

Northern New York Library Network  
Board of Trustees Meeting  
January 16, 2020  
Zoom Video Conference

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The January 16, 2020 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:07 A.M.

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.

Guests: Sherry Furgison and Jonathan Furgison, Furgison & Co., CPA, P.C.

Staff Present: Meg Backus and Phil Jones.

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### **Agenda**

**Motion 19/20--14:** The January 16, 2020 meeting Agenda was approved as distributed by unanimous consent.

### **Minutes**

**Motion 19/20--15:** The November 21, 2019 Meeting Minutes were approved as distributed by unanimous consent.

### **Audit Report FY 2018-2019**

Jonathan Furgison and Sherry Furgison, 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, 2019 and 2018, as prepared by Furgison & Co., CPA P.C.

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

**Motion 19/20--16:** Jenica Rogers (Michelle Bishop) 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 November 2019. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

**Motion 19/20--17:** Debra Kimok (John Thomas) moved to accept the November 2019 financial statements as distributed. Carried unanimously.

### **Executive Director Report**

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

\$10,515 of Medical Information Services Program funds (MISP), Medical ILL in our financials, will be used to extend site licenses to all member hospitals for the Journal of the American Medical Association (JAMA). Including two new member hospitals, Alice Hyde Medical Center and Elizabethtown Community Hospital, who are affiliated with Champlain Valley Physicians Hospital (University of VT Health Network).

Meg discussed shifting NNYLN's hospital members to a non-voting Associate Member classification. Most NNYLN member hospitals do not have library staff or libraries. Samaritan Medical Center and Champlain Valley Physicians Hospital do have staffed libraries and would retain full membership.

### **Northern New York Resources Corporation Bylaw Revision**

The Board reviewed and discussed the proposed revisions to the Northern New York Resources Corporation Bylaws.

**Motion 19/20--18:** Ginger Tebo (Krista Briggs) moved to accept the revisions to the Northern New York Resources Corporation Bylaws. Carried unanimously.

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

The Board discussed creating two committees, the Budget/Personnel Committee and the Nominating Committee.

**Motion 19/20--19:** Krista Briggs (Steve Kenworthy) moved to create a Budget Personnel Committee to prepare the 2020-21 budget for presentation to the board and a Nominating Committee to recruit new board candidates. Carried unanimously.

Sue Longshore, Ginger Tebo and Xan VanArsdale agreed to serve on the Budget/Personnel Committee. Debra Kimok, Jeff Garvey and Susan Mitchell agreed to serve on the Nominating Committee.

### **Next Meeting Dates**

Those Board members present agreed to the proposed meeting dates:

March 19, 2020 Thursday 10:00 A.M. – Zoom Video Conference  
April 16, 2020 Thursday 10:00 A.M. - Network Office in Potsdam  
June 18, 2020 10:00 A.M. - Zoom Video Conference

### **Adjournment**

The Board meeting was adjourned at 11:16 A.M.

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**The January 16, 2020 meeting minutes were approved at the March 19, 2020 meeting.**

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◆ Next Board Meeting ◆  
March 19, 2020, Thursday, 10:00 AM  
Zoom Video Conference