

**Northern New York Library Network  
Board of Trustees Meeting  
November 20, 2014  
Via Conference Call**

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The November 20, 2014 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:00 A.M.

Trustees Present: Connie Holberg, President; Julie Wever, Vice-President; Mike Beccaria, Secretary; Marianne Hebert, Treasurer; Peter Benson; Steve Bolton; Karie Doelger; Tom Lawrence; Jackie Madison; Brian O'Connor; Paul Schaffer; Barbara Shaffer; Jane Subramanian and Michelle Young.

Staff Present: John Hammond and Phil Jones.

Guests: Sherry and Jonathan Furgison, Furgison & Co., CPA, P.C.

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Connie Holberg welcomed new board member Jackie Madison.

**Agenda**

**Motion 14/15--07:** Jane Subramanian (Karie Doelger) moved to approve the agenda as distributed. Carried unanimously.

**Minutes**

**Motion 14/15--08:** Tom Lawrence (Jane Subramanian) moved to approve the minutes of the September 11, 2014 meeting as distributed. Carried unanimously.

**2013-2014 Audit Report**

Sherry and Jonathan Furgison, Furgison & Co., CPA, P.C. briefly summarized the unqualified audit report of the Northern New York Library Network financial statements fiscal years ending June 30, 2014 and 2013, as prepared by Furgison & Co., CPA P.C. Sherry reported the financial statements comply with new accounting standards that recommend employers recognize the annual calculated Other Post-Employment Benefit (OPEB) costs. The liabilities associated with offering health insurance to retirees are \$28,401 in 2014 and \$23,943 in 2013.

Jonathan noted there was a finding identified as a significant deficiency in internal controls. The finding indicates not every accounting function is being performed by an individual who is completely independent of performing roles in other accounting functions. Although there is oversight by the Executive Director, Treasurer and Board of Trustees in the Network's accounting functions and reporting, ultimately the Associate Director of Business Services is solely responsible for all entries in the accounting software. Jonathan indicated that to provide sufficient checks and balances it would take an additional 7-8 employees involved in the Network's

accounting functions. Board members discussed the deficiency; those present agreed the oversight provided by the Executive Director and Treasurer minimized the risk of potential misstatements and that the costs associated with hiring additional staff is not justifiable.

**Motion 14/15--09:** Michelle Young (Mike Beccaria) moved to approve the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

### **Financial Reports**

The Board reviewed and discussed the financial statements for September 2014 and October 2014.

**Motion 14/15--10:** Jane Subramanian (Karie Doelger) moved to accept the financial statements for September 2014 and October 2014 as distributed. Carried unanimously.

### **Committee Reports**

#### *Northern New York Resources Corporation*

The Board reviewed and discussed the September 11, 2014 NNYRC Board of Directors meeting minutes. Steve Bolton noted the portfolio has gained 6% since January 1, 2014 and the portfolio has nearly doubled in value since it was first funded in 2002.

New officers are: Steve Bolton, President; Connie Holberg, Vice-President; Julie Wever, Secretary and Marianne Hebert, Treasurer. A Board of Directors conference call is scheduled for 10:00 A.M. January 27, 2015.

#### *Automation Committee*

The Board reviewed and discussed the September 24, 2014 Automation Committee meeting minutes, which included the RBDB 2015 proposed budget. The proposed budget assumes state aid will increase 2.25%. The Committee agreed to fund program projects consisting of Scanning/ Digitization, Personnel, OCLC Group Access, Continuing Education, Databases and ICEPAC/ICICILL/ICEPAC DVD.

**Motion 14/15--11:** Tom Lawrence (Karie Doelger) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2015. Carried unanimously.

### ***Executive Directors Report***

John Hammond noted that his written report was included in the Board packets. Highlights of ongoing issues include:

New computer hardware is needed to accommodate the expanding NYS Historic Newspapers project. The total cost of the new hardware will be \$48,768 and software/support will be \$15,622. Funds are available in the

Equipment Fund for the hardware, and in the Automation Projects Fund for the software/support.

**Motion 14/15--12:** Mike Beccaria (Marianne Hebert) moved to approve the expenditures for new computer hardware, software and support associated with the NYS Historic Newspaper project. Carried unanimously.

Digitization Center usage guidelines are currently being developed. The Center's availability to libraries and cultural organizations will be publicized in the near future.

The CCDA (Coordinated Collection Development Aid) applications are now available online for the ten academic libraries.

A new voice over IP telephone system from St. Lawrence Internet Company (Slic.com) has been installed.

The Pitney Bowes postage meter lease has been cancelled due to a lack of usage.

Three more Professional Development Grants have been awarded: Michelle Young and Mitch Bresett (Clarkson) for the annual NYLA Conference, and Whitney Watkins (SLU) for the LITA Forum.

NYLA Legislative Day is scheduled for February 25<sup>th</sup> in Albany. Board members who would like to participate should let John know so travel and accommodations can be arranged.

### **New Business**

#### *Plan of Development, 2015-18*

The Board reviewed and discussed the Network's Status Report and Plan Update, Plan of Development 2015-2018.

**Motion 14/15--13:** Jane Subramanian (Tom Lawrence) moved to approve the Status Report and Plan Update, Plan of Development 2015-2018 as presented. Carried unanimously.

### **2014-15 Meeting Dates**

NYLA's Library Advocacy Day conflicts with the February 26<sup>th</sup> scheduled meeting date. February 19<sup>th</sup> 10:00 A.M. was a suggested substitute. Those Board members present agreed to the following revised meeting schedule:

February 19, 2015, Thursday 10 A.M. Conference Call  
April 9, 2015 Thursday 10:00 A.M. Network Office Potsdam NY  
May 21, 2015 Thursday - time to be announced, Riveredge Resort Alexandria Bay NY

Adjournment

The Board meeting was adjourned at 10:50 A.M.

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**The November 20, 2014 meeting minutes were approved at the February 19, 2015 meeting.**

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∞ **Next Board Meeting** ∞

**Thursday February 19, 2015 10:00 A.M.**

**Conference Call (Call-in instructions will be included in the Board Packet)**