

Northern New York Library Network  
Board of Trustees Meeting  
March 28, 2024

The meeting was called to order at 10:04 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, Jenica Rogers

**Trustees Absent:** Cori Wilhelm

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

**Guests:** Angela Janack and Peggy Rowe, Shannon Forkin from Dannible & McKee

#### **Agenda**

**Motion 23/24 - - 20:** Allison Comes (Steve Kenworthy) moved to approve the agenda. Motion carried unanimously.

#### **2022-2023 Audit**

Meg introduced Peggy Rowe and Angela Janack from Dannible & McKee to present the annual audit. Angela reviewed the NNYLN Report to the Board of Trustees and the Consolidated Financial Statements. In the Consolidated Financial statements, it was noted under functional expenses a change to Travel \$17,545 and Fuel \$4,994 needed to be made. An adjustment for indirect costs was made to Fuel. The adjustment had been added to Travel instead of Fuel. Travel expenses will be reduced, and Fuel increased as a result in the final report.

#### **Review of form 990 (2022)**

Shannon Forkin reviewed the 990 section by section for the board. Corrections needed included updating and correcting names in the board listing, removal of Ticonderoga, Keene Valley from the narrative. Final 990 to be signed by Meg Backus and Jenica Rogers.

Management letter will be forwarded to Meg for her and Jennifer to sign.

**Motion 23/24 - - 21:** Steve Kenworthy (Emily Hastings) moved that the board receive the information as presented from Dannible & McKee and to accept and approve form 990 pending changes noted to functional expenses and board listing. Motion carried unanimously.

#### **Minutes**

**Motion 23/24 - - 22:** Sarah Weisman (John Thomas) moved to approve the January 25, 2024 meeting minutes as distributed. Motion carried unanimously.

#### **Financial Reports**

The Board reviewed and discussed the financial reports for January and February 2024. Jennifer noted that the Restricted Funds and Purpose-Defined Funds Summaries now include fund totals on one sheet. The Fund Balance Summary Report has been eliminated as all information previously recorded on the

sheet is included in the balance sheet and restricted/purpose-defined reports. It was noted that the Operating Fund Budget Report showed an increase in interest income in February. This is due to an increased interest rate on Money Market funds to .06% from .01%. Financial reports were received as presented for filing by Board President Ellen Adams.

#### **NNYRC Report**

Meg presented highlights from the NNYRC meeting of March 13, 2024.

#### **Director's Evaluation**

Meg detailed the process for all present. Proposed timeline as follows: May 9, 2024 Meg will complete her self-evaluation. The board will receive evaluation forms to complete for May 31, 2024. Ellen Adams will summarize the evaluation forms in June, and performance review will occur before June 30, 2024.

#### **Director's Report**

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

David Faddon, Mohawk Artist and Stephanie Ratcliffe, Director of the Wild Center have been confirmed to speak at the annual meeting in May. State Librarian, Lauren Moore has been confirmed to speak in the afternoon.

Nominations are being accepted for the Excellence in Library Service award and Outstanding Student Worker Awards through April 12.

Grant committee met to establish background, application process, eligibility, and selection process for the new grant program, *Libraries, Archives, and Museums Advance Diversity, Equity, Inclusion & Belonging*.

Advocacy Day on February 7 went well. State budget for libraries is promising.

Nominating Committee has selected 5 candidates for Board seats.

CNY will be dissolving by December 31, 2024. Bookkeeping activities by NNYLN may be needed past December 2024 due to end of year recording. Fee for services may change and will start at \$10,000 for the period.

Property Tax Exemption for 7 Commerce Lane is being reviewed with Cole Adams and CSEA. NNYLN was informed by Canton assessor that NNYLN does not qualify for the exemption.

The Personnel Committee met to discuss the Regional Services Librarian position.

The Ebsco database will be reviewed to assess if this service should be continued. Jill Daby volunteered to evaluate usage data with Meg. A proposal will be shared with the membership in May.

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

**Motion 23/24 - - 22:** Jill Daby (Jenica Rogers) moved to adjourn the meeting at 12:18pm. The motion was approved unanimously.

Next Meeting is Thursday, May 2, 2024; 8:30am at The Wild Center (Annual Meeting to follow)

Respectfully submitted by Jennifer M Thomas