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Minutes April 8, 2010

Northern New York Library Network Board of Trustees Meeting April 8, 2010 Potsdam, New York

The April 8, 2010 meeting of the Northern New York Library Network's Board of Trustees was called to order at 10:10 A.M. at the Network's office in Potsdam, New York.

Trustees Present: Chris Hebblethwaite, President; Patrick McIntyre, Vice-President; Michelle Young, Treasurer; Steve Bolton; Ellen Darabaner; Bart Harloe; Jennifer Henry; Michael Jeziorski; Patrick McIntyre and Gordon Muir.

Trustees Absent: Amy Catania, Ewa Jankowska, Sally Rusaw, Malcolm Starks and Betsy Whitefield.

Staff Present: John Hammond, Bridget Doyle and Phil Jones.

Agenda

Motion 09/10--18: Gordon Muir (Ellen Darabaner) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 09/10--19: Steve Bolton (Bart Harloe) moved to approve the minutes of the February 25, 2010 meeting as distributed. Carried unanimously.

John Hammond reported the Hospital Library Services Program fiscal year 09-10 state aid has been received. Contracts for fiscal year 10-11 are in place for the two base hospitals and to-date

five participating hospitals have renewed their contracts. Representatives from EJ Noble Gouverneur have indicated they wish to re-join the Network's HSLP after a long hiatus.

Financial Reports

Financial Statements

The Board reviewed and discussed the financial statements for February 2010. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 09/10--20: Michael Jeziorski (Gordon Muir) moved to accept the financial statements for February 2010 as distributed. Carried unanimously.

Committee Reports

Northern New York Resources Corporation

Steve Bolton noted the January 28, 2010 NNYRC Board of Directors' meeting minutes and a March 2010 letter from portfolio manager Don Simmons were included in Board packets. In 2009, the NNYRC portfolio gained 18.87% and in the first quarter of 2010, the portfolio has gained 2.49%. A NNYRC Board meeting had been scheduled to follow this meeting, but due to scheduling conflicts, the portfolio manager was unable to attend the meeting. A future meeting date is to be announced.

Budget

The Board reviewed and discussed the Budget/Personnel Committee's March 24, 2010 meeting minutes, operating budget, salary schedule, five-year projections and two new proposed policies: Whistleblower/Ethical Behavior and Document Retention/Destruction. Michelle Young noted the Committee recommends increasing the maximum professional development grant amount to \$1,000 and eliminating the 2-year waiting period. A new pilot program, Grants to Member Libraries, is proposed with an annual budget of \$55,000. An increase in the amount Network retirees contribute to their health insurance, from 10% of the monthly premium to 15% of the monthly premiums, is recommended. An increase in Contracted Services is proposed to fund new technological initiatives. John Hammond noted possible projects include DRUPAL, an enhanced historical newspaper interface or offering server storage space to Network members. Board members discussed the Committee's recommendations, including Network staff salary increases.

Motion 09/10--21: Gordon Muir (Patrick McIntyre) moved to approve a \$1,000 salary increase for each employee. Carried unanimously.

Motion 09/10--22: Gordon Muir (Michael Jeziorski) moved to approve the Committee's recommendations for the Network's operating budget as amended. Carried unanimously.

Motion 09/10--23: Patrick McIntyre (Jennifer Henry) moved to accept the Network's Five Year Operating Budget Projections. Carried unanimously.

Motion 09/10--24: Gordon Muir (Ellen Darabaner) moved to approve the Whistleblower and Ethical Behavior policy as presented. Carried unanimously.

Motion 09/10--25: Gordon Muir (Jennifer Henry) moved to approve the Document

Retention/Destruction policy as presented. Carried unanimously.

Motion 09/10--26: Gordon Muir (Bart Harloe) moved to approve the Technology Service

Improvement Grant program with a budget of \$55,000. Carried unanimously.

Motion 09/10--27: Ellen Darabaner (Jennifer Henry) moved to approve increasing the professional development grant from \$500 to \$1,000 and eliminating the two-year waiting period. Carried unanimously.

Library Assistants' Committee

Bridget Doyle reported the Library Assistants' Spring Conference will be held April 14, 2010 at the Saranac Lake Free Library. The agenda includes a series of short presentations: Time Management,

Genealogy and Library Displays, followed by a tour of the Adirondack Research Center's special collections. The committee has scheduled a meeting at the conclusion of the conference.

Executive Directors Report

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

The Library Corporation (TLC) is developing a new and faster ICEPAC/ICICILL interface; they anticipate a testing phase to begin in June 2010. The new product will offer faceted browsing capabilities and customizable display options. The interface will go live late summer 2010.

The Ogdensburg Journal 1857-1916, and the SUNY Potsdam student newspaper The Normal Racquette 1927-1942/The Racquette, 1942-2009, have been added the Northern New York Historical Newspapers website (news.nnyln.net). The Racquette was a shared project with funding provided by SUNY Potsdam and the Network. Additional years of the Plattsburgh Daily Press Republican 1811-1923 have also been added to the website.

St. Lawrence University yearbooks, the Gridiron are currently being scanned and discussions are underway with SUNY Potsdam to add the Pioneer yearbook, to the North Country Digital History collection.

All Coordinated Collection Development grants to academic libraries have been paid out by the state except for one library that is having certification problems.

Bridget Doyle noted the Network's first North Country Archival Conference will be held April 9, 2010 at Cheel Center Clarkson University. To date over 60 people have registered for the conference.

The Network's two day Fall Conference is slated to be held at St Lawrence University October 14th and 15th.

The Network's 45th Annual Meeting and Mini-Conference will be held May 20, 2010 at the Mirror Lake Inn Lake Placid NY. Along with the Board meeting, two morning and two afternoon professional development sessions will be offered. Registration begins at 8:30AM; classes begin at 9:30 AM.

Those board members present agreed to a meeting start time of 8:00 AM.

The Academic and Special Libraries Section of NYLA and the NY 3Rs Association are sponsoring a conference June 7 & 8, "Academic Librarians 2010: Faster than the Speed of Bytes: Technology, Cognition and the Academic Librarian" at the Holiday Inn Downtown, Ithaca. Contact John Hammond for carpooling.

New Business

Documentary Heritage Program Annual Application The Board reviewed and discussed the Documentary Heritage Program Plan, 2010-2011. The current contract for the Network's Documentary Heritage Program ends June 30, 2010.

Motion 09/10--28: Patrick McIntyre (Michael Jeziorski) moved to approve the Documentary Heritage Program Plan, 2010-2011 as presented. Carried unanimously.

Old Business

Five-Year Plan of Service

The Network's next Five Year Plan of Service (2011-2016) is due next spring. John Hammond will be contacting board members and member libraries to establish a planning process.

Next Meetings

The next meeting is the Network's 45th Annual Meeting May 20, 2010 at the Mirror Lake Inn Lake Placid NY. The Board meeting will begin at 8:00 AM.

Adjournment

The Board meeting was adjourned at 11:36 A.M. Board members adjourned to the meeting room for a demonstration of the new North Country Digital History website and an overview of the New York Heritage digital collections website.

The April 8, 2010 meeting minutes were approved at the May 20, 2010 meeting.

- Next Board Meeting & 45th Annual Meeting -

May 20, 2010, 8:00 AM

Mirror Lake Inn Lake Placid NY

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