

Northern New York Library Network  
Board of Trustees Meeting  
November 19, 2020  
Zoom Video Conference

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The November 19, 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; Jenica Rogers; Jill Tarabula and John Thomas.

Trustees Absent: No trustees were absent.

Staff Present: Meg Backus and Phil Jones.

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### **Agenda**

**Motion 20/21--17:** Andrew Kelly (Jill Tarabula) moved to approve the November 19, 2020 meeting Agenda as distributed. Carried unanimously.

### **Minutes**

**Motion 20/21--18:** Jeff Garvey (Susan Mitchell) moved to approve the minutes of the September 17, 2020 and October 8, 2020 meetings as distributed. Carried unanimously.

### **Financial Statements**

The Board reviewed and discussed the financial statements for August 2020 and September 2020. Staff responded to a number of general questions posed by Board members regarding the monthly statements. To date, NNYLN has received 80% of all scheduled State Aid payments.

**Motion 20/21--19:** Steve Kenworthy (Jenica Rogers) moved to accept the August 2020 and September 2020 financial statements as distributed. Carried unanimously.

### *NYS Sick Leave Update*

Included with the 2020 New York State budget were provisions for an expanded paid sick leave program. The new Sick and Safe Leave Law requires all private New York employers to provide a certain amount of time off to all employees for specified reasons. Attorney Stephanie Adams reviewed NNYLN's Personnel Manual and recommended a number of updates needed to bring the document into compliance with the new law. The Board reviewed and discussed the recommended changes to employee leave in the NNYLN Personnel Manual.

**Motion 20/21--20:** Susan Mitchell (Steve Kenworthy) moved to approve the recommended changes to employee leave, and revise the Northern New York Library Network Personnel Manual accordingly. Carried unanimously.

*Section 105 Plan – Medicare Premium Reimbursements*

The NNYLN Personnel Manual does not address health insurance coverage for employees who become Medicare eligible at age 65. Health insurance regulations do not allow employers with less than 20 employees to offer their group policy to Medicare eligible employees. NNYLN's insurance broker, Foy Benefits, recommends establishing a Section 105 (HRA) plan to reimburse employees for Medicare premiums.

**Motion 20/21--21:** Michelle Bishop (Ginger Tebo) moved to approve a section 105 (HRA) plan and revise the Personnel Manual to include the Medicare Premium HRA plan. Carried unanimously.

*NNYRC Report*

Jenica Rogers reported the NNYRC Board of Directors met on November 12, 2020. Officers were elected for the year: Jenica Rogers President, Susan Mitchell Vice-President, Steve Kenworthy Secretary and Ginger Tebo Treasurer. For most of 2020, Simmons Capital Group has positioned the NNYRC portfolio in defensive allocations. They continue to monitor current events in anticipation of gradually re-investing in equities.

**Director Report**

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

NNYLN's Automation Committee met on October 29, 2020 to discuss cuts to RBDB State Aid. The Ebsco Omnifile subscription, at an annual cost of \$46,000, is under scrutiny for possible elimination. A budget-neutral technical amendment is being pursued by the state library that would remove the restrictions on RBDB Aid; essentially combining RBDB Aid with Operating Basic Aid.

NNYLN's Continuing Education virtual events remain popular with our members. Staff strives to offer at least one original workshop with clear learning objectives each month. We are also compiling and publishing programs offered across the state to provide additional opportunities to our members.

The group that read *Me and White Supremacy* together in the summer has continued to meet, and is shaping up into a steady Northern New York Anti-Racist Workgroup. It is currently defining the group's purpose and activities so that it can make itself known and others can join too.

Meg has joined *The Regents Advisory Council on Libraries (RAC)* for a 5-year term. The RAC advises the New York State Board of Regents regarding the New York State Library, library development programs, library aid programs and other matters related to the operations of libraries and library systems in New York. The Council and officers of the State Education Department will be developing a comprehensive statewide library and information plan to recommend to the Regents concerning the implementation of the program of library service.

Lewis County Historical Society was recently approved for NNYLN membership.

Meg and Margo Gustina submitted a preliminary proposal for an IMLS National Research in Service to Practice project grant, *Libraries in Community Systems*.

After completing a first pass on the Payroll Protection Program loan forgiveness application it appears the loan will be 100% forgiven.

Our attorney has drafted a letter to the newspaper harvester “Newspaperarchive.com” requesting they delete content scrapped from the NYSHN website. The attorney has learned the previous owners, who were an offshore company, recently sold the company to a US investment company, which now brings the company under the umbrella of US law. The attorney is also drafting a letter to send to contributing institutions that they can use to request their material be taken down from the for-pay website.

A human resources service will be available to members in January. It will be similar to the Ask the Lawyer Service.

### **Next Meeting Dates**

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

- 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.

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**The November 19, 2020 meeting minutes were approved at the January 14, 2021 meeting.**

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◆ Next Board Meeting ◆  
January 14, 2021, Thursday, 10:00 AM  
Zoom Video Conference