

Northern New York Library Network  
Board of Trustees Meeting  
February 21, 2019  
Zoom Video Conference

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The February 21, 2019 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:07 A.M.

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

Trustees Absent: No trustees were absent

Staff Present: Meg Backus and Phil Jones.

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### **Agenda**

**Motion 18/19--25:** The February 21, 2019 meeting Agenda was approved as distributed by unanimous consent.

### **Minutes**

**Motion 18/19--26:** The November 1, 2018 and December 5, 2018 Meeting Minutes were approved as distributed by unanimous consent.

### **Financial Statements**

The Board reviewed and discussed the financial statements for October 2018, November 2018, December 2018 and January 2019. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

**Motion 18/19--27:** Sue Longshore (Jackie Madison) moved to accept the October 2018, November 2018, December 2018 and January 2019 financial statements as distributed. Carried unanimously.

### **Executive Director Report**

The New York State Historic Newspapers website is back up and running at 100%.

The Library of Congress announced they are no longer actively developing or supporting ChronAm open-source software. Our New York State Historic Newspapers website is built on the ChronAm software application. Chuck is currently participating in a collaborative software development

project based on ChronAm code, the Open Online Newspaper Initiative (Open ONI). Open ONI is a promising replacement to ChronAm on the NYS Historic Newspapers website.

METRO in NYC, is discontinuing their service as the New York State Hub for the Digital Public Library of America as of July 1, 2019. Unfortunately, the service never managed to achieve sustainable funding. CLRC in Syracuse, who manages NY Heritage, is pursuing options for future interactions or exchanges with DPLA.

The Lynda.com subscription was discontinued at the end of December. Meg noted the New York Public Library is offering the new LinkedIn version of Lynda.com to library cardholders; NYPL library cards are available to all residents of New York State.

On April 30, 2019 ESLN members are meeting to review and discuss their Hospital Library Service Programs (HLSP).

NNYLN's HLSP service provider Samaritan Medical Center has recently introduced web-based-virtual portals to replace circuit rider librarian visits. The "online portal" for each participating hospital embeds a support desk application that allows multiple types of interactions, and captures all requests and usage in one place. A mock-up of the webpage portal is included in the Executive Director's written report. The new model also includes quarterly visits to monitor participating hospital information needs and the creation of a HLSP Advisory board.

An independent colleague of Ask-the-Lawyer service provider Stephanie (Cole) Adams has been retained as a backup in the event there is a conflict or a workload issue. Melanie Beardsley, DiMatteo & Roach, has agreed to the same terms and rate that Cole's office has in place.

Mid-year reports are coming in from recipients of the Innovation and Special Collections grants.

Nominations will soon be accepted for Outstanding Student Worker Awards and the Excellence in Library Service Award. Student workers receive a \$25 gift card and a certificate. The Excellence Award winner is recognized at the Annual Meeting and is awarded \$1,000.

The May 16, 2019 Board Meeting and 54<sup>th</sup> Annual Meeting will be held at the Mirror Lake Inn Lake Placid. The board meeting will begin at 8:00 A.M.; the Annual Meeting will follow the board meeting. The program theme will be advocacy. Those Trustees requiring a room the night before please contact Phil prior to April 19th.

Professional Development Grants have recently been awarded to Holly Heller-Ross SUNY Plattsburgh, Edward Komara SUNY Potsdam, and Debra Kimok SUNY Plattsburgh. Funds remain available for additional awards in the current fiscal year.

- Upcoming classes:
  - *Hooray for Social Justice!* (Webinar), Feb 20, 2019
  - Lighting Talk from Stephanie Pritchard from SUNY Oswego on *Using Scaffolded Assignments in Writing Classes* (Webinar), Feb 28, 2019, HS to College Interest Group.
  - *Library Survey Design A Two Part Series*. Webinar, with NNYLN, NCLS and CEFLS hosting in-person viewing events, Mar 7 & Mar 14, 2019

- *'Paywall: The Business of Scholarship'* - Movie Screening and Q&A Session with director/Producer Jason Schmitt. Joined by other ESLN locations, Mar 7, 2019.
- *Ed Lab: Successful Approaches to College Transitions*. All-day event at Jefferson Community College, Watertown NY Mar 26, 2019.

Chuck attended the Consumer Electronic Show (CES) in Las Vegas January 7 -11, 2019

Meg attended ALA Midwinter in Seattle January 24-29, 2019.

Chuck recently provided staff training on basic online security best practices and a password-manager application, LastPass. We have adopted LastPass for secure password management within the organization.

Meetings with North Country legislative representatives are scheduled for Advocacy Day, February 27, 2019. On February 26, 2019, there is an ESLN meeting and New Yorkers for Better Libraries PAC gala scheduled. Several board members indicated they will also be attending Advocacy Day events.

A new Advocacy page has been added to NNYLN's website, the URL can be found at <https://nnyln.org/services/advocacy/> the webpage displays each of our region's representatives within the State Senate and Assembly, complete with links to their pages and maps of their districts.

Furgison & Co., CPA completed their review of our financial records and documents at the end of December. They will present their report to the Board at a future meeting.

Quotes received for the upgrade to the meeting room A/V system were much higher than anticipated. Subsequently, we are now planning to consult faculty from Crane School who have expertise in audio equipment for their recommendations. The enhancements to the meeting room are intended to optimize the space for virtual gatherings. Changes will include multiple displays at the front of the room along with audio inputs/outputs for group conferencing. Planned upgrades include new furnishings as well.

New workgroups are being formed through the New York Alliance of Library Systems (NYALS) and NNYLN staff have joined teams organizing around Digital Inclusion, Shared Services, and Leadership Development.

### **Committees: Budget/Personnel and Nominating**

Sue Longshore, Susan Mitchell and Michelle Young agreed to serve on the Budget/Personnel Committee. Debra Kimok agreed to serve on the Nominating Committee.

Due to other commitments, Michelle Currier has resigned from the Board of Trustees. With her resignation, and five terms ending on of June 30, 2019, the Nominating Committee will be filling six vacancies on the board.

### **Northern New York Resources Corporation**

The Board reviewed and discussed the Northern New York Resources Corporation February 7, 2019 Board of Directors meeting minutes. The Board also reviewed and discussed the proposed revisions to the NNYRC Bylaws.

**Motion 18/19--28:** Ginger Tebo (Jeff Garvey) moved to endorse the changes to the NNYRC portfolio as approved by the Northern New York Resources Corporation Board of Directors. Carried unanimously.

**Motion 18/19--29:** Michelle Bishop (Andrew Kelly) moved to accept the revisions to the Northern New York Resources Corporation Bylaws. Carried unanimously.

Jackie Madison, Brian O'Connor and Michelle Young left the meeting at 11:00 A.M.

### **Sexual Harassment Policy**

The Board reviewed and discussed the final revised version of the Sexual Harassment policy.

**Motion 18/19--30:** Michelle Bishop (Ginger Tebo) moved to accept the Sexual Harassment policy as revised. Carried unanimously.

### **Hospital Library Services Program Contract Approval**

The Board reviewed and discussed the contract, budget and participating hospitals fee schedule for the Hospital Library Services Program 2019-2020. The NNYLN contracts with Samaritan Medical Center to provide information services to participating member hospitals in the region. For program year, 2019-2020 Samaritan is proposing a new service model using web-based-virtual portals to replace the circuit rider library service. The new model also includes quarterly visits and the creation of a HLSP Advisory board. Jeff Garvey expressed misgivings at curtailing in-person interactions with hospital staff. Andrew Kelly recommended adding "other protected classes" to the section 6 non-discrimination statement of the Samaritan contract.

**Motion 18/19--31:** Andrew Kelly (Sue Longshore) moved to accept the Samaritan Medical Center contract as revised, and to re-evaluate the HLSP pilot project after one year; and to adopt a resolution to approve the Annual Application for the Hospital Library Service Program 2019-2020 and authorize the Executive Director to execute all contracts relevant to this program. Motion Carried. 10 ayes, 1 nay.

### **New Membership Application: Franklin County Historical & Museum Society**

Meg reported she has accepted the Franklin County Historical & Museum Society membership application for membership in the Northern New York Library Network. The Board reviewed and discussed the membership application.

### **Next Meeting Dates**

Those Board members present agreed to the proposed meeting dates:

April 18, 2019 Thursday 10:00 A.M. - Network Office in Potsdam  
May 16, 2019 Thursday 8:00 A.M. - Board Meeting followed by the 54<sup>th</sup> Annual Meeting, Mirror Lake Inn Lake Placid NY  
June 20, 2019 10:00 A.M. - Zoom Video Conference

### **Adjournment**

The Board meeting was adjourned at 11:52 A.M.

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**The February 21, 2019 meeting minutes were approved at the April 18, 2019 meeting.**

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◆ Next Board Meeting ◆  
April 18, 2019, Thursday, 10:00 AM  
NNYLN Office  
6721 US Hwy 11  
Potsdam, NY