

Northern New York Library Network
Board of Trustees Meeting
January 19, 2023
Zoom Video Conference

The January 19, 2023 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:03 A.M.

Trustees Present: Andrew Kelly, President; Steve Kenworthy, Secretary; Ellen Adams; Krista Briggs; Gwen Cunningham; Jeff Garvey; Emily Owen Hastings; Jackie Madison; Paulette Roes; Jill Tarabula; John Thomas and Sarah Weisman.

Trustees Absent: Jenica Rogers and Ginger Tebo.

Guests: Peggy Rowe, Angela Janack and Shannon Forkin, Dannible & McKee, LL.

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 22/23--24: Paulette Roes (Krista Briggs) moved to approve the agenda for the December 1, 2022 meeting as distributed. Carried unanimously.

Minutes

Motion 22/23--25: Steve Kenworthy (Ellen Adams) moved to approve the minutes of the September 1 2022 and October 27, 2022 meetings as distributed. Carried unanimously.

Audit Report & Form 990 FY 2021-2022

Peggy Rowe and Angela Janack, Dannible & McKee, LLP reviewed the draft unqualified audit report of the Northern New York Library Network financial statements fiscal year ending June 30, 2022, as prepared by Dannible & McKee, LLP. Shannon Forkin, Dannible & McKee, LLP summarized the draft IRS form 990 of the Northern New York Library Network fiscal year ending June 30, 2022, as prepared by Dannible & McKee, LLP.

Peggy Rowe noted no significant deficiencies were found during their audit of fiscal year 2021-2022.

Motion 22/23--26: Steve Kenworthy (Emily Owen Hastings) moved to accept the draft audit as prepared by Dannible & McKee, LLP. Carried unanimously.

Motion 22/23--27: Krista Briggs (Jeff Garvey) moved to accept the draft IRS Form 990 as prepared by Dannible & McKee, LLP. Carried unanimously.

Financial Reports

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

Motion 22/23--28: Ellen Adams (Jackie Madison) moved to accept the financial statements for October 2022 and November 2022 as distributed. Carried unanimously.

Meg welcomed a new board member and requested those present to introduce themselves

Elect Nominating Committee

In response to a request for Nominating Committee members, Ellen Adams, Sarah Weisman and John Thomas indicated they would be willing to serve on the committee. The committee has been tasked with finding replacements for the four board members with terms ending June 30, 2023: Jeff Garvey, Andrew Kelly, Ginger Tebo and Sarah Weisman..

Motion 22/23--29: Sarah Weisman (Gwen Cunningham) moved to appoint Ellen Adams, Sarah Weisman and John Thomas to the Nominating Committee. Carried unanimously

Director's Report

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

Meg noted the Veridian proposal was included in the board packet. We are currently ready to move forward with the migration of nyshistoricnewspapers.org to Veridian. Several Board members have tested the interface and indicated the improved search engine is a big improvement. Our attorney will be reviewing the contract for potential issues. Board members suggested adding a bankruptcy and price increase clauses to deal with any future issues.

Meg indicated transitioning to Veridian is more economical than hiring the personnel that would be required to upgrade the hardware and software currently in use. Contracting with DL Consulting (Veridian vendor) properly increases our capacity to support and develop the resource.

Meg also noted she developed a non-member pricing schedule for contributions to the new site. Fees for scanning microfilm, processing, OCRing, ingesting, and hosting now stand at:

Members of an ESLN library council: 15 cents per image

Non-members: 25 cents per image

NEW: Fees for ingesting and hosting files already digitized and meeting our file specifications:

Members of an ESLN library council: 1 cent per image

Non-members: 2 cents per image

Fees for adjusting digital files to comply with site standards:

Members of an ESLN library council: 3 cents per image

Non-members: 5 cents per image

A recent health issue has led Phil Jones, Associate Director of Business Services to use accrued paid leave time to reduce his working hours to ~20hrs/week. He will be moving to part-time on a permanent basis once we hire someone to fill in the available hours.

The Regional Services Librarian vacant position is posted, applications are due February 3, 2023. We are seeking one full-time person to fill the vacancy. Residency within our region is required, but working predominantly from home will be considered.

The Budget Committee will begin working on the fiscal year 2023-2024 budgets in the next few months with the goal of presenting a draft budget at the May 2023 meeting.

Meeting Dates 2022-2023

Board members reviewed and agreed to the proposed meeting dates for 2022-2023.

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 11:54 A.M.

The January 19, 2023 meeting minutes were approved at the March 16 Board Meeting.

Next Board Meeting
March 16, 2023, Thursday, 10:00 AM
Zoom Video Conference