

Northern New York Library Network  
Board of Trustees Meeting  
July 25, 2024

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

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

**Trustees Absent:** Sarah Weisman

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

### **Agenda**

**Motion 24/25 - - 1:** Jill Daby (Jackie Madison) moved to approve the agenda. Motion carried unanimously.

### **Introductions**

Current and new board members and NNYLN staff introduced themselves to each other.

### **Minutes**

**Motion 24/25 - - 2:** Michael Spofford (Emily Hastings) moved to approve the March 28, 2024 meeting minutes as distributed. Motion carried unanimously.

### **Financial Reports**

The Board reviewed and discussed the financial reports as presented by Jennifer Thomas for April, May and June 2024. It was noted that the Balance Sheet now displays current balances of all Restricted and Purpose-Defined Funds in use. Financial reports were received as presented for filing by Board President Ellen Adams.

### **2024-2025 NNYLN Officers**

**Motion 24/25 - - 3:** Jill Daby (Allison Comes) moved to elect the 24-25 NNYLN slate of officers: President – Ellen Adams, Vice-President – Jackie Madison, Secretary – Justin Cree, and Treasurer – Emily Hastings. Motion carried unanimously.

### **2024-2025 NNYRC Board Members**

**Motion 24/25- - 3:** Jill Daby (Amy Bedard) moved to elect the 24-25 NNYRC slate of officers: President – Paulette Roes, Secretary – Cori Wilhelm, and Treasurer – Emily Hastings and Michael Spofford and Justin Cree as directors at large. Motion carried unanimously.

### **Committees: Personnel, Budget, Grants**

Meg presented a summary of the board committees to be in place for 24-25. Board members volunteered as follows:

Personnel – Ellen Adams, Jackie Madison, Justin Cree  
Budget – John Payne, Emily Hastings, Michael Spofford  
Grants – Sarah Weisman, Justin Cree, Edward Komara

It was noted that there would not be a formal Safety Committee for 24-25. Jill Daby will serve as consultant to NNYLN staff with regard to Covid related issues and guidance for proposing future policies as needed.

**Motion 24/25- - 4:** Justin Cree (Jackie Madison) made a motion to appoint the 24-25 board committee members. Motion approved.

### **Annual Director Evaluation**

Ellen Adams, President, reported she has compiled the results of the board's evaluation of Executive Director, Meg Backus, and discussed with Meg. The summary is available to board members.

### **Director's Report**

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

Resource sharing - Preliminary usage figures from FY 23-24:

- Views of Watertown Daily Times subscription increased 8.9% over prior year.
- Regional ILL through Due North (Homegrown resource-sharing system) requests down 8.5%, fills decreased 10.2%. We need to host a fresh round of trainings for users, and planning will begin this fall to upgrade this system (to a new version of Drupal).
- EBSCO Omnifile sessions & searches held fairly steady (down 1.3%) but FT and abstract usage was down 9% from prior year.
- Worldshare ILL usage increased 14.2%
- Checkouts within the Academic Overdrive shared collection increased 18.5% for our participating members. The consortium added 2 schools to the group (SUNY Broome CC and SUNY Corning CCC)

Working with Southeastern Library Resources Council and possibly Queens Public Library to craft submission to NEH to add 100,000 pages of NY newspapers to Library of Congress's Chronicling America. Application due January 2025.

The New York Alliance of Library Systems will meet in Ithaca July 30-31. The topic under discussion is statewide advocacy, and PR/promotion.

State legislative session ended June 6. Legislation to eliminate the cap for how much of systems' aid can be distributed to economically distressed communities passed and is awaiting Governor Hochul's signature.

Librarian candidate for regional services librarian position scheduled for August 22 visit.

Professional Development funds awarded since May 2 Board meeting:

- \$445 to Elizabeth Revelle of SUNY Potsdam for Music Preservation class with the Eastman school in Rochester (online class).
- \$1200 to Bridget Schack of Correctional Facility for attendance at ALA in San Diego.
- \$1200 to Julie Pratt of Frederic Remington Art Museum for a virtual series: Museum Learning Summit (from Museum Next), Visual Thinking Strategies Practicum (from Visual Thinking Strategies), Future of Museum Summit and book series (from AAM).

Grant committee has finalized a draft application and evaluation rubric for the new grant program Libraries, Archives, and Museums Advance Diversity, Equity, and Inclusion and awarded John Brown Lives! \$3,000 for Adirondack Family Book Festival (Aug 2024).

Staff training on security practices with an emphasis on mandatory use of Bitwarden, our institutional password manager, and follow-up training on using yubikeys (local 2-factor authentication device)

### **Conflict of Interest**

Conflict of Interest statements were emailed to board members. All are asked to sign the statement and return the signed copy via email to Jennifer at [jennifer@nnyln.org](mailto:jennifer@nnyln.org).

Meeting was adjourned by Ellen Adams at 11:43am.

Next board meeting date September 27, 2024 will be in-person at NNYLN, a zoom option will be offered for those who cannot attend in person. Afternoon activity was discussed. The board decided to use the time to discuss Peer to Peer Research Groups.

Future Meeting Dates for 2024-2025:

- Friday, Sept 27, 2024; In-Person at Network office
- Thursday, Nov 21, 2024; Zoom, 10:00 a.m.
- Thursday, Jan 16, 2025; Zoom, 10:00 a.m.
- Thursday, Mar 20, 2025; Zoom, 10:00 a.m.
- Thursday, May 15, 2025; TBD

Respectfully submitted by Jennifer M Thomas