

Northern New York Library Network
Board of Trustees Meeting
January 16, 2025

The meeting was called to order at 10:01 AM.

Trustees Present: Ellen Adams, Amy Bedard, Jessica Clemons, Justin Cree, Emily Hastings, Cori Wilhelm, Edward Komara, Sarah Weisman, Jackie Madison, Paulette Roes, John Payne, Allison Comes and Michael Spofford

Trustees Absent: Jill Daby

Staff Present: Meg Backus, Jennifer Thomas

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

Agenda

Motion 24/25 - - 21: Sarah Weisman (Allison Comes) moved to approve the agenda. Motion carried unanimously.

Presentation of External Financial Audit & 990, Dannible & McKee

Angela Janack presented the consolidated financial statements for June 30, 2024, and 2023. During the review Angela noted that there was a change in accounting principle - As of July 1, 2023, the Network was required to adopt Accounting Standards Update ("ASU") No. 2016-13, Measurement of Credit Losses on Financial Instruments, and all subsequently issued related amendments, which changed the methodology used to recognize impairment of the Network's trade accounts receivable from members.

Changes in the allowance for credit losses for accounts receivable are as follows for the year ended June 30, 2024:

Allowance for credit losses, beginning of year - \$
Provisions for credit losses 31,175
Write offs, net of recoveries (25,175)
Allowance for credit losses, end of year \$6,000

Meg noted that the write offs of \$25,175 (expected in FY2425) are attributable to Hospital Fees that the network invoiced for on behalf of Samaritan Medical Center and that NNYLN is no longer invoicing for these fees in the agreement between SMC and NNYLN.

Shannon Forkin then presented the draft of the NNYLN form 990 and all schedules to the board. She addressed all questions and concerns of the board. Shannon noted that while the financial statements are consolidated, form 990 is completed separately for NNYLN and NNYRC. Investment activity from NNYRC is noted in Schedule D of the NNYLN form 990.

Meg requested that in Schedule O narratives, the description of the organization (continuation) that states "12,000 square mile" be changed to "10,636 square mile" to be more accurate. Shannon will update this item.

Dannible & McKee were thanked and excused from the meeting.

Motion 24/25 - - 22: Michael Spofford (John Payne) moved to accept the audited financial statements and approve form 990. Motion carried unanimously.

Minutes

Motion 24/25 - - 23: Amy Bedard (Jackie Madison) moved to approve the November 21, 2024 meeting minutes. Discussion corrected date of previous board meeting in draft minutes. Motion carried unanimously.

Financial Reports

The Board reviewed and discussed the financial reports as presented by Jennifer Thomas for November and December 2024. Financial reports were received as presented for filing by the Board.

Nominating Committee

Meg noted that two current board members terms are set to expire on June 30, 2025. A nominating committee needs to be in place to assist with recruitment of new board members consisting of three current board members.

Motion 24/25- - 24: Sarah Weisman (Amy Bedard) moved to authorize a nominating committee consisting of Jackie Madison, Michael Spofford, Cori Wilhelm and Jessica Clemons to select candidates to fill board vacancies for FY 25-26. Motion carried unanimously.

NYS Paid Prenatal Leave Law

The State of New York enacted a new provision in NYS Labor Law Section 196-b requiring all private-sector employers in New York State to provide their employees with 20 hours of Paid Prenatal Leave each year. Acknowledging this law in local policy handbook will indicate knowledge of and compliance with new requirement and will inform staff of this entitlement.

Motion 24/25- - 25: Emily Hastings (Allison Comes) moved to approve a local Paid Prenatal Leave Policy stating "Employees of the Network are entitled to 20 hours of Paid Prenatal Leave in addition to other available leave options. This time does not count against the 140-hour Sick Leave maximum." Discussion changed the recommended wording of policy to add "pursuant to NYS Law".

Motion 24/25- - 26: Sarah Weisman (Justin Cree) moved to amend the previous motion to include the language “pursuant to NYS law” and approve the policy with the additional language to clarify the policy is in accordance with NYS law. Motion carried unanimously.

Directors and Officers Insurance

Meg presented information on Directors and Officers insurance to the board noting reasons NNYLN should obtain this coverage. Board members offered information on their organizations’ providers for similar coverage and authorized NNYLN staff to pursue and acquire Directors and Officers insurance on behalf of NNYLN.

Motion 24/25- - 27: Amy Bedard (Michael Spofford) moved to authorize Meg Backus and Jennifer Thomas to evaluate and acquire Directors and Officers insurance for Northern New York Library Network. Motion carried unanimously.

OSBI Membership Application, Full vs. Associate Member Benefits

Section V. of the Bylaws of the Northern New York Library Network was presented for review and discussion by Meg in conjunction with an application for membership submitted by OurStoryBridge, Inc.

A discussion followed concerning Associate Membership criteria. It was noted under item 4 under section V. Membership that no language specifies the benefits of Associate Membership. The board discussed the types of organizations that have not qualified for full voting membership and therefore have been granted associate membership including hospitals without libraries and prisons. Currently 20 of NNYLN’s 70 members are associate members.

Associate membership designates organizations as engaged within a regional professional network, recognizing their related interests and missions. Network bylaws entitle full voting members to share in all the benefits of membership and expect such members to cooperate in meeting the goals of the Network. The bylaws confer no such entitlements or expectations upon Associate Members. The board thus concluded that services of the Network must prioritize full voting members are extended to Associate members as much as possible. Associate Members’ access to grant funds from NNYLN may be provided according to specific grant parameters (e.g. professional development grants for MLS-students) and at the discretion of NNYLN Board of Trustees.

OurStoryBridge, Inc will be accepted as an associate member.

Executive Director’s Report

Meg Backus noted her written report was included in the Board Packet. Members discussed several items. Highlights included:

- Grant application to NEH in partnership with Queens Public Library for participation in Chronicling America newspaper digitization project is submitted.
- SUNY Morrisville (in Central NY) sent glowing feedback about how Overdrive consortium is serving them (they joined in August 2024). The resource “is transforming how our students, faculty, and staff access and use resources” according to Dean of Libraries.
- Regional Librarian Amy Dickinson is off to a great start meeting members, learning about them and the Northern region, and developing self-directed learning groups.
- Notes from these meetings are helping current service evaluation, and preparing us for a new 2026-2031 Plan of Service due April 2026.
- Archivist Katelyn Legacy-Roulston visited St. Lawrence Center for Culture and History to consult with their staff and volunteers about a large collection of photographs they recently acquired, advise about a Conservation/Preservation grant application.
- Jan webinar “Engaging Play: Low-cost ways for libraries and cultural institutions to engage communities, elevate staff morale, and provide impact” already has 157 registrants (as of 1/8/25)
- February webinar will be on Manga and engaging teens.
- Advocacy Day is Feb 5 in Albany (Pre-Advocacy Day Feb 4). Meg and Amy will attend. Appointments with 7 regional legislators being scheduled.
- 7 Commerce Ln. lease renewal has been offered to CSEA, no word yet on their signing it.

Meeting adjourned at 12:01pm by Board President, Ellen Adams.

Next Meeting is Thursday, Mar 20, 2025 via Zoom at 10:00am.

Additional meeting dates for FY 2024-25

- Thursday, May 15, 2025; TBD

Respectfully submitted by Jennifer M Thomas