Northern New York Library Network

Board of Trustees Meeting

January 25, 2024

DRAFT

The meeting was called to order at 10:02 AM.

**Trustees Present**: Ellen Adams, President, Steve Kenworthy, Secretary, Emily Hastings, Treasurer, Jackie Madison, John Thomas, Krista Briggs, Paulette Roes, Sarah Weisman, Allison Comes, Jill Daby, Justin Cree, Gwen Cunningham, Cori Wilhelm

**Trustees Absent**: Jenica Rogers

**Staff Present**: Meg Backus, Jennifer Thomas

**Agenda**

**Motion 23/24 - - 13:** Jackie Madison (Emily Hastings) moved to approve the agenda. Motion carried unanimously.

**Minutes**

**Motion 22/24 - - 14**: John Thomas (Krista Briggs) moved to approve the November 16, 2023 meeting minutes as distributed. Motion carried unanimously.

**Financial Reports**

The Board reviewed and discussed the financial reports for July through December 2023 as presented by Jennifer. New distribution account noted in Operating Fund Budget Summary for Electronic Materials which will absorb costs from Contracted Services and OCLC budget lines. Total expenses budgeted remain the same. Also noted Health Insurance budget line does not need to be adjusted after staff contributions have been factored in. Financial reports were received as presented for filing by Board President Ellen Adams.

**Network Grants**

Meg presented three grant-related items for review. First, to award $3,000 to John Brown Lives! for author stipends related to their Adirondack Family Book Festival during Summer 2024. Secondly, to sustain similar awards supporting Equity, Diversity, Inclusion, and social justice through a grant program with rolling deadlines throughout the year for grants up to $3k, to be created by a Grants committee, and third, to change the timeline for annual grants starting in 2025 so grantees have a full 12-month July-June timeline to complete their projects.

Discussion ensued.

**Motion 23/24 - - 15:** Krista Briggs (Sarah Weisman) motioned to grant $3,000 to John Brown Lives! to support the 2024 ADK Family Book Fest as an event that promotes literacy and diversity and draws the collaboration of several NNYLN members. Discussion revealed discomfort awarding a grant without it being situated within a program that is documented and accessible to others.

**Amended Motion 23/24 - - 15:** Krista Briggs (Emily Hastings) amended the motion to appoint Justin Cree, Krista Briggs and Sarah Weisman as a committee authorized to define and enact a grant program for justice-oriented activities, and to make funding determinations, including for the John Brown Lives! proposal. Motion carried unanimously.

**Nominating Committee for New Board Members 2024-2029**

Five Board member terms will end in June 2024. A committee was requested to identify potential new board members for the membership to elect. Steve Kenworthy, John Thomas and Gwen Cunningham volunteered.

**Motion 23/24 - - 16:** Jill Daby (Krista Briggs) moved to appoint Steve Kenworthy, John Thomas, and Gwen Cunningham as members of the nominating committee. Motion carried unanimously.

**Update Language of Travel Policy**

Proposed revisions to the current travel policy were discussed to eliminate the distinction between overnight and non-overnight travel and rather emphasize and clarify reimbursable travel expenses. meals are covered. Board members contributed feedback and additional input.

**Motion 23/24 - - 17:** Steve Kenworthy (Jackie Madison) motioned to adopt the proposed travel policy with the addition of a provision regarding savings from using rental cars, defining “reasonable” tips as a percentage, and clarifying the difference between a sponsored group meal and an individual meal**.** Motion carried unanimously.

**Memo: Dogs at the Office**

Meg presented a proposed policy for dogs in the office. It was noted that the policy pertains only to dogs.

**Motion 23/24 - - 18:** Krista Briggs (Ellen Adams) moved to approve the Dogs at the Office policy. Motion carried unanimously.

**Director’s Report**

Meg Backus noted her written report was included in the Board packet, and Trustees discussed several items. Highlights included:

Since migrating newspapers to Veridian, submissions of digital files and have increased and submissions of film for scanning might be down (can’t assess until end of FY). Monitoring closely to ensure our pricing structure is designed for a sustainable resource.

Empire State Development’s ConnectALL Office is considering funding accessibility audits, or assessments, for New York State’s public and academic libraries through a competitive award process. Feedback will be sought from NNYLN members on the interest and feasibility of such awards.

Mid-year grant reports due at end of month from 5 grantees. ADK Correctional Facility has completed

their project—an exhibit, a book group, and series of talks about Timbuctoo—and feedback was

powerful. One author/speaker said “I've done a lot of speaking these past few months, but no encounter moved me as profoundly as my session with our class.” One participant commented “Having Timbuctoo here was so interesting and really nice because it made me feel like a human being instead of just an inmate.”

Professional Development Award granted to Edward Komara of SUNY Potsdam to attend the Music

Library Association’s 93rd national meeting in Cincinnati, Ohio February 28 - March 2, 2024.

Our Annual Membership Mtg will be May 2 at the Wild Center in Tupper Lake. Hoping to schedule a presentation about the The Wild Center’s redesign of their exhibits to remove western points of view, then give attendees time and tickets to visit those exhibits for themselves.

Planning Advocacy Day appointments for February 7. Governor released Executive Budget and surprised us by removing cuts typically seen in executive budget:

* $102.1 million Library Aid, a $2.5 million increase over FY 2024 Enacted Budget levels though still below statutory levels
* $34 million for Library Construction (same as FY2024 enacted level)
* $3 million to ensure continued access to NOVELny.

John Brown Lives! has joined NNYLN as a member (application enclosed). The architectural

landscaping group crafting the new Management Plan for John Brown Farm State Historic Site has

included a reading room in the design—they want to see research and scholarship onsite.

**Other Discussion**

Meg is waiting to hear back from NNYLN neighbor about purchase of property.

The board’s May meeting will take place in-person the morning of May 2, 2024, prior to the annual membership meeting at the Wild Center in Tupper Lake, NY.

**The meeting was adjourned by Ellen Adams at 12:12pm**

Next Meeting: March 28, 2024 at 10am via Zoom

Respectfully submitted by Jennifer M Thomas