

Northern New York Library Network
Board of Trustees Meeting
March 19, 2020
Zoom Video Conference

The March 19, 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.

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 19/20--20: The March 19, 2020 meeting Agenda was approved as distributed by unanimous consent.

Minutes

Motion 19/20--21: Debra Kimok (Xan VanArsdale) moved to approve the minutes of the January 16, 2020 meeting as distributed. Carried unanimously.

Financial Statements

The Board reviewed and discussed the financial statements for December 2019, January 2020 and February 2020. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 19/20--22: Steve Kenworthy (Michelle Bishop) moved to accept the December 2019, January 2020 and February 2020 financial statements as distributed. Carried unanimously.

Executive Director Report

Meg Backus noted her written report was included in the Board packet; she pointed out that yesterday she had emailed the Board an addendum to the written report. Highlights of current issues include:

Over 10 years ago NNYLN provided PastPerfect software, a museum management software package, to members. Many of those members have not had the means to update the software or train personnel. Meg proposes using unencumbered Grants to Member Library funds to supply members with software updates and training. The regular cost of an upgrade to the latest version is \$375. Total cost is estimated to be \$3,000.

Due to the pandemic and related social sequestering, it is anticipated that many people will turn to their library for online resources. Meg proposes using unencumbered Grants to Member Library funds to augment the digital collections of the seven library systems in the NNYLN region. The grant invitation would request each system also contribute funds for a bigger impact. Distribution recommendation are: \$3,000 to each of the two public systems, and \$1,000 to each of five school systems for a total of \$11,000.

Motion 19/20--23: Jenica Rogers (Sue Longshore) moved to approve using unencumbered funds to purchase PastPerfect software updates and training. In addition, approve using unencumbered funds to provide the school library systems and public library systems additional funding to enhance digital services. Carried unanimously.

In the event the two individuals currently responsible for reviewing and signing checks are incapacitated, Meg proposes adding staff member Charles Henry and board member Virginia Tebo as authorized signers on the NNYLN bank accounts.

Motion 19/20--24: Gwen Cunningham (Steve Kenworthy) moved to authorize Charles Henry and Virginia Tebo to sign NNYLN checks. Carried unanimously.

To facilitate routine bill payments during the pandemic, Meg proposes suspending the requirement for a second signature on checks.

Motion 19/20--25: Jenica Rogers (Sue Longshore) moved to suspend the requirement for a second signature on checks. The suspension will be reviewed for renewal at the April 16th meeting. Carried unanimously.

A staff member, who had accrued 20 days of vacation leave, cancelled their vacation due to the pandemic. NNYLN's vacation policy restricts the number of vacation days (10 days) an employee is allowed to carryover annually. A year is based on the date-of-hire anniversary. Since the employee was approaching their anniversary date, Meg approved an extension beyond the employee's anniversary date. Meg proposes the Board allow a six-month grace period beyond anniversary dates during the remainder of this year.

Motion 19/20--26: Susan Mitchell (Debra Kimok) moved to suspend the 10-day anniversary-date restriction for a period of six months during the remainder of the year. Carried unanimously.

Meg requested board volunteers to form a Telework Committee tasked with designing a remote work policy. Krista Briggs, Andrew Kelly and Jenica Rogers agreed to service on the committee.

Board members agreed the Annual Meeting should be a web conference.

Member voting for board of trustees nominees and revised bylaws will be done electronically using survey software.

Meg noted staff working remotely are in need of basic office equipment to establish a safe work area. She proposed using NNYLN funds to purchase needed items for staff home work areas.

Motion 19/20--27: Susan Mitchell (Jenica Rogers) moved to approve expenditures for items needed to provide staff a safe remote-work environment during the pandemic, all purchased items will remain the property of NNYLN. Carried unanimously.

Director's Evaluation

Andrew Kelly and Meg Backus will discuss the parameters of the Executive Director's evaluation and report back at a future meeting.

Hospital Library Services Program Contract Approval

The Board reviewed and discussed the Samaritan Medical Center contract and participating hospitals fee schedule for the Hospital Library Services Program 2020-2021. The NNYLN contracts with Samaritan Medical Center to provide information services to participating member hospitals in the region. Michelle Bishop noted the contract included in the board packet did not contain gender-identity and sexual orientation discrimination wording. The Board also discussed adding an early termination clause to the contract.

Motion 19/20--28: Michelle Bishop (Jeff Garvey) moved to accept the Samaritan Medical Center contract as amended, and to adopt a resolution to approve the Annual Application for the Hospital Library Service Program 2020-2021 and authorize the Executive Director to execute all contracts relevant to this program. Carried unanimously.

NNYLN Bylaws

The Board reviewed and discussed the bylaw revisions suggested by attorney Cole Adams and the corresponding memo to member libraries that were included in the board packet.

Next Meeting Dates

Board members agreed to the proposed meeting dates. The April 16, 2020 meeting will now be a Zoom video conference:

April 16, 2020 Thursday 10:00 A.M. - Zoom Video Conference

June 18, 2020 10:00 A.M. - Zoom Video Conference

Adjournment

The Board meeting was adjourned at 11:44 A.M.

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

◆ Next Board Meeting ◆

April 16, 2020, Thursday, 10:00 AM

Zoom Video Conference