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Minutes December 9, 2010

Northern New York Library Network Board of Trustees Meeting December 9, 2010 Potsdam, New York

The December 9, 2010 meeting of the Northern New York Library Network's Board of Trustees was called to order at 10:02 A.M. at the Network's office in Potsdam, New York.

Trustees Present: Chris Hebblethwaite, President; Patrick McIntyre, Vice-President; Gordon Muir, Secretary; Michelle Young, Treasurer; Steve Bolton; Amy Catania; Ellen Darabaner; Bart Harloe; Jennifer Henry; Connie Holberg; Liz Resseguie; Sally Rusaw and Paul Schaffer.

Trustees Absent: Ewa Jankowska.

Guests Present: Sherry & Jonathan Furgison.

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

Agenda

Motion 10/11--07: Gordon Muir (Michelle Young) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 10/11--08: Patrick McIntyre (Gordon Muir) moved to approve the minutes of the September 10, 2010 meeting as distributed. Carried unanimously.

2009-2010 Audit Report

Jonathan Furgison, Furgison & Co., CPA, P.C. briefly summarized the unqualified audit report of the Northern New York Library Network's financial statements fiscal years ending June 30, 2010

and 2009, copies of which were distributed to board members. Sherry Furgison noted internal controls are normally an issue for small organizations, but the Network has in place an effective level of monitoring with good procedures and segmentation of duties.

Motion 10/11-09: Michelle Young (Paul Schaffer) moved to accept the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

It was noted the June 30, 2010 audit concludes the Network's three year contract with Furgison & Co. CPA P.C. Board members discussed continuing the auditing service contract with Furgison & Co on a year-to-year basis.

Motion 10/11-10: Gordon Muir (Ellen Darabaner) moved to approve Furgison & Co., CPA P.C. as the Network's auditor on a year-to- year basis, subject to cost. Carried unanimously.

Financial Reports

The Board reviewed and discussed the financial statements for August 2010, September 2010, October 2010 and November 2010. John Hammond noted a significant portion of the Network's state aid appears to be mired down by the State's fiscal crisis. There have been no indications of when funding will be provided for the Network's: Hospital Library Services Program, Medical Information Services Program or Regional Bibliographic Data Bases. Supplemental System Aid has been eliminated due to the legislator not authorizing its distribution. Further cuts to State Aid are anticipated once the new Governor takes office. Contract paperwork has been submitted and we are waiting for word on funding the current fiscal year Documentary Heritage Program.

Motion 10/11--11: Michelle Young (Connie Holberg) moved to accept the financial statements for August 2010, September 2010, October and November 2010 as distributed. Carried unanimously.

Committee Reports

Library Assistants' Committee

The Board reviewed and discussed the September 28, 2010 Library Assistants' Committee meeting minutes. It was noted the Committee agreed to continue the Outstanding Student Worker award and selected SUNY Canton as the site for the Spring Conference on April 14, 2011.

Northern New York Resources Corporation

Steve Bolton noted the next NNYRC Board meeting is a conference call scheduled for January 24, 2011. The portfolio currently has a bond to stock ratio of 61%/39%. Steve indicated that due to wide market fluctuations the portfolio manager appears to be more cautious with the investment strategy of buying and holding. He has not only made defensive shifts by transferring 10% of the portfolio's mutual funds to cash, acquiring precious metal funds and adding international holdings, he has also moved 13% of the portfolio into a new product, Exchange Trade Funds (ETFs). ETF's trade with much greater frequency in an attempt to mirror current economic conditions.

Executive Directors Report

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

The digitized Miner Institute maps look great and SUNY Potsdam's yearbooks are 2/3rd done. The Fairport newspapers and SLU's yearbooks have been completed, the Network received fees totaling \$11,000 for the two jobs. The Geneva newspapers will be done next year for a fee of \$8,000.

In a joint effort, CNY ConnectNY Inc and the Network will submit a grant proposal to the Institute of Museum and Library Services (IMLS) for the development of digitization harvesting tools. Consultants will assist in developing grant documents.

ICEPAC/ICICILL usage continues to increase.

The Network has renewed the online virtual reference service ASK US 24/7.

Clinton Community College joins the six academic libraries and one public library system currently participating within the Network's region.

Ovid-LLW database has been purchased for the Network's Hospital Services Library Program.

The Network's Second Annual North Country Archival Conference will be on April 8, 2011 at the Crowne Plaza Resort Lake Placid NY.

The Annual Meeting will be at the Riveredge Resort Alexandria Bay NY on May 19, 2011.

All of the Coordinated Collection Development Program (CCDA) applications have been submitted. No word has been received as to when the funding will be provided or how much each institution will receive.

The Network is currently preparing its Five Year Plan of Service. Board members reviewed the survey results of the Evaluation of Program and Services.

Board members reviewed the 2010 Voters Guide, The Library Advocates Guide to the Voting Records of the New York State Legislature provided by New Yorkers for Better Libraries.

New Business

TIAA-CREF Plan Revisions

TIAA-CREF has provided an amendment to the Network's retirement plans adding provisions pertaining to the Heroes Earnings Assistance and Relief Act of 2008 (HEART Act); the amendment was included in board member packets. The amendment provides retirement benefit rights to individuals who leave employment to perform military service.

Motion 10/11--12: Gordon Muir (Sally Rusaw) moved to approve the amendment to the Northern New York Library Network's retirement plans providing plan benefit rights to individuals who leave employment to perform military service (HEART Act). Carried unanimously.

Update Plan of Development 2011-13

The Board reviewed and discussed the Network's Updated Plan of Development 2011-2013. The plan was distributed to members for comments. Several members responded with comments relating to the Network's List-Serv and ICEPAC DVD's.

Motion 10/11--13: Michelle Young (Ellen Darabaner) moved to approve the Northern New York Library Network's Updated Plan of Development 2011-2013. Carried unanimously.

Membership Application: Lake Placid Public Library

The Board reviewed and discussed Lake Placid Public Library's application for membership.

Motion 10/11--14: Patrick McIntyre (Gordon Muir) moved to approve the Lake Placid Public Library's application for membership in the Northern New York Library Network. Carried unanimously.

2010-11 Meeting Dates

Those Board members present agreed to the following meeting schedule:

February 24, 2010, 10:00 AM Conference Call

April 7, 2011, 10:00 AM Network Office Potsdam NY

May 19, 2011, Annual Meeting, Riveredge Resort Alexandria Bay

Current Topics

Board members shared and discussed current topics of interest or concern at their respective institutions.

Adjournment

The Board meeting was adjourned at 11:50 P.M.

The December 9, 2010 meeting minutes are not yet approved.

- Next Board Meeting -

February 24, 2010 10:00 AM

Conference Call

(Call-in instructions will be included in the February board packet)

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