



NNYLN Board of Trustees Meeting  
Thursday, June 20, 2019  
Zoom Video Conference  
10:00 A.M.

Join Zoom Meeting

Computer: <https://zoom.us/j/5168012686> or telephone: +1 646 558 8656 US (New York)

Please notify the Network Office if you are unable  
to participate (315) 265-1119

### Agenda

1. Approval of Agenda
2. Minutes of May 16, 2019 meeting
3. Financial Reports: May 2019
4. Director's Report
5. Automation Committee
6. Next Meetings:

September 19, 2019, Thursday 10:00 A.M. - Network Office  
November 21, 2019, Thursday 10:00 A.M. - Network Office  
January 16, 2020, Thursday 10:00 A.M. - Zoom video call  
March 19, 2020, Thursday 10:00 A.M. - Zoom video call  
April 16, 2020, Thursday 10:00 A.M. - Network Office  
June 18, 2020, Thursday 10:00 A.M. - Zoom video call

**Northern New York Library Network  
Board of Trustees Meeting  
May 16, 2019  
Lake Placid, New York**

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The May 16, 2019 meeting of the Northern New York Library Network Board of Trustees was called to order at 8:05 A.M. at the Mirror Lake Inn, Lake Placid, New York.

Trustees Present: Michelle Young, President; Tom Lawrence, Vice-President; Debra Kimok, Secretary; Sue Longshore, Treasurer; Michelle Bishop; Jeff Garvey; Ivy Gocker; Andrew Kelly; Steve Kenworthy; Jackie Madison; Susan Mitchell; Brian O'Connor and Ginger Tebo.

Trustees Absent: All Trustees were present.

Staff Present: Meg Backus and Phil Jones.

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**Agenda**

**Motion 18/19--40:** Executive Director Performance Evaluation was added to the agenda. The meeting Agenda was approved as amended by unanimous consent.

**Minutes**

**Motion 18/19--41:** The minutes of the April 18, 2019 meeting were approved as distributed by unanimous consent.

**Executive Director Performance Evaluation**

Michelle Young reported Meg had completed the self-evaluation and the majority of board members had completed the online performance evaluation. Michelle reported she met with Meg on May 14, 2019 to review the final document.

**Financial Reports**

*Financial Statements*

The Board reviewed and discussed the financial statements for April 2019. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

**Motion 18/19--42:** Jackie Madison (Tom Lawrence) moved to accept the financial statements for April 2019 as distributed. Carried unanimously.

## Committee Reports

### *Automation Committee*

The terms for three members of the Automation Committee expire on June 30, 2019. Three names were suggested for consideration: Matt Corey, North Country Library System; Juan Denzer, SUNY Oswego and Peter Morris, Clarkson University.

### *Nominating Committee*

On June 30, 2019, the terms for Steve Kenworthy, Tom Lawrence, Jackie Madison, Brian O'Connor and Michelle Young expire. An additional slot is also vacant due to the resignation of Michelle Currier. On April 8, 2019, the committee prepared and mailed a ballot to each NNYLN member. Elected to five-year terms on the board of trustees are: Krista Briggs, Gouverneur Correctional Facility; Gwen Cunningham, St Lawrence University; Steve Kenworthy, Clinton-Essex-Franklin Library System; Jenica Rogers, SUNY Potsdam and Xan VanArsdale, Potsdam Public Library.

The committee called for volunteers to serve as NNYLN officers.

**Motion 18/19--43:** Michelle Young (Jeff Garvey) moved to approve the 2019-2020 NNYLN slate of officers: President, Andrew Kelly; Vice-President, Susan Mitchell; Secretary, Debra Kimok and Treasurer, Sue Longshore. Carried unanimously.

The committee called for volunteers to serve on the Northern New York Resources Corporation Board of Directors. Debra Kimok, Steve Kenworthy, Sue Longshore, Susan Mitchell and Ginger Tebo indicated they would be willing to serve on the board.

Meg Backus thanked out-going Board members for their hard work and dedication.

## Executive Directors Report

Meg Backus noted that her written report was included in the Board packets. Highlights of ongoing issues include:

Meg is reviewing a current-awareness resource for librarians, [\*Informed Librarian Online\*](#). The service offers a featured set of articles from 300 library-related journals going back to 2003. Those board members present agreed the subscription would be a good added resource for NNYLN members.

An application has been submitted to the Lake Placid Education Foundation to assist with funding the first year costs of developing the Network Fellowship teams and trainings.

Division of Library Development has notified the Network that the next Five Year Plan of Service for 2021-2026 is due in spring 2021.

Meg requested feedback on a chart included in the board packet that outlines the hierarchal structure of library organizations in New York State. Board members reviewed and discussed the chart.

**Next Meeting**

June 20, 2019 Thursday 10:00 A.M. – Zoom video conference.

The proposed meeting schedule 2019-2020 was discussed. It was noted there will not be a board meeting in conjunction with the 2020 Annual Meeting. Those board members present agreed to the following 2019-2020 meeting dates:

- September 19, 2019, Thursday 10:00 A.M. - Network Office
- November 21, 2019, Thursday 10:00 A.M. - Network Office
- January 16, 2020, Thursday 10:00 A.M. - Zoom video call
- March 19, 2020, Thursday 10:00 A.M. - Zoom video call
- April 16, 2020, Thursday 10:00 A.M. - Network Office
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**Adjournment**

The Board meeting was adjourned at 8:56 A.M.

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**The May 16, 2019 meeting minutes are not yet approved.**

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∞ **Next Board Meeting** ∞  
June 20, 2019, Thursday, 10:00 A.M.  
Zoom video conference

**Northern New York Library Network  
Balance Sheet**

As of May 31, 2019

**ASSETS**

**Current Assets**

Community Checking	3,250.62
Community Money Market Savings	942,164.45

**Total Current Assets** 945,415.07

**Other Assets**

Buildings	592,554.00
Land	55,665.00
Improvements	44,808.00
Office Equipment	305,794.00
Accum. Deprec.	(567,327.00)

**Total Other Assets** 431,494.00

**TOTAL ASSETS** 1,376,909.07

**LIABILITIES & EQUITY**

**Liabilities**

Comp Absences	9,484.00
OPEB (Other Post-Employment Benefits)	58,866.00
Sect 125 FSA	1,091.45

**Total Liabilities** 69,441.45

**Total Liabilities** 69,441.45

**Equity**

Opening Bal Equity	1,386,788.53
Net Income	(79,320.91)

**Total Equity** 1,307,467.62

**TOTAL LIABILITIES & EQUITY** 1,376,909.07

Northern New York Library Network

**Fund Balance Summary**

As of 5/31/2019

<b>Operating Fund Balance</b>		432,256.21
<b>Current Restricted Funds Balance</b>		
Automation Program 2017	0.00	
Automation Program 2018	91,895.63	
Automation Projects	337,418.66	
Building Fund	20,100.00	
Equipment Fund	46,320.51	
Hospital Library Prog. 2019-20	0.00	
Hospital Library Prog. 2018-19	0.00	
Medical ILL	17,424.06	
Special Legislative Project	0.00	
		<u>513,158.86</u>
<b>Subtotal of Operating &amp; Restricted Funds Balances</b>		945,415.07
<b>Plant Fund Balance</b>		431,494.00
<b>Liability: OPEB (Other Post Employment Benefits)</b>		(58,866.00)
<b>Liability: Sect 125 FSA</b>		(1,091.45)
<b>Liability: Compensated Absences</b>		<u>(9,484.00)</u>
<b>TOTAL FUND BALANCE (EQUITY)</b>		<u><u>1,307,467.62</u></u>

## Northern New York Library Network

### Operating Fund Budget Report

7/1/2018 Through 5/31/2019

	<b>Current Month:</b> <b><u>5/31/2019</u></b>	<b><u>Year-to-Date</u></b>	<b><u>Annual</u></b> <b><u>Budget</u></b>	<b>Proportion</b> <b><u>of Budget</u></b>
<b>INCOME</b>				
Carry-Over from Prior FY	0.00	97,766.76	97,767	100%
Fees	0.00	815.00	1,000	82%
Interest	16.81	207.83	230	90%
Membership Dues	0.00	4,969.38	4,913	101%
Misc. Income	0.00	10,000.00	10,500	95%
NNYRC	0.00	154,134.00	154,134	100%
Rental Income	2,200.00	23,850.00	26,200	91%
State Aid	<u>0.00</u>	<u>371,472.00</u>	<u>371,472</u>	100%
<b>Total Income</b>	<b>2,216.81</b>	<b>663,214.97</b>	<b>666,216</b>	<b>100%</b>
<b>EXPENSES</b>				
Building Repair	0.00	6,345.80	10,000	63%
Bldg. Service Contracts	234.86	16,657.67	18,500	90%
Committee Travel	43.75	43.75	1,000	4%
Continuing Education	7,088.56	19,625.38	20,000	98%
Contracted Services	13.50	1,224.47	15,000	8%
Delivery	260.51	5,750.09	6,400	90%
Disability Insurance	163.77	1,986.06	2,400	83%
Equipment	0.00	1,856.00	10,000	19%
Fuel & Utilities	1,336.99	13,621.56	12,500	109%
Grants to Member Libraries	0.00	6,880.08	50,000	14%
Health Insurance	5,738.77	53,792.09	57,971	93%
Membership Dues	150.00	4,917.00	10,804	46%
OCLC Charges	0.00	1,001.78	4,000	25%
Office Supplies	662.23	6,103.92	8,500	72%
Other/Contingency	1,213.00	4,653.12	9,529	49%
<b>Payroll:</b>				
Insurance Waiver	0.00	3,778.88	3,779	100%
Gross Salaries	29,481.64	259,287.27	300,748	86%
NNYLN's FICA & Medicare	2,080.47	19,458.69	24,214	80%
Peril & Bond Insurance	0.00	7,762.16	9,691	80%
Postage	111.80	263.55	400	66%
Professional Devel Award	0.00	6,657.85	10,000	67%
Professional Fees	0.00	12,956.00	14,600	89%
Publicity & Printing	0.00	1,075.00	7,500	14%
Rent/Maint. of Ofc. Equip.	69.65	766.15	850	90%
Retirement	3,511.05	36,974.96	38,854	95%
Staff & Board Travel	3,487.22	17,716.34	12,000	148%
Telephone	250.56	2,636.07	3,750	70%
Unemployment Insurance	0.00	494.72	850	58%
Worker's Compensation	<u>0.00</u>	<u>2,023.00</u>	<u>2,376</u>	85%
<b>Total Expenses</b>	<b>55,898.33</b>	<b>516,309.41</b>	<b>666,216</b>	<b>77%</b>
<b>TOTAL INCOME/EXPENSE</b>		<b>146,905.56</b>		

**Northern New York Library Network  
Restricted Fund Summary**

July 2018 through May 2019

06/06/19

Cash Basis

	Auto 17	Auto 18	Auto Projects	Building Fund	HLP 18-19	HLP 19-20	Medical ILL	Spec Leg Proj	TOTAL
<b>Income</b>									
DueNorth	0.00	0.00	34,020.00	0.00	0.00	0.00	0.00	0.00	34,020.00
Hospital Fees	0.00	0.00	0.00	0.00	46,237.10	9,157.50	0.00	0.00	55,394.60
Misc. Income	0.00	0.00	124,397.80	20,100.00	0.00	0.00	0.00	0.00	144,497.80
State Aid	0.00	199,498.00	0.00	0.00	87,310.00	0.00	30,324.00	5,000.00	322,132.00
<b>Total Income</b>	<b>0.00</b>	<b>199,498.00</b>	<b>158,417.80</b>	<b>20,100.00</b>	<b>133,547.10</b>	<b>9,157.50</b>	<b>30,324.00</b>	<b>5,000.00</b>	<b>556,044.40</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>199,498.00</b>	<b>158,417.80</b>	<b>20,100.00</b>	<b>133,547.10</b>	<b>9,157.50</b>	<b>30,324.00</b>	<b>5,000.00</b>	<b>556,044.40</b>
<b>Expense</b>									
Bldg Repair	0.00	0.00	0.00	23,221.69	0.00	0.00	0.00	0.00	23,221.69
Cont Educ	0.00	0.00	51.44	0.00	0.00	0.00	0.00	0.00	51.44
Contracted Serv	12,979.00	13,533.38	52,839.88	0.00	133,547.10	9,157.50	3,445.50	0.00	225,502.36
Health Insur	0.00	9,164.50	0.00	0.00	0.00	0.00	0.00	0.00	9,164.50
Office Supp	0.00	0.00	1,469.68	0.00	0.00	0.00	0.00	0.00	1,469.68
Online Search	41,956.01	29,068.99	17,008.67	0.00	0.00	0.00	11,697.00	0.00	99,730.67
Other	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Payroll Expenses									
Gross	0.00	47,000.00	0.00	0.00	0.00	0.00	10,000.00	5,000.00	62,000.00
Medicare Company	0.00	681.50	0.00	0.00	0.00	0.00	0.00	0.00	681.50
Social Security Comp	0.00	2,914.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.00
<b>Total Payroll Expenses</b>	<b>0.00</b>	<b>50,595.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>5,000.00</b>	<b>65,595.50</b>
Retirement	0.00	5,240.00	0.00	0.00	0.00	0.00	0.00	0.00	5,240.00
<b>Total Expense</b>	<b>54,935.01</b>	<b>107,602.37</b>	<b>71,409.67</b>	<b>23,221.69</b>	<b>133,547.10</b>	<b>9,157.50</b>	<b>25,142.50</b>	<b>5,000.00</b>	<b>430,015.84</b>
<b>Net Income</b>	<b>(54,935.01)</b>	<b>91,895.63</b>	<b>87,008.13</b>	<b>(3,121.69)</b>	<b>0.00</b>	<b>0.00</b>	<b>5,181.50</b>	<b>0.00</b>	<b>126,028.56</b>



1. Development of Research Resources

- NYSHN and NYH resources were demonstrated and promoted by Chuck and Christi at sessions at NYLA's school librarian conference in Syracuse at the end of May.
- An immigration exhibit is being developed for New York Heritage, similar to previous Erie Canal and Women's suffrage exhibits. NNYLN's physical exhibit panels corresponding to those digital exhibits circulate well. We borrowed an additional set of panels from our neighbor council CLRC to meet the demand from our members in June.

2. Resource Sharing

- NNYLN joined up with Capital District and Southeastern to deliver a presentation on regional ILL to the Rochester council on 6/14/19. Each region performs this service slightly differently, so coordinating, compiling, and presenting this info provided an opportunity to learn from each other.
- An analysis of Due North usage and costs is underway to propose a new fee model for our members. We expect to be able to lower the cost of this service.
- Automation committee vacancies have been filled and an introductory call will be happening over the summer months to familiarize the new members with the RBDB program uses, regulations, and guidelines.

3. Support Services

- Grant applications are live as of 6/14/19. Continue to invite proposals in the categories of Innovation and Special Collections. Information/Q&A sessions have been scheduled for prospective applicants on June 19th and August 6th. Applications are due August 16th, 2019.
- Digital literacy, digital inclusion, and diversity is a hot topic in the state. From 2020 census prep specifically to cultural inclusion more generally, NY libraries are grappling with best practices for inclusion and how we can do better. I've met with staff at RRLC, WNYLRC, and METRO to discuss what is already being done within ESLN and action needed. We are looking at:
  - an internal review of our own diversity efforts.
  - data collection required to generate a consistent understanding of relevant terms.
  - the role of state-wide workgroups and the agendas among various groups working in the DEI space. How can the energy and concern be mobilized into resources, tools, and increased diversity, equity, and inclusion in our work?

4. Professional Development

- Our Fall Meeting will take place on Thursday, Oct 10 at St. Lawrence University. We'll have grantees present their work from the 2018-19 funding year in the morning, and in the afternoon we will be inviting members to bring information to share related to a theme of hands-on learning and making.
- NYLA president's program scheduled for the morning of Friday, October 25. Program details still being decided. These events have been taking place in each region with NYLA coordinating with ESLN councils with positive results. Programs have varied, but all emphasize organizations of all types participating in the event together.
- Because one-shot information sessions are limited in their educational impact, we have been discussing the idea of strategically theming our CE offerings and offering multiple sessions on different aspects of that theme. The target would be to build a deliberate knowledge base among

library/information workers in our region. Ideally, we could circulate a kind of pre- and post-test to all within our reach to learn whether we are affecting the knowledge, behaviors, and attitudes at the scale we aim to achieve. The themes of diversity/inclusion and assessment suggest themselves as high-potential areas that could support sustained attention.

#### 5. Awareness and Advocacy

- Very strong praise in the feedback received from our Annual Meeting in Lake Placid. Our members seemed to find the program relevant no matter which organization they belonged to, and the venue was ranked as convenient and very comfortable.
  - Notes on the advocacy-themed event:
    - Advocacy work for the systems (e.g. for NNYLN) differs greatly from that of our members in their communities. NNYLN's members may not have as much reason to concentrate on Albany, whereas system budgets depend on state appropriations and must champion their funding from state legislators..
    - Advocacy work at any level--whether local or state--is given substance through assessment. Developing the language and habits among our members around outcomes and impact seems an appropriate target for our organization.

#### 6. Miscellaneous

- Board orientation for new board members was completed on Monday, June 3. All new board members were present.
- Lauren Moore has been appointed as the new state librarian. Lauren has been the executive director of the Pioneer Library System for the past 5 years (public system in Canandaigua, NY). That post has acquainted her with rural libraries. Most recently, she has been a chief driver in getting the 2020 census on the agenda for public libraries in NYS.
- Annual staff evaluations are underway.
- 2018-19 fiscal year wrapping up and expenses all on track overall, though the Staff/Board Travel line was overspent. Too soon to determine if the spending indicates a pattern, but travel for all staff is valuable if it means NNYLN is getting out into the field, promoting and distributing our services, accessing learning opportunities, and building relationships. There were no unusual or extravagant individual travel expenses, just the accumulation of a lot of miles. The 2019-20 budget nudges this line up by \$1,000. We'll watch it to determine the appropriate level of travel to support.

NNYLN Board of Trustees  
2019-2020

MICHELLE BISHOP  
Acting Coordinator of Reference  
Penfield Library, SUNY Oswego  
7060 NY-104  
Oswego, NY 13126  
Tel: (315) 312-3564 Fax: (315) 312-3194  
E-Mail: [michelle.bishop@oswego.edu](mailto:michelle.bishop@oswego.edu)  
Term expires June 30, 2021

KRISTA BRIGGS  
Senior Librarian, Gouverneur Correctional Facility  
112 Scotch Settlement Rd  
Gouverneur, NY 13642  
Tel: 315-287-7351 x 4600  
E-Mail: [krista.briggs@doocs.ny.gov](mailto:krista.briggs@doocs.ny.gov)  
Term expires June 30, 2024

GWEN CUNNINGHAM  
Science Librarian, St Lawrence University  
23 Romoda Dr  
Canton, NY 13617  
Tel: 315-229-5405  
E-Mail: [gcunningham@stlawu.edu](mailto:gcunningham@stlawu.edu)  
Term expires June 30, 2024

JEFF GARVEY  
Retired Library Director, Samaritan Medical Cntr  
24189 Gotham St.  
Watertown, NY 13601  
Tel: (315) 782-3319  
E-Mail: [jeffgarvey@twcny.rr.com](mailto:jeffgarvey@twcny.rr.com)  
Term expires June 30, 2023

IVY GOCKER  
Library Director, Adirondack Experience  
9097 State Route 30  
Blue Mountain Lake, NY 12812  
Tel: (518) 352-7311 x 108  
E-Mail: [igocker@theadkx.org](mailto:igocker@theadkx.org)  
Term expires June 30, 2023

ANDREW KELLY, President  
Cataloging & Electronic Services Librarian, Joan Weill Library  
Paul Smith's College  
7833 New York 30  
Paul Smiths, NY 12970  
Tel: (518) 327-6354 Fax: (518) 327-6350  
E-Mail: [akelly@paulsmiths.edu](mailto:akelly@paulsmiths.edu)  
Term expires June 30, 2023

STEVE KENWORTHY  
Director, Clinton-Essex-Franklin Library System  
33 Oak St  
Plattsburgh, NY 12901  
Tel: (518) 563-5190 x111 Fax: (518) 563-0421  
E-Mail: [skenworthy@ceflls.org](mailto:skenworthy@ceflls.org)  
Term expires June 30, 2024

DEBRA KIMOK, Secretary  
Special Collections Librarian, Benjamin F. Feinberg Library  
SUNY Plattsburgh  
2 Draper Ave  
Plattsburgh, New York 12901  
Tel: (518) 564-5206  
E-Mail: [kimokdm@plattsburgh.edu](mailto:kimokdm@plattsburgh.edu)  
Term expires June 30, 2020

SUE LONGSHORE, Treasurer  
9 Rushton Dr  
Canton, NY 13617  
Tel: (315) 244-8002  
E-Mail: [suelongshore24@gmail.com](mailto:suelongshore24@gmail.com)  
Term expires June 30, 2020

SUSAN MITCHELL, Vice-President  
Director, North Country Library System  
22072 County Route 190  
Watertown, NY 13601  
Tel: (315) 755-0659 x222 Fax: (315) 782-6883  
E-Mail: [smitchell@ncls.org](mailto:smitchell@ncls.org)  
Term expires June 30, 2023

JENICA ROGERS  
Director of Libraries/Dorf Endowed Director of Applied Learning  
SUNY Potsdam  
44 Pierrepont Ave  
Potsdam, NY 13676  
Tel: 315-267-3328  
E-Mail: [rogersjp@potsdam.edu](mailto:rogersjp@potsdam.edu)  
Term expires June 30, 2024

GINGER TEBO  
Director, St Lawrence-Lewis School Library System  
40 West Main St  
Canton, NY 13617  
Tel: (315) 386-4504 x10200  
E-Mail: [ginger.tebo@slboces.org](mailto:ginger.tebo@slboces.org)  
Term expires June 30, 2023

JOHN THOMAS  
Assistant Librarian, Systems & Local History  
Jefferson Community College  
1220 Coffeen St  
Watertown, NY 13601  
Tel: 315-786-6560  
E-Mail: [JThomas@sunyjefferson.edu](mailto:JThomas@sunyjefferson.edu)  
Term expires June 30, 2024

XAN VANARSDALE  
Head of Technical Services, Potsdam Public Library  
2 Park St  
Potsdam, NY 13676  
Tel: 315-265-7230  
E-Mail: [xen369@potsdamlibrary.org](mailto:xen369@potsdamlibrary.org)  
Term expires June 30, 2024