

**Northern New York Library Network
Board of Trustees Meeting
February 24, 2016
Via Conference Call**

The February 24, 2016 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:03 A.M.

Trustees Present: Karie Doelger, President; Mike Beccaria, Secretary; Marianne Hebert, Treasurer; Steve Bolton; Debra Kimok; Tom Lawrence; Sue Longshore; Jackie Madison; Brian O'Connor; Barbara Shaffer and Jane Subramanian.

Trustees Absent: Peter Benson, Julie Wever and Michelle Young.

Staff Present: John Hammond and Phil Jones.

Guest: Sherry Furgison, Furgison & Co. CPA PC

Agenda

Motion 15/16--12: Jackie Madison (Jane Subramanian) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 15/16--13: Jane Subramanian (Tom Lawrence) moved to approve the minutes of the November 19, 2015 meeting as distributed. Carried unanimously.

Audit Report FY 2014-2015

Sherry 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, 2015 and 2016, as prepared by Furgison & Co., CPA P.C.

Sherry 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. 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.

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 \$34,798 in 2015 and \$28,401 in 2014.

Motion 15/16--14: Jackie Madison (Mike Beccaria) moved to approve the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

Financial Statements

The Board reviewed and discussed the financial statements for November 2015 and December 2015.

Motion 15/16--15: Debra Kimok (Jane Subramanian) moved to accept the November 2015 and December 2015 financial statements as distributed. Carried unanimously.

Plan of Service Approval

The Board reviewed and discussed the Northern New York Library Network's Plan of Service, 2016-2021.

Motion 15/16--16: Mike Beccaria (Jackie Madison) moved to approve the Northern New York Library Network Five Year Library System Plan of Service 2016 to 2021 as presented. Carried unanimously.

Hospital Library Services Program Contract Approval

The Board reviewed and discussed the participating hospitals fee schedule, and the contract with Samaritan Medical Center to provide circuit librarian services to participating hospitals. State aid is based on the same amount received in fiscal year 2015-2016.

Motion 15/16--17: Mike Beccaria (Barbara Shaffer) moved to adopt the resolution to approve the Annual Application for the Hospital Library Service Program 2016-2017 and authorize the Executive Director to execute all contracts relevant to this program. Carried unanimously.

Next Meeting Dates

Those Board members present agreed to the proposed meeting dates:

April 14, 2016 Thursday 10:00 A.M. – Network Office in Potsdam
May 26, 2016 Thursday (Time To-Be-Announced) – Board Meeting & Annual Meeting, Mirror Lake Inn Lake Placid NY

Adjournment

The Board meeting was adjourned at 10:30 A.M.

The February 24, 2016 meeting minutes were approved at the April 14, 2016 meeting.

◆ Next Board Meeting ◆

April 14, 2016, Thursday, 10:00 AM

Network Office

6721 US Hwy 11

Potsdam, NY