

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

The April 16, 2020 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:06 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--29: The April 16, 2020 meeting Agenda was approved as distributed by unanimous consent.

Minutes

Motion 19/20--30: Jeff Garvey (John Thomas) moved to approve the minutes of the March 19, 2020 meeting as distributed. Carried unanimously.

Remote Work Policy

The Board reviewed and discussed the Temporary Remote Work agreement.

Motion 19/20--31: Steve Kenworthy (Michelle Bishop) moved to approve the Temporary Remote Work Agreement on the condition the attorney reviews the agreement prior to implementation. Carried unanimously.

Review 2nd Signature Hold

The Board discussed the temporary hold on the second signature requirement on checks.

Motion 19/20--32: Jenica Rogers (Sue Longshore) moved to discontinue the temporary hold on requiring a second signature on checks. Carried unanimously.

Budget/Personnel Committee Report

The Board reviewed and discussed the Budget/Personnel Committee's recommendations as outlined in their combined March 16, 2020 and April 7, 2020 Meeting Minutes, Operating Budget with a 2.59% State Aid cut, Salary Schedule and Five Year Projections. An informational budget with a 25% cut in State Aid was also reviewed and discussed. Meg Backus noted neither budget proposal includes potential loan funds requested from the CARES Act Payroll Protection Program for the amount of \$100,626. In the event the loan is approved, the intent is to use the loan for stipulated purposes (payroll, benefits, and utilities) and reduce the NNYRC contribution.

Motion 19/20--33: Jeff Garvey (Ginger Tebo) moved to accept the recommendations of the Budget Personnel Committee concerning the Operating Budget, Salaries and Five Year Projections. Carried unanimously

Director Report

Meg Backus noted her written report was included in the Board packet. Highlights of current issues include:

All microfilm scanning has stopped at the Network. The Scanning Technician is currently undertaking several new initiatives to expand statewide usage of our online offerings.

In-person Network continuing education programs have been canceled.

The 55th NNYLN Annual Meeting will be held 10:30 A.M. May 7, 2020 as a Zoom video conference.

Federal Payroll Protection Program application submitted to Community Bank. Loan forgiveness will be provided for the sum of 8 weeks' payroll costs and covered utilities.

Director's Evaluation

Board members discussed the Executive Director's evaluation process and timeline.

Next Meeting Dates

Board members agreed to the proposed next meeting date.

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

Adjournment

The Board meeting was adjourned at 11:50 A.M.

The April 16, 2020 meeting minutes were approved at the June 18, 2020 meeting.

◆ Next Board Meeting ◆
June 18, 2020, Thursday, 10:00 AM
Zoom Video Conference