

Northern New York Library Network
Board of Trustees Meeting
September 1, 2022
Zoom Video Conference

The September 1, 2022 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:02 A.M.

Trustees Present: Andrew Kelly, President; Steve Kenworthy, Secretary; Ginger Tebo, Treasurer; Ellen Adams; Krista Briggs; Gwen Cunningham; Jeff Garvey; Emily Owen-Hastings; Erin Kovalsky; Jackie Madison; Paulette Roes; Jenica Rogers; Jill Tarabula and John Thomas.

Staff Present: Meg Backus and Phil Jones.

Agenda

Motion 22/23--05: The agenda was unanimously approved as distributed.

Minutes

Motion 22/23--06: Jeff Garvey (Jenica Rogers) moved to approve the minutes of the July 14, 2022 meeting as distributed. Carried unanimously.

Financial Reports

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

Motion 22/23--07: Steve Kenworthy (Jackie Madison) moved to accept the financial statements for June 2022 and July 2022 as distributed. Carried unanimously.

Acting Director Pay Differential

The Board discussed a pay differential for the Acting Director during the Executive Director's absence.

Motion 22/23--08: Jill Tarabula (Krista Briggs) moved to approve a 10% pay differential for the Acting Director during the Executive Director's absence. Carried unanimously.

Paid Family Leave Policy Clarification

The Board reviewed and discussed clarifications to the Paid Family Leave Policy.

Motion 22/23--09: Krista Briggs (Jackie Madison) moved to approve the revised Paid Family Leave Policy. Carried unanimously.

NNYLN Grants – Special Collection and Action

A panel reviewed and ranked eight Special Collections and Action grant applications. All eight proposals were recommended by the panel for funding. The Board reviewed and discussed the panel's recommendations. Grants awarded total \$62,632. It was noted SUNY Potsdam's grant application was recommended for funding, but it is not ready at this time. Those awarded this fiscal year are:

Canton Free Library - \$9,500

Motion 22/23--10: Steve Kenworthy (Jackie Madison) moved to approve the Canton Free Library grant as recommended by the panel. Motion carried. Emily Owen-Hastings recused herself from voting.

St Lawrence University - \$11,815

Motion 22/23--11: Erin Kovalsky (Jill Tarabula) moved to approve the St Lawrence University grant as recommended by the panel. Carried unanimously.

Flower Memorial Watertown - \$7,776

Motion 22/23--12: Gwen Cunningham (Jackie Madison) moved to approve the Flower Memorial Watertown grant as recommended by the panel. Carried unanimously.

Clarkson University - \$10,182 (MISP funds)

Motion 22/23--13: Ginger Tebo (Jackie Madison) moved to approve the Clarkson University grant as recommended by the panel. Carried unanimously.

Paul Smiths College - \$4,900

Motion 22/23--14: Jenica Rogers (Steve Kenworthy) moved to approve the grants as recommended by the panel and approve a grant program awarding smaller grants from surplus budgeted funds. Motion carried. Andrew Kelly recused himself from voting.

Historic Saranac Lake - \$12,000

Motion 22/23--15: Jill Tarabula (John Thomas) moved to approve the Historic Saranac Lake grant as recommended by the panel. Motion carried. Andrew Kelly recused himself from voting.

Bare Hill Correctional Facility - \$3,000

Motion 22/23--16: Jackie Madison (Emily Owen-Hastings) moved to approve the Bare Hill Correctional Facility grant as recommended by the panel. Motion carried. Krista Briggs recused herself from voting.

Franklin County Historical & Museum Society - \$3,459

Motion 22/23--17: Paulette Roes (John Thomas) moved to approve the Franklin County Historical & Museum Society grants as recommended by the panel. Carried unanimously.

Director Report

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

Meg anticipates being out on leave until Thanksgiving time.

The NYS Historical Newspaper project is aging out of its current hardware and software. Staff are exploring options and scenarios for the projects future sustainability.

Staff met with a NEH program officer regarding Chronicling America, a database of historic newspapers representing every state in the nation. New York has virtually no content in the project because NNYLN does not participate. A meeting with the Library of Congress is scheduled for Sept 8 on technical specifications of their site and structure so we have all the information to evaluate the feasibility of pursuing participation.

NNYLN has been named a partner in an Innovation Grant for Digital Inclusion submitted by Older Adults Technology Services (OATS) that was funded (Schmidt Futures money). The project is a near-replica of our ARPA-funded Digital Inclusion project. It will extend the support for the program into 2024, bringing tens of thousands of dollars into North Country public libraries and Systems, and it would expand the program into the Southern Adirondack Library System. Meg is advocating for the project to serve as an economical model for narrowing the digital divide: with a small amount of funding, libraries can make digital skills accessible in their communities.

Do not forget to complete your anti-harassment training. NNYLN offers an online program, if your employer offers a program please send Phil documentation of completion.

The actuarial evaluation of the Network's Other Post-Employment Benefits (OPEB) has been completed, the final report was included in the board packet. This will become part of the Auditor's report for the 2021-2022 fiscal year. The calculations really do not work for our small organization. One employee or retiree could throw the calculations off kilter. Also, the Network's policy of paying healthcare premiums from accrued sick leave for retirees under the age of 65 needs a fresh look, current insurance premiums are much more expensive than they were when the policy was created.

The Annual State Report has been delayed due to the software vendor being the subject of a ransomware hijack. Once the vendor has recovered from the hijack and we are able to enter data the report will be ready for Board review. The Board will need to review the completed report and approve it before a new deadline.

Meeting Dates 2022-2023

Board members reviewed and agreed to the proposed meeting dates for 2022-2023. Gwen Cunningham indicated she was unable to attend the December 1, 2022 meeting.

December 1, 2022 Thursday 10:00 A.M. – Zoom Video Conference
January 19, 2023 Thursday 10:00 A.M. – Zoom Video Conference
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 11:35 A.M.

The September 1, 2022 meeting minutes were approved at the December 1, 2022 meeting.

◆ Next Board Meeting ◆
December 1, 2022, Thursday, 10:00 AM
Zoom Video Conference