

Northern New York Library Network
Board of Trustees Meeting
September 17, 2020
Zoom Video Conference

The September 17, 2020 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; Susan Mitchell, Vice-President; Steve Kenworthy, Secretary; Ginger Tebo, Treasurer; Ellen Adams; Michelle Bishop; Gwen Cunningham; Jeff Garvey; Ivy Gocker; Jill Tarabula and John Thomas.

Trustees Absent: Krista Briggs and Jenica Rogers.

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 20/21--08: Andrew Kelly (Michelle Bishop) moved to approve the September 17, 2020 meeting Agenda as distributed. Carried unanimously.

Minutes

Motion 20/21--09: Steve Kenworthy (Jeff Garvey) moved to approve the minutes of the July 23, 2020 meeting as distributed. Carried unanimously.

Financial Statements

The Board reviewed and discussed the financial statements for July 2020. Staff responded to a number of general questions posed by Board members regarding the monthly statements. NNYLN has received 80% of its Basic and Supplemental Operating State Aid.

Motion 20/21--10: Michelle Bishop (Steve Kenworthy) moved to accept the July 2020 financial statements as distributed. Carried unanimously.

Special Collections and Action Grants

A panel of three individuals reviewed and ranked ten Special Collections and Action grant applications. Six of the ten proposals were recommended for funding. The Board reviewed and discussed the panel's recommendations. Meg noted the total grant awards exceed the budgeted amount of \$50,000 by \$1,913. Meg also noted there are several grants awarded last year that were not completely funded due to COVID-19, and will be fully funded in this fiscal year's budget. Those awarded this fiscal year are:

| | | |
|--|--|--------------------|
| Historic Saranac Lake | Creating Access to TB Patient Records | \$9,935.00 |
| Oswego County Historical Society, Inc. | Creation of a Digitization Process & Training for the Collections with Completion of 3 Collections | \$9,640.00 |
| NCLS + CEFLS | Library Advocacy Initiative | \$10,000.00 |
| St. Lawrence University | Virtualizing the Library with Photogrammetry | \$9,542.00 |
| Tupper Lake Public Library | Improving Access to Tupper Lake's Historical Collections | \$9,642.00 |
| Potsdam Public Library | PPL On the Outside | \$3,154.00 |
| | Total | \$51,913.00 |

Motion 20/21--11: Steve Kenworthy (John Thomas) moved to approve the grants as recommended by the panel and approve exceeding this fiscal year's budgeted amount by \$1,913. Motion carried. Ivy Gocker and Andrew Kelly recused themselves from voting.

NYSHN Updated Terms and Conditions

The Board reviewed and discussed the revised Terms and Conditions/Terms of Use (Terms) for the New York Historical Newspaper website as provided by attorney Cole Adams. It was suggested the Terms be amended to delete the Network Designated Agent's specific email in favor of a generic email address.

Meg reported the attorney will also send a letter to the offending online fee-based newspaper archive requesting they remove the content they scraped from NYHN website. Several members of the board suggested contacting website contributors to alert them to the offending action.

Motion 20/21--12: Ginger Tebo (Gwen Cunningham) moved to approve the amended Terms and Conditions/Terms of Use as presented by the attorney. Carried unanimously.

Employee Vacation Leave

At the March 19, 2020 Board of Trustees meeting, employee vacation leave expiration dates were suspended for a period of six months during 2020. It is now nearly six months later and travel is still not encouraged due to COVID-19. Meg recommended extending the 2020 expiration dates to the employee's 2021-anniversary date. Anniversary dates (hire date) are the normal expiration date of excess accrued vacation leave.

Motion 20/21--13: Jeff Garvey (Susan Mitchell) moved to extend the employee's 2020 vacation leave expiration dates to the employees 2021 anniversary date. Carried unanimously.

Nominating Committee

The Board discussed designating a three member Nominating Committee tasked with recommending a candidate to fill the current board vacancy. The Committee will also coordinate the selection of a candidate to fill the one expiring term in June 2020.

Motion 20/21--14: Michelle Bishop (Jill Tarabula) moved to form the Nominating Committee as a committee of the Corporation and appoint Ivy Gocker, Andrew Kelly and Steve Kenworthy to the committee. Carried unanimously.

Annual Sexual Harassment Training

The deadline for our annual Anti-Harassment Training is approaching. NNYLN has access to an online training module offered by the insurance carrier OneGroup. The online training is free and is available to any member of the board who does not receive the training through their own employer. Board members requesting enrollment in the NNYLN online module are Ellen Adam, Gwen Cunningham, Andrew Kelly and Susan Mitchell. Meg requested those who do take the training through their employer to email her a copy the certificate of completion.

Director Report

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

Arrangements are being made to lend the 42" map scanner to Historic Saranac Lake. The scanner has seen very little use since it was purchased in 2010, mainly because it is not easy for members to transport their oversized special collections to the NNYLN office. The scanner is large (55"x 21"x 7", plus stand) and heavy (135 lbs.). A moving company has been contacted to construct a crate for the scanner and move it to Saranac Lake. Staff will draft a memo of understanding for users, and an easy to follow written guide. Zoom video consultations will be provided as needed.

The Annual Fall Meeting is scheduled for 10:30 AM Oct 8, 2020 via Zoom. Last year's grant recipients will present their projects.

A series of sessions supporting the update to the 2021-2026 5-Year Plan of Service are scheduled with members. In spring 2021, the Board will be asked to review and approve the new plan.

Christi Sommerfeldt recently collaborated with staff from the NYS Library and METRO Library Council to develop a series of programs on digital equity. They are running as a series from now through December.

The Annual State Report for Library Systems 2019 is due at the end of October. The Board's approval is required prior to submitting the report to Division of Library Development. Those present agreed to hold a special meeting via Zoom

prior to the October 8, 2020 Fall Meeting. The only agenda item will be to review and approve the report.

2020-2021 funding for academic member's Coordinated Collection Development Aid has not been approved at this time. The Division of Library Development expects the program to receive 80% funding at some point this fall.

NYLA recently arranged meetings with staff from senators Schumer and Gillibrand offices. Meg participated with other NY librarians to inform the senators of library services and activities during COVID, the impact of the state cuts to library systems and localities, and the need for federal relief. Both offices seemed receptive.

NYLA has begun using an app to track library-related state legislation; the app will allow tagging 10 terms that relate to libraries.

Legislative offices are not likely to allow group lobby days or rallies in the near future. That means there will be no Library Advocacy Day in February 2021.

Next Meeting Dates

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

October 8, 2020 Thursday 10:15 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 11:25 A.M.

The September 17, 2020 meeting minutes were approved at the November 19, 2020 meeting.

◆ Next Board Meeting ◆
October 8, 2020, Thursday, 10:15 AM
Zoom Video Conference