

Northern New York Library Network
Board of Trustees Meeting
May 18, 2023
Zoom Video Conference

The meeting was called to order at 10:03 AM.

Trustees Present: Andrew Kelly, President, Steve Kenworthy, Secretary, Ellen Adams, Jackie Madison, Ginger Tebo, Treasurer, John Thomas, Jeffrey Garvey, Gwendolyn Cunningham, Krista Briggs, Paulette Roes, Jenica Rogers, Sarah Weisman

Trustees Absent: Emily Hastings, Jill Tarabula

Staff Present: Meg Backus, Jennifer Thomas

Agenda

Motion 22/23 - - 36: Gwendolyn Cunningham (Krista Briggs) moved to approve the agenda. Motion carried unanimously.

Minutes

Motion 22/23 - - 37: Jeffrey Garvey (Jeffrey Garvey (Jackie Madison) moved to approve the March 16, 2023 meeting minutes as distributed. Motion carried unanimously.

Financial Reports

The Board reviewed and discussed the financial reports for February, March and April 2023. Jennifer noted the addition of the Quickbooks Checking Account and addressed the negative balance noting she is seeking resolution with Quickbooks to resolve errors. Actual balance is positive. Meg suggested to the Board that for future meetings instead of individual sets of reports for each month there was no meeting reports be consolidated. It was suggested that monthly balances be displayed together on a single report.

Motion 22/23 - - 38: Ellen Adams (John Thomas) moved to accept the February, March and April 2023 financial reports.

2023-2024 Budgets

Meg presented the proposed budget for 2023-2024. Topics included operating income and expenses, salaries, operating fund, building fund, equipment fund, purpose-defined projects and research support. Proposed HLSP & MISB budgets and the 2023-2024 Hospital Member Program Budgets were also reviewed.

Meg noted that with the upcoming fiscal year that we will use "Misc Income" less. Under Auto Projects a category for donations will be added to record more precisely the donations and keep them separate from true miscellaneous income.

Motion 22/23 - - 39: Jenica Rogers (Krista Briggs) moved to adopt the 2023-2024 Budget as presented. Motion carried unanimously.

2023-2024 NNYLN Officers & NNYRC Board Members

Board members discussed the positions to be filled. Suggested officers agreed to accept their nominations to each board respectively.

Proposed NNYLN slate of officers:

Ellen Adams, President
Jenica Rogers, Vice-President
Steve Kenworthy, Secretary
Emily Hastings, Treasurer

Proposed NNYRC slate of officers:

Steve Kenworthy, President
Paulette Roes, Vice-President
Jackie Madison, Secretary
Emily Hastings, Treasurer

Motion 22/23 - - 40: Krista Briggs (Sarah Weisman) moved to accept the slate of officers as noted to be elected at the first meeting of the fiscal year (23-24). Motion carried unanimously.

Director's Report

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

Resource Sharing. Meg noted that Chuck attended a Digital Repositories Summit on March 28 in Albany with all ESLN councils. Small groups brainstormed developments for statewide digital resources.

Meg has volunteered to host ESLN Directors for 2-3 days in the North Country in August to showcase the North Country. Board members were asked to provide any suggestions for places to visit and show the directors to Meg via email.

New member application received from the Potsdam Public Museum.

Jennifer Thomas joined the Network April 3, 2023. Duties have been realigned between business manager and support roles.

Lydia Willoughby, new Regional Services Librarian visited March 18-19 and began at the Network May 16, 2023.

Executive Director's Annual Review

A summary of the evaluations for the Executive Director was provided by Board President, Andrew Kelly. He noted that the board is extremely pleased with the work that Meg has done and the direction she provides to NNYLN and its staff. He thanked Meg on behalf of the board.

2023-2024 Meeting Dates

The next meeting of the Board of Trustees will be July 20, 2023 via Zoom at 10am

Proposed meeting dates for FY2324 will be reviewed at the July 20, 2023 meeting to include all new board members.

Adjournment

The meeting was adjourned at 12:00 P.M.

Respectfully submitted by Jennifer M Thomas