

**Northern New York Library Network
Board of Trustees Meeting
November 21, 2019
Potsdam, New York**

The November 21, 2019 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:05 A.M. at the Network office building in Potsdam, New York.

Trustees Present: Andrew Kelly, President; Susan Mitchell, Vice-President; Debra Kimok, Secretary; Michelle Bishop (via Zoom); Krista Briggs; Jeff Garvey; Ivy Gocker; Steve Kenworthy; Jenica Rogers; John Thomas and Xan VanArsdale.

Trustees Absent: Gwen Cunningham, Sue Longshore and Ginger Tebo.

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 19/20--07: Susan Mitchell (Krista Briggs) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 19/20--08: Jeff Garvey (John Thomas) moved to approve the minutes of the September 19, 2019 meeting as distributed. Carried unanimously.

Financial Reports

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

Motion 19/20--09: Steve Kenworthy (Jenica Rogers) moved to accept the financial statements for September 2019 and October 2019 as distributed. Carried unanimously.

Northern New York Resources Corporation

The Board reviewed and discussed the September 19, 2019 NNYRC Board of Directors meeting minutes. Susan Mitchell reported new officers are Ginger Tebo, President; Susan Mitchell, Vice-President; Debra Kimok, Secretary and Sue Longshore, Treasurer. The next meeting is a Zoom

video conference scheduled for January 22, 2020 at 10:00 AM. All NNYLN board members are invited to participate.

Automation Committee

The Board reviewed and discussed the Automation Committee's October 30, 2019 meeting minutes, which included the RBDB proposed budget for the year 2020.

Motion 19/20--10: Susan Mitchell (Debra Kimok) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2020. Carried unanimously

Executive Director's Report

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

The NYS Library has revised its position of not contributing microfilm holdings to the New York Historic Newspapers project. This change opens up a statewide inventory of microfilmed newspapers ready for digitization.

A committee comprised of board members, staff and Automation Committee members met to develop guidelines for DueNorth, which align with the latest version of the Interlibrary Loan Code for the United States. The Board reviewed and discussed the Interlibrary Loan Guidelines for the Northern NY Library Network.

Motion 19/20--11: Susan Mitchell (Krista Briggs) moved to adopt the Interlibrary Loan Guidelines for the Northern NY Library Network as distributed. Carried unanimously

Assessment of the Hospital Library Services Program pilot project is taking longer than anticipated. The one-year trial period will be extended to allow for additional data collection.

Amanda Phelps, clerk at Paul Smith's College, is currently pursuing her MLIS. To support her education and leverage the network benefit, NNYLN has awarded her a \$3,000 stipend to complete her internship at one of NNYLN's member institutions. This year the award is a pilot project and is expected to be offered to staff at all member institutions next year.

Staff have been developing a Learning Management System (LMS) for use by libraries. They anticipate deploying the final product in the near future.

A new member application was recently approved for Historic Saranac Lake.

During the NNYLN annual audit Furgison & Co, CPA recommended the NNYRC Board of Directors implement an Investment Policy that complies with the 2010 NY

Prudent Management of Institutional Funds Act. The NNYLN attorney is currently developing a policy for the NNYRC Board of Directors consideration.

An A/C wall unit in the server room needs replacing. The unit is anticipated to cost approximately \$2,500.

Investment Policy

During the NNYLN annual audit Furgison & Co, CPA noted the NNYLN's Cash Management and Investment Policy did not acknowledge the 2010 NY Prudent Management of Institutional Funds Act. The Board reviewed and discussed the Investment Policy drafted by the NNYLN attorney.

Motion 19/20--12: Susan Mitchell (Steve Kenworthy) moved to adopt the Investment Policy as distributed. Carried unanimously.

Auditor Replacement

Furgison & Co, CPA notified NNYLN they are phasing out auditing services at the conclusion of the current NNYLN and NNYRC agreements. In October, four Requests-For-Proposals were sent to CPA firms; two firms responded. The Board reviewed and discussed the proposals received from John Parcell CPA and Dannible & McKee, LLP CPA.

Motion 19/20--13: Steve Kenworthy (Jenica Rogers) moved to approve the Dannible & McKee, LLP CPA proposal at a cost of up to \$15,000, and authorized the Executive Director to negotiate a reduction in those costs. Motion carried. Xan VanArsdale recused herself from voting.

2018-19 Meeting Dates

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

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 11:55 P.M.

The November 21, 2019 meeting minutes were approved at the January 16, 2020 meeting.

◆ **Next Board Meeting** ◆

January 16, 2020 10:00 A.M.

Zoom video call