

Northern New York Library Network  
Board of Trustees Meeting  
May 2, 2024  
DRAFT

The meeting was called to order at 8:38 AM.

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

**Trustees Absent:** Jenica Rogers

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

**Guests:** Michael Spofford

#### **Agenda**

**Motion 23/24 - - 24:** Emily Hastings (Paulette Roes) moved to approve the agenda. Motion carried unanimously.

#### **Minutes**

**Motion 23/24 - - 25:** Krista Briggs (Sarah Weisman) moved to approve the March 28, 2024 meeting minutes as distributed. Motion carried unanimously.

#### **Financial Reports**

The Board reviewed and discussed the financial reports for March 2024. Jennifer noted that the formerly combined balance sheet (NNYLN and NNYRC) will be presented as separate balance sheets, one for NNYLN and one for NNYRC. Financial reports were received as presented for filing by Board President Ellen Adams.

#### **FY 24-25 Proposed Budget**

Meg presented the 24-25 Proposed Budget as reviewed and recommended by the Budget Committee. It was noted that the actual state dollars are anticipated to be higher than the budgeted 1% increase (exact figures not yet known). This will have a net effect of decreasing the use of reserve funds.

**Motion 23/24 - - 26:** Steve Kenworthy (Krista Briggs) moved to approve the 24-25 Proposed Budgets. The motion passed with 11 yeas and 1 recusal (John Thomas).

#### **Hospital Library Grants**

Meg reviewed hospital library aid programs and presented a grant application from CVPH for funds in 2024-25. Samaritan Medical Center has not submitted an application for funds yet.

**Motion 23/24 - - 27:** Jackie Madison (Cori Wilhelm) moved to approve the 24-25 MISP and HLSP budgets. The motion passed with 11 yeas and 1 recusal (Jill Daby).

#### **Employment Reference Policy**

Meg presented the Employment Reference Policy for discussion and approval. Northern New York Library Network will confirm job title and dates of employment only when contacted for references. If Network employees are asked for personal references, they are free to speak for themselves and offer whatever references they wish, but such references are not the position of the Network.

**Motion 23/24 - - 28:** Jill Daby (Justin Cree) moved to approve the Employment Reference Policy; motion approved unanimously.

#### **Officers for 24-25**

**Motion 23/24 - - 28:** Sarah Weisman (Cori Wilhelm) moved to approve the following slate of officers for FY 24-25. President: Ellen Adams, Vice President: Jackie Madison, Secretary: Justin Cree and Treasurer: Emily Hastings. Motion carried unanimously.

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

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

Analysis of EBSCO Omnifile Database revealed the cost per FT article accessed over the past 12 months to be \$6.07, which is similar to pre-pandemic levels. 75% of the FT downloads come from 4 institutions. The remaining 25% came from 27 other places. Our license serves 195 sites directly and more indirectly through school systems, so we're overbuying (paying for many unused licenses).

Professional Development funds of \$1,020 awarded to Sarah O'Shea, Access Services Librarian at SUNY Oswego to attend the Back in Circulation conference in Madison, Wisconsin October 6-9.

Maximum Prof Dev award will increase from \$1,200 to \$1,400 per traveler to account for rising costs. (Last increase was from \$1k to \$1.2k in 2019.)

Meeting was adjourned by Ellen Adams at 9:31am.

Next Meeting is July 25, 2024 at 10am via zoom.

Respectfully submitted by Jennifer M Thomas