

Northern New York Library Network  
Board of Trustees Meeting  
May 12, 2022  
Zoom Video Conference

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The May 12, 2022 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:04 A.M.

Trustees Present: Andrew Kelly, President; Steve Kenworthy, Secretary; Ginger Tebo, Treasurer; Ellen Adams; Krista Briggs; Gwen Cunningham; Jeff Garvey; Erin Kovalsky; Jackie Madison; Paulette Roes; Jenica Rogers; Jill Tarabula and John Thomas.

Staff Present: Meg Backus and Phil Jones.

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### **Agenda**

**Motion 21/22--29:** The agenda was unanimously approved as distributed.

### **Minutes**

**Motion 21/22--30:** Jeff Garvey (Jackie Madison) moved to approve the minutes of the March 17, 2022 meeting as distributed. Carried unanimously.

### **Financial Reports**

The Board reviewed and discussed the financial statements for February 2022 and March 2022. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

**Motion 21/22--31:** Jill Tarabula (Ellen Adams) moved to accept the financial statements for February 2022 and March 2022 as distributed. Carried unanimously.

Meg reported SUNY Potsdam has indicated they require additional funds to support their Baccalaureate Degree program at Riverview Correctional Facility. There are sufficient funds in the line item Grants to Member Libraries.

**Motion 21/22--32:** Krista Briggs (Ginger Tebo) moved to authorize increasing SUNY Potsdam's grant to \$20,000. Motion carried. Jenica Rogers recused herself due to a conflict of interest.

## 2022-2023 Budgets

The Board reviewed and discussed the Budget Committee's recommendations as outlined in their April 18, 2022 meeting minutes. Meg noted that with the elimination of the RBDB grant the fund balance remaining in the restricted fund will be renamed Research Support and added to the Purpose-Defined funds in 2022-2023.

**Motion 21/22--33:** Steve Kenworthy (Jackie Madison) moved to accept the recommendations of the Budget Committee concerning the Operating Budget, Purpose Defined Budgets and Salaries. Carried unanimously.

## Hospital Library Program & MISP Budgets 2022-2023

The Board reviewed and discussed the proposed Hospital Library Program & MISP 2022-2023 Budgets. It was noted the Hospital Member Program Budgets heading should be 2022-2023.

**Motion 21/22--34:** Jackie Madison (Steve Kenworthy) moved to accept the proposed Hospital Library Program & MISP 2022-2023 Budgets as corrected. Motion carried. Jill Tarabula recused herself due to a conflict of interest.

## 2022-2023 NNYLN Officers and NNYRC Board Members

On June 30, 2022 the mid-year appointment of Paulette Roes expires, an additional slot is vacant due to the resignation of Ivy Gocker. On March 31, 2022, an online ballot was emailed to each NNYLN member. Elected to five-year terms on the board of trustees are: Emily Hastings, Canton Free Library and Paulette Roes, North Country Library System.

Those volunteering to serve as NNYLN officers are: President, Andrew Kelly; Vice-President, Jenica Rogers; Secretary, Steve Kenworthy and Treasurer, Ginger Tebo.

**Motion 21/22--35:** Jeff Garvey (Jill Tarabula) moved to approve the 2022-2023 NNYLN slate of officers: President, Andrew Kelly; Vice-President, Jenica Rogers; Secretary, Steve Kenworthy and Treasurer, Ginger Tebo. Carried unanimously.

Volunteers agreeing to serve on the Northern New York Resources Corporation Board of Directors are: Jenica Rogers, President; Jeff Garvey, Vice-President; Steve Kenworthy, Secretary; Ginger Tebo Treasurer and Gwen Cunningham.

**Motion 21/22--36:** Jackie Madison (Jill Tarabula) moved to approve the 2022-2023 NNYRC Board of Directors and slate of officers: Jenica Rogers, President; Jeff Garvey, Vice-President; Steve Kenworthy, Secretary; Treasurer, Ginger Tebo and Gwen Cunningham. Carried unanimously.

## **Director Report**

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

More academic libraries have contacted NNYLN about joining our Overdrive Consortium to offer ebooks and audiobooks to their campuses. Eight schools have bought into the shared platform (up from three in 2018 and prior), which improves the resource for the three NNYLN members because the collection contains much more material with more participants. All materials purchased with the annual fee are equally available to all consortia members.

Staff have developed a new brochure listing most of the services and communications NNYLN offers. A copy of the brochure was included in the board packet.

The plan for smaller, more frequent grants focused on diversity, equity, and inclusion efforts is taking shape. Grant applications are expected to be available at the beginning of the new fiscal year. Those volunteering to serve on a small grant committee are Erin Kovalsky, Ellen Adams, John Thomas, Steve Kenworth and Krista Briggs.

Meg announced she will be going on maternity leave sometime in September 2022. She anticipates being away from the office for at least 10 weeks. An alternate staff member was authorized to sign checks in 2020 due to the pandemic, they will continue in that role during Meg's absence.

Meg pointed out she will be away on maternity leave for NNYLN's Annual Fall meeting scheduled for October 6, 2022.

Meg has been exploring the possibility of selling NNYLN's property in Canton. An opinion has been requested from the attorney and the CPA will be contacted for a determination on tax consequences.

We are moving ahead with the auditor's suggestion that an actuary determine NNYLN's post-employment benefit obligation. A signed contract has been submitted to Armory Associates, LLC for their services. The cost will be \$2,900 for the initial determination and \$1,100 in subsequent years.

## **Executive Director's Annual Review**

Board members discussed the Executive Director's evaluation results.

### **Meeting Dates 2022-2023**

Board members reviewed and agreed to the proposed meeting dates for 2022-2023. Gwen Cunningham indicated she was unable to attend the December 1, 2022 meeting.

July 14, 2022 Thursday 10:00 A.M. - Zoom Video Conference  
September 1, 2022 Thursday 10:00 A.M. – Zoom Video Conference  
December 1, 2022 Thursday 10:00 A.M. – Zoom Video Conference  
January 19, 2023 Thursday 10:00 A.M. – Zoom Video Conference  
March 16, 2023 Thursday 10:00 A.M. – Zoom Video Conference  
May 18, 2023 Thursday 10:00 A.M. – Zoom Video Conference

### **Adjournment**

The Board meeting was adjourned at 11:31 A.M.

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**The May 12, 2022 meeting minutes were approved at the July 14, 2022 meeting.**

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**✚ Next Board Meeting ✚**  
July 14, 2022, Thursday, 10:00 AM  
Zoom Video Conference