

**Northern New York Library Network
Board of Trustees Meeting
September 19, 2019
Potsdam, New York**

The September 19, 2019 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:06 A.M. at the Network office building in Potsdam, New York.

Trustees Present: Andrew Kelly, President; Susan Mitchell, Vice-President; Debra Kimok, Secretary; Sue Longshore, Treasurer; Michelle Bishop; Krista Briggs; Gwen Cunningham; Jeff Garvey; Ivy Gocker; Steve Kenworthy; Jenica Rogers; Ginger Tebo; John Thomas and Xan VanArsdale.

Trustees Absent: No trustees were absent.

Staff Present: Meg Backus and Phil Jones.

Meg Backus welcomed new board members and requested those present to introduce themselves.

Agenda

Motion 19/20--01: Michelle Bishop (Ginger Tebo) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 19/20--02: Jenica Rogers (Sue Longshore) moved to approve the minutes of the May 16, 2019 meeting and June 20, 2019 meeting as distributed. Carried unanimously.

Financial Reports

The Board reviewed and discussed the financial statements for May 2019, June 2019, July 2019 and August 2019. 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 19/20--03: Ivy Gocker (Sue Longshore) moved to accept the financial statements for May 2019, June 2019, July 2019 and August 2019 as distributed. Carried unanimously.

Northern New York Resources Corporation

The Board reviewed and discussed the June 20, 2019 NNYRC Board of Directors meeting minutes. The next NNYRC Board of Directors meeting follows this meeting; all NNYLN board members are invited to attend.

Executive Director's Report

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

In July the 9 millionth page was posted to <http://nyshistoricnewspapers.org>. The Library of Congress historic newspaper archive is at 15 million pages; our collection is significant considering the next largest collection is 300,000 pages. Eventually we will need to address additional staffing and equipment.

A summer workshop in Plattsburgh was well attended by historians and archivists. The group shared a wealth of knowledge and information about available materials that would be valuable to researchers but are not readily available. We are investigating the idea of generating an up-to-date directory of collection contents.

The annual cost for DueNorth software and maintenance is significantly less than ICEPAC/ICICILL, resulting in a cost savings. To pass the savings on to member libraries a new fee structure for library systems will be implemented in 2020. The new pricing model sets fees at \$140 for each member, and \$70 for each additional library connected to that member.

Library	Fee	QTY	NEW
FEH SLS	\$3,500.00	25	\$ 1,820.00
Champlain Valley SLS	\$5,460.00	39	\$ 2,800.00
Jeff-Lewis SLS	\$7,280.00	52	\$ 3,710.00
NCLS	\$9,240.00	66	\$ 4,690.00
St Law-Lew SLS	\$5,600.00	40	\$ 2,870.00
CEFLS	\$4,200.00	30	\$ 2,170.00
CiTl SLS (Oswego)	\$5,320.00	38	[merged OCM]
stand-alone participants	\$140.00	18	\$ 2,520.00
TOTAL			\$ 20,580.00

Xan VanArsdale, Krista Briggs and Ginger Tebo indicated they would be willing to serve on a committee tasked with creating a policy for lost or unreturned items loaned through DueNorth.

Three teams have been selected for the new Network Fellowship program: A Potsdam team made up of an academic librarian, a public librarian, and a public health worker; Clifton Community Library and SUNY Potsdam. Training for mentors took place July 29, 2019; the mentors are staff from ESLN members. The Lake Placid Education Foundation recently granted NNYLN \$3,000 to facilitate project training. The kick-off workshop will take place on October 17, 2019.

Of the \$12,000 budgeted for Professional Development grants, \$11,277 has been awarded and requests continue to come in. Since the Special Collections and Innovation Grants awarded total less than half of the \$50,000 budgeted, Meg would like to earmark a portion of the savings for additional Professional Development awards. Those board members present agreed to Meg's proposal.

All staff have completed qualifying basic Sexual Harassment training through an online interactive module. Several board members indicated they would also require the training. Board members were also invited to work through an additional module "Investigating Harassment Claims, for Managers". Phil will setup online access to the trainings.

Our Fall Meeting will take place Thursday, Oct 10, 2019 at Eben Holden on the St. Lawrence University campus. Special Collection and Innovation grant recipients will present their work from the 2018-19 funding year.

Two new member applications were recently approved, the Frederic Remington Art Museum and the Clinton County Historical Association and Museum. Oswego Historical Society and Historic Saranac Lake have also submitted applications for membership.

NNYLN has signed up with Northern Light and Power Co to receive electricity credits from Azure Mountain Power, a power dam located in St Regis Falls. The program is through the NYS Shared Renewable initiative and allows consumers to support local independent renewable energy generators.

Staff will be attending an ESLN retreat September 26 and 27 in Saratoga, NY.

Special Collections and Innovation Grants

A panel of three individuals reviewed and ranked five Special Collections and Innovation grant applications. Four of the five proposals were recommended for funding. The Board reviewed and discussed the panel's recommendations. Meg indicated she would also like to work with grant recipients to enhance their projects. Those awarded are:

Adirondack Experience Museum: Digitize historical audio and movie tapes - \$2,504

Flower Memorial Library: Digitize city directories - \$4,500

Frederic Remington Art Museum: Digitize and create metadata for items in the collection - \$9,950

St. Lawrence County Historical Association: Make microfilm accessible to public - \$5,000

Motion 19/20--04: Jeff Garvey (Jenica Rogers) moved to approve the grants as recommended by the panel and to allow the Executive Director flexibility to enhance the projects using up to an additional 10% in cost. Motion carried. Ivy Gocker and Xan VanArsdale recused themselves from voting.

Annual State Report for Library Systems 2018

The Board reviewed and discussed NNYLN's Annual Report for Library Systems 2018.

Motion 19/20--05: Susan Mitchell (Jenica Rogers) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2018 as presented. Carried unanimously.

Remote Meeting Guidelines

The Board reviewed and discussed the proposed guidelines for attending board meetings remotely. It was agreed to drop the section on other considerations.

Motion 19/20--06: Debra Kimok (Steve Kenworthy) moved to approve the Remote Meeting Attendance Guidelines as amended. Carried unanimously.

2018-19 Meeting Dates

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

November 21, 2019, Thursday 10:00 A.M. - Network Office

January 16, 2020, Thursday 10:00 A.M. - Zoom video call

March 19, 2020, Thursday 10:00 A.M. - Zoom video call

April 16, 2020, Thursday 10:00 A.M. - Network Office

June 18, 2020, Thursday 10:00 A.M. - Zoom video call

Adjournment

The Board meeting was adjourned at 12:00 P.M.

The September 19, 2019 meeting minutes were approved at the November 21, 2019 meeting.

✦ Next Board Meeting ✦

November 21, 2019 10:00 A.M.

Network Offices Potsdam NY