

**Northern New York Library Network
Board of Trustees Meeting
April 18, 2019
Potsdam, New York**

The April 18, 2019 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:03 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

Guests: Sherry Furgison and Janelle Tuper, Furgison & Co. CPA, PC, via Zoom video conference

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 18/19--32: The April 18, 2019 meeting Agenda was approved as distributed by unanimous consent.

Minutes

Motion 18/19--33: Jeff Garvey (Jackie Madison) moved to approve the minutes of the February 21, 2019 meeting as distributed. Carried unanimously.

Audit Report FY 2017-2018

Sherry Furgison and Janelle Tuper, 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, 2018 and 2017, as prepared by Furgison & Co., CPA P.C.

Sherry 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. Sherry noted management has indicated they accept the risk since the cost of hiring additional staff is not justified.

Motion 18/19--34: Andrew Kelly (Sue Longshore) moved to accept the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

Financial Statements

The Board reviewed and discussed the financial statements for February 2019 and March 2019. Staff responded to a number of general questions posed by Board members regarding the monthly statements. Meg Backus noted the Automation Projects restricted fund shows a significant balance; she pointed out those funds will be needed in the foreseeable future for routine upgrades necessary for the growing demands of the NY Historical Newspapers Website.

Motion 18/19--35: Sue Longshore (Jackie Madison) moved to accept the February 2019 and March 2019 financial statements as distributed. Carried unanimously.

Proposing 2019/20 Initiative: Network Fellowships

Meg Backus announced Network Fellowships as a new initiative for 2019-2020. The pilot project is intended to foster engagement between community members and members of the library community. All community and library organizations in the Network's region are encouraged to submit team applications. Meg noted the Continuing Education 2019-2020 budget line-item has been increased by \$10,000 to provide funding for the implementation of the Network Fellowship initiative.

Budget/Personnel Committee

The Board reviewed and discussed the Budget/Personnel Committee recommendations as outlined in their March 20, 2019 Meeting Minutes, Operating Budget, Five Year Projections and Salary Schedule. The Committee also recommends several revisions to the Personnel Manual.

Meg noted Professional Development Grants applications are currently accepted on a rolling basis throughout the year; she proposed accepting applications during a two or three month time period. The majority of Board Members present agreed accepting applications throughout the year is more inclusive for staff of member libraries.

Motion 18/19--36: Steve Kenworthy (Ginger Tebo) moved to accept the recommendations of the Budget Personnel Committee concerning the Operating Budget, Salaries, Five Year Projections and revisions to the Personnel Manual. Carried unanimously

Executive Director Report

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

ESLN has scheduled a meeting with the statewide Hospital Library Service Program managers on April 30th in Albany. Meg and Ginger Trow from Samaritan Medical Center will be attending.

Meg announced the NNYLN Special Collections and Innovation Grants schedule for fiscal year 2019-2020:

1. Applications will be available/open by June 14
2. Grant deadline will be August 16
3. Reviewers will submit all scoring by September 12
4. Board meeting to approve choices at September meeting
5. October Fall Meeting announce the new recipients

The May 16, 2019. Annual Meeting morning keynote speaker will be Patrick Sweeney, he will present a session on “Engaging Your Community and Building Support for Your Organization.” NNYLN staff will then present a brief news and info session. The afternoon session will involve participatory activities, group discussion, and brainstorming.

Meg has agreed to chair the NYALS-Advocacy group (New York Alliance of Library Systems).

Remote Board Attendance Guidelines

The Board reviewed and discussed the proposed Remote Board Attendance Guidelines.

Motion 18/19--29: Jackie Madison (Debra Kimok) moved to table the Remote Board Attendance Guidelines for a future meeting. Carried unanimously.

Executive Director Evaluation

Michelle Young noted Executive Director Committee members recently worked via email to develop two documents to use in the annual evaluation process. Meg will complete a self-evaluation Reflections, followed by the board completing an online evaluation.

Next Meeting Dates

Those Board members present agreed to the proposed meeting dates:

May 16, 2019 Thursday 8:00 A.M. - Board Meeting followed by the 54th 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 12:27 P.M.

The April 18, 2019 meeting minutes were approved at the May 16, 2019 meeting.

◆ Next Board Meeting ◆
May 16, 2019, Thursday, 8:00 AM
Mirror Lake Inn
77 Mirror Lake Dr.
Lake Placid, NY