

Northern New York Library Network
Board of Trustees Meeting
July 23, 2020
Zoom Video Conference

The July 23, 2020 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:08 A.M.

Trustees Present: Andrew Kelly, President; Susan Mitchell, Vice-President; Steve Kenworthy, Secretary; Ginger Tebo, Treasurer; Ellen Adams; Michelle Bishop; Krista Briggs; Gwen Cunningham; Jeff Garvey; Ivy Gocker; Jill Tarabula and John Thomas.

Trustees Absent: Jenica Rogers

Staff Present: Meg Backus and Phil Jones.

Meg Backus welcomed new board members and requested those present to introduce themselves.

Agenda

Motion 20/21--01: The July 23, 2020 meeting Agenda was approved as distributed by unanimous consent.

Minutes

Motion 20/21--02: Steve Kenworthy (Jeff Garvey) moved to approve the minutes of the June 18, 2020 meeting as distributed. Carried unanimously.

Financial Statements

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

Motion 20/21--03: John Thomas (Susan Mitchell) moved to accept the June 2020 financial statements as distributed. Carried unanimously.

Automation Committee

The Board reviewed and discussed the Automation Committees as a committee of the Corporation.

Meg Backus noted Juan Denzer, SUNY Oswego resigned from the existing committee, creating one vacancy.

Motion 20/21--04: Susan Mitchell (Ginger Tebo) moved to affirm the Automation Committee

as a committee of the Corporation and appoint David Fuller, Meghan Gartland, Andrew Kelly, Emily Hastings, Natalie Panshin, Glen Bogardus, Matt Corey and Peter Morris to the committee. Carried unanimously.

Committees of the Board

The board discussed forming three standing committees of the board for fiscal year 2020-2021; each having the authority to bind the board as outlined in the motion forming the committee.

Motion 20/21--05: Andrew Kelly (Steve Kenworthy) moved to form the Safety Committee responsible for monitoring health and safety conditions or practices related to the novel coronavirus and adjust the Network's NY Forward Safety Plan, or related documentation, as needed to protect employee and public safety. Appointments to the committee are Gwen Cunningham, Jenica Rogers and John Thomas. Carried unanimously.

Motion 20/21--06: Steve Kenworthy (Jill Tarabula) moved to form the Personnel Committee responsible for consulting or acting on Human Resource issues or personnel matters affecting the organization. The Committee will oversee the Whistleblower policy and the Sexual Harassment policy, receiving and responding to complaints as designated. Appointments to the committee are the four board officers: Andrew Kelly, Susan Mitchell, Steve Kenworthy Ginger Tebo and one member-at-large, Ivy Gocker. Carried unanimously.

Motion 20/21--07: Michelle Bishop (Jeff Garvey) moved to form the Budget Committee responsible for reviewing current, adjusted, or projected revenues and make budget recommendations to the board; and arrange for, review, and recommend to the full board, by motion, any independent audit as described in NYS NFPCL 712-A (Audit Oversight). The Chair of the committee is designated as the board Treasurer. Appointments to the committee are Ginger Tebo, Chair; Jeff Garvey and Susan Mitchell. Carried unanimously.

Director Report

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

A commercial online fee-based newspaper archive "Newspaperarchive.com" has been harvesting newspapers from the NYS Historic Newspapers database and publishing the content on their site. The terms of our site expressly forbid mass downloading. They have been blocked from the website, but we believe our technical fix could easily be circumvented. We are seeking advice from our attorney Cole Adams to see if there is any re-course.

Rotten Tomatoes has notified us they are using the NYS Historical Newspaper website as a source for historical film reviews.

Development of the Empire Archival Discovery Cooperative, an online finding aid for NYS archival collections, is moving forward. A tiered cost model has been proposed that prioritizes accessibility for the smallest organizations. Each participating institution would pay a setup fee and an annual maintenance fee. For small organizations the one-time setup fee would be \$50 and the annual fee would likely be \$0.

The DueNorth user group recently met to discuss reopening concerns. The group agreed lenders should extend their loan periods to allow for quarantining on the receiving end of ILLs, and maintain accurate lending statuses so the tool displays availability correctly. A Listserv was created to facilitate group-wide communication among all DueNorth users.

The Hospital Library Services Program (HLSP) is back up and running. Samaritan library staff have returned from furlough and are now offering services again. We are exploring new outlets for the program, such as moving away from the model of services delivered to the region's hospitals from one hub. At Our September board meeting, we will present HLSP law, regulations, and guidelines, in order to build board awareness on the program's purpose and parameters.

During the COVID-19 pandemic, the Network will not support grants to in-person events.

Tupper Lake Public Library was recently added as a new member.

Next Meeting Dates

Board members agreed to the proposed next meeting dates for 2020-2021:

September 17, 2020 Thursday 10:00 A.M. - Zoom video

November 19, 2020 Thursday 10:00 A.M. - Zoom video

January 14, 2021 Thursday 10:00 A.M. - Zoom video

March 18, 2021 Thursday 10:00 A.M. - Zoom video

May 13, 2021 Thursday 10:00 A.M. - Network Office

Adjournment

The Board meeting was adjourned at 11:23 A.M.

The July 23, 2020 meeting minutes were approved at the September 17, 2020 meeting.

◆ Next Board Meeting ◆

September 17, 2020, Thursday, 10:00 AM

Zoom Video Conference