



## Northern New York Library Network

- [Resource Sharing](#)
  - [Collection Development Grants](#)
  - [ICEPAC](#)
  - [ICICILL](#)
    - [ICICILL Statistics](#)
    - [ICICILL Training](#)
  - [ILLiad](#)
- [Databases](#)
  - [OmniFile/EBSCO](#)
  - [Watertown "Times"](#)
  - [WorldCat](#)
  - [Overdrive](#)
  - [Ask Us 24/7](#)
- [Professional Development](#)
  - [Upcoming Classes](#)
  - [Professional Development Financial Assistance Program](#)
    - [Application](#)
    - [Guidelines](#)
    - [Reimbursement](#)
  - [CE Assist: Training on Demand](#)
  - [ICICILL Training](#)
  - [Room Reservations](#)
- [Digitization](#)
  - [Digitization Service Center](#)
  - [NYS Historic Newspapers](#)
  - [New York Heritage](#)
- [Publications](#)
  - [Emergency Manual](#)
  - [Member Directory](#)
  - [Member Contacts](#)
- [Area Libraries](#)
  - [Membership Directory](#)

- [Membership Contacts](#)
- [Libraries in NNY](#)
- [Library Catalogs](#)
- [ILL Directory](#)
- [Webmail / Gmail](#)
- [About Us](#)
  - [Contact Us](#)
  - [NNYLN Staff](#)
  - [Application](#)
  - [Board](#)
    - [Board Minutes](#)
  - [By-Laws](#)
  - [NNYLN Committees](#)
    - [Committee Form](#)
    - [Library Assistants Committee](#)
    - [Directions](#)
  - [Excellence Award](#)
  - [Mission Statement](#)
  - [Plan of Service](#)
    - [Section 1-3](#)
  - [Timeline](#)
- [Home](#)

## Minutes May 20, 2010

**Northern New York Library Network  
Board of Trustees Meeting  
May 20, 2010  
Lake Placid, New York**

The May 20, 2010 meeting of the Northern New York Library Network's Board of Trustees was called to order at 8:30 A.M. at the Mirror Lake Inn Lake Placid, New York.

Trustees Present: Chris Hebblethwaite, President; Patrick McIntyre, Vice-President; Michelle Young, Treasurer; Betsy Whitefield, Secretary; Steve Bolton; Amy Catania; Ellen Darabaner; Bart Harloe; Jennifer Henry; Ewa Jankowska; Michael Jeziorski; Gordon Muir; Sally Rusaw and Malcolm Starks.

Staff Present: John Hammond and Phil Jones.

Guests: Karen Peters, Wilmington Historical Society

### Agenda

Motion 09/10--29: Gordon Muir (Michelle Young) moved to approve the agenda as distributed. Carried unanimously.

### Minutes

Motion 09/10--30: Gordon Muir (Michelle Young) moved to approve the minutes of the April 8, 2010 meeting as distributed. Motion Carried. Ayes: Bolton, Darabaner, Harloe, Henry, Jeziorski, McIntyre, Muir and Young; Abstained: Catania, Jankowska, Rusaw, Starks and Whitefield.

## **Financial Reports**

### Financial Statements

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

Motion 09/10--31: Michelle Young (Gordon Muir) moved to accept the financial statements for March 2010 and April 2010 as distributed. Carried unanimously.

## **Committee Reports**

### Nominating Committee

On June 30, 2010 terms expire for Board members Michael Jeziorski, Gordon Muir (filling an unexpired term), Malcolm Starks and Betsy Whitefield. In April, the Nominating Committee prepared a ballot that was mailed to the Network's membership. Connie Holberg (Jefferson Community College), Gordon Muir (SUNY Plattsburg), Elizabeth Resseguie (Paul Smiths College) and Paul Schaffer (Massena Public Library) were elected to five-year terms on the Board of Trustees.

Motion 09/10--32: Ewa Jankowska (Ellen Darabaner) moved to approve the 2010-2011 Network slate of officers: President, Chris Hebblethwaite; Vice-President, Patrick McIntyre; Secretary, Gordon Muir and Treasurer, Michelle Young. Carried unanimously.

Motion 09/10--33: Gordon Muir (Sally Rusaw) moved to approve the 2010-2011 Northern New York Resource Corporation Board of Directors: Steve Bolton, Bart Harloe, Chris Hebblethwaite, Ewa Jankowska and Michelle Young. Carried unanimously.

John Hammond thanked out-going Board members for their hard work and dedication.

### Northern New York Resources Corporation

The Board reviewed and discussed the May 7, 2010 letter from NNYRC portfolio manager Don Simmons.

### Library Assistants Committee

The Board reviewed and discussed the April 14, 2010 Library Assistants Committee minutes.

### Continuing Education Committee – Fall Conference October 14-15 at SLU

The theme of the Network's October 14 & 15 Fall Conference is "2010: Trends & Technology".

The conference will be held at Eben Holden, St Lawrence University Canton. Conference details will be made available as the date draws closer.

## **Executive Directors Report**

John Hammond noted highlights of ongoing issues include:

Contentdm, the database software that powers the Network's website North Country Digital History, is reaching the maximum number of records limitation. The cost of upgrading to an unlimited version is \$30,000.

Other 3Rs councils are facing similar upgrade costs. Rather than each 3Rs' council purchasing the software, discussions are underway to upgrade using only one subscription and placing all data under one URL ([newyorkheritage.com](http://newyorkheritage.com)).

ConnectNY, a consortium of academic libraries within New York that has created a combined catalog of their collections, has contracted with the Network to provide bookkeeping and webhosting services.

After a hiatus, EJ Noble Hospital of Gouverneur has re-joined the Network's Hospital Library Services Program.

The NNYLN Technology Service Improvement Grant application and guidelines have been published and are available at the URL: <http://www.nnyln.org/ProjectGrant.html>.

The revised Professional Development Grant application and program guidelines can be found at the URL: <http://www.nnyln.org/profdev.html>.

Effective July 1, 2010 the new maximum grant amount is \$1,000 and applicants may apply on an annual basis. Recipients will be required to share their expertise or knowledge gained as a result of the grant at a Network sponsored event.

## **New Business**

### **Banking Resolution**

As a cost savings measure, Network staff recommend establishing accounts with Community Bank NA and closing the current accounts at HSBC USA. Staff reported Community Bank offers a business checking account without monthly fees, interest is earned on the checking account, checks are free and the business savings account offers a slightly higher interest rate. Community Bank also offers "remote capture of checks", at no charge, a feature that will eliminate most trips to the bank.

Motion 09/10--34: Michael Jeziorski (Patrick McIntyre) moved to approve the banking resolution designating Community Bank NA as the Northern New York Library Network's banking institution. Carried unanimously.

### **State Aid Budget Application**

In past years, during the month of May, the online State Aid Budget Application has been available for data input, board approval and submittal. However, with the uncertainty caused by the State's late budget, the online application has not been made available. No indication has been given as to when the application will be available. The Network's State Aid Budget is an amalgamation of grant funding for Basic System Aid, Hospital Library Services Program, Medical Information Services Program Aid and Regional Bibliographic Databases Program. Network staff using a printout of the current year's online form has prepared a draft application with projections for State Aid 2010-2011 and anticipated expenses.

Motion 09/10--35: Gordon Muir (Bart Harloe) moved to approve the Northern New York Library Network's State Aid Budget Application 2010-2011. Carried unanimously.

## Automation Committee Appointments

The terms for four members of the Automation Committee expire on June 30, 2010. Four nominations were submitted for the Board's consideration.

Motion 09/10--36: Gordon Muir (Michelle Young) moved to appoint the following four nominees to the Automation Committee:

April Bliss, Jefferson-Lewis School Library System

Linda Larkin, North Country Community College

Caleb Moshier, Plattsburgh Public Library

John Thomas, Jefferson Community College

Carried unanimously.

## Next Meeting Dates

Those Board members discussed the following meeting dates for fiscal year 2010-2011:

September 10, 2010 Friday 10:00 AM Network Office Potsdam NY

December 9, 2010 Thursday 10:00 AM Network Office Potsdam NY

February 24, 2011 Thursday 11:00 AM Conference Call

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

May 19, 2011 time and location to be announced

Motion 09/10--37: Ellen Darabaner (Gordon Muir) moved to approve the Northern New York Library Network Board of Trustees meeting dates as discussed. Carried unanimously.

## Adjournment

The Board meeting was adjourned at 9:12 A.M.

The May 20, 2010 meeting minutes were approved at the September 10, 2010 meeting.

- Next Board Meeting -

September 10, 2010, 10:00 AM

Network Office, 6721 US Hwy 11, Potsdam, NY

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