (live and virtual) Meetings.

Motion 18/19--21: Jackie Madison (Andrew Kelly) moved to approve the agenda as amended. Carried unanimously.

Minutes

Motion 18/19--22: Tom Lawrence (Steve Kenworthy) moved to approve the minutes of the September 20, 2018 meeting and October 17, 2018 meeting as distributed. Carried unanimously.

Hybrid Meetings (live and virtual attendance)

Board members discussed the option of attending scheduled in-person meetings via Zoom video conferencing. Those present agreed guidelines should be developed for those situations when members are unable to attend in-person meetings. Michelle Young and Meg Backus agreed to draft guidelines and bring them back for approval at a future meeting, date-to-be-determined.

Financial Reports

The Board reviewed and discussed the financial statements for September 2018. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 18/19--23: Jackie Madison (Andrew Kelly) moved to accept the financial statements for September 2018 as distributed. Carried unanimously.

Sexual Harassment Policy

The Board reviewed and discussed the draft NNYLN Sexual Harassment policy. Meg indicated she would input the suggested edits and distribute the policy to the board. A final version of the policy will be presented for approval at a future meeting, date-to-be-determined.

Personnel Manual - Retirement Revision

After reviewing the TIAA restatement and NNYLN documents, attorney Cole Adams is recommending revisions to the Personnel Manual to address the exclusion of hourly employees from the retirement plans. The Personnel Manual under the heading Retirement will be revised to:

“Permanent employees, but not hourly employees, are eligible for enrollment in the Network's TIAA-CREF Defined Compensation (DC) retirement plan which provides for employer contributions according to the policies of this manual and the retirement plan.

The Network also maintains a TIAA-CREF Tax-Deferred Annuity (TDA) plan in which all employees of the organization, including hourly employees, have the right to enroll. The TDA is a voluntary salary deferral, allowing employees to set aside pre-tax dollars from their income for retirement.”

Motion 18/19--24: Steve Kenworthy (Andrew Kelly) moved to approve the revisions to the Personnel Manual as presented. Carried unanimously.

Also, due to the exclusion, NNYLN is required by the IRS to establish a TIAA TDA retirement account and fund the account for an hourly employee in the amount of \$1,365.61 for the lost opportunity of not being able to participate in the plan.

Professional Development Award

Michelle Young noted it has been a number of years since NNYLN increased the dollar limit for the Professional Development Award from \$500 to \$1,000. Meg indicated she would like to review the program and possibly expand the scope of reimbursable expenses. Meg plans to present her ideas to the Budget and Personnel Committee for consideration in the 2019-2020 budget.

Automation Committee

The Board reviewed and discussed the Automation Committee's October 19, 2018 meeting minutes, which included the RBDB proposed budget for the year 2019. The Committee agreed to fund program projects consisting of Scanning/Digitization, Personnel, OCLC WorldShare, Databases, LMS/ReShare, NY Heritage and ESDN/DPLA.

Motion 18/19--25: Debra Kimok (Jackie Madison) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2019. Carried unanimously

Executive Director's Report

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

All of the publisher permission forms have been digitized for the [NYS Historic Newspapers website](#) and linked to individual newspapers. Staff are investigating a "right to be forgotten" policy for the newspaper website. Occasionally, we receive requests from individuals to remove articles or redact the OCR.

ESLN continues to discuss revamping RBDB guidelines with the State Library's Division of Library Development.

We received positive feedback from Fall Meeting attendees. Takeaways include encouraging special interest groups among member libraries and implementing an LMS as a means to enhance continuing education in the library field. Staff are currently testing Moodle as an LMS.

Chuck recently met with the DueNorth software vendor, Index Data; the company is developing a Library Systems Platform and is interested in what NNYLN has done with DueNorth and ILL.

Meg recently attended a workshop titled "Measuring Library Broadband Networks for the National Digital Platform." During the 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. Meg anticipates that libraries in our region will be able to participate in the study next year.

Meg and Christi will be attending several workshops on developing a communications plan for effective and consistent messaging of NNYLN's products and concerns.

Hospital Library Services Program

Ginger Trow, Samaritan Medical Library gave a presentation encompassing the Hospital Library Program's present services and plans for future services. NNYLN currently contracts with Samaritan Medical Center to provide circuit rider services to member hospitals in the region; future plans for the program envision virtual based services to member hospitals. Ginger responded to a number of questions posed by Board members regarding services provided by the Hospital Library Services Program.

2018-19 Meeting Dates

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

February 21, 2019 Thursday, 10:00 A.M. (Zoom video conference)
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. (Zoom video conference)

Adjournment

The Board meeting was adjourned at 1:00 P.M.

The November 1, 2018 meeting minutes were approved at February 21, 2019 meeting.

∞ Next Board Meeting ∞

February 21, 2019 10:00 A.M.

Zoom Video Conference Call