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## Minutes September 10, 2009

### Northern New York Library Network Board of Trustees Meeting September 10, 2009 Potsdam, New York

The September 10, 2009 meeting of the Northern New York Library Network's Board of Trustees was called to order at 10:01 A.M. at the Network's office in Potsdam, New York.

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

Trustees Absent: Bart Harloe, Michael Jeziorski, Gordon Muir and Malcolm Starks.

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

Chris Hebblethwaite welcomed new board members and requested those present to introduce themselves.

#### Agenda

Motion 09/10--01: Michelle Young (Patrick McIntyre) moved to approve the agenda as distributed. Carried unanimously.

#### Minutes

Motion 09/10--02: Patrick McIntyre (Steve Bolton) moved to approve the minutes of the May 21, 2009 meeting as distributed. Motion Carried; one abstention.

## **Financial Reports**

The Board reviewed and discussed the financial statements for May 2009, June 2009 and July 2009. Staff responded to a number of general questions posed by Board members regarding the monthly statements. Although state funding has not been received for this fiscal year the Network continues to maintain current levels of service for the: Documentary Heritage Program, Regional Bibliographic Data Bases Program, Hospital Library Services Program and Medical Information Services Program. The Network's fund balance will allow the continuation of programs until state funding is released. It was noted Network programs have sustained an 11% cut over the last 18 months and it is anticipated there will be another cut as state funds are released.

Motion 09/10--03: Betsy Whitefield (Michelle Young) moved to accept the financial statements for May 2009, June 2009 and July 2009 as distributed. Carried unanimously.

## **Committee Reports**

### Northern New York Resources Corporation

Steve Bolton reported that although there has been a significant decline in the NNYRC portfolio since January, it continues to out-perform the benchmark indexes. He noted the recent shift to energy, infrastructure, market neutral investment strategies and consumer staples has helped to reduce losses in the stock fund portion of the portfolio compared to the overall market. Steve reported the portfolio's current bond mutual funds to stock mutual funds ratio is 45%/55%. He noted Network budget projections indicate in the early part of 2010 support will be required in the amount of \$122,831. The next NNYRC Board meeting follows this meeting, all Network Board members are invited to attend.

### Library Assistants' Committee

The Board reviewed and discussed the June 24, 2009 Library Assistants' Committee meeting minutes. Bridget Doyle reported the Syracuse, Rochester and Ithaca 3Rs Councils are sponsoring a joint Library Assistants conference in Syracuse this Fall. Although committee members indicated Syracuse was too far to travel they would like to be informed of the planning process and will distribute publicity for the conference in the North Country region. Since topics offered at the NNYLN 2009 Conference "Choices and Challenges" are of interest to the group there will not be a Fall 2009 Library Assistants' Conference.

### Continuing Education Committee

The flyer for the NNYLN 2009 Conference "Choices and Challenges" was mailed in August; the conference is scheduled for October 5 & 6 at Cheel Center Clarkson University Potsdam. The conference will fold 11 topics of interest to library and archival/museum staff into a 2 day event. The cost is \$25 for either day or \$40 for both days.

Michelle Young noted that on October 6, 2009 from 2:00 - 4:00pm (location to be announced) there will be a regional meeting of NYSHEI (New York State Higher Education Initiative). Jason Kramer, Executive Director will brief attendees on the role of NYSHEI and the ARIA (Academic Research Information Access) initiative.

## **Executive Directors Report**

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

The modified ICEPAC interface recently developed by The Library Connection has had performance problems and does not meet the expectations of Network members. The original interface has been returned until The Library Connection resolves the issues.

The Automation Committee will meet on October 16 to discuss the RBDB 2010 budget. The Regional Bibliographic Database program (RBDB) has been cut 11% over the last two years and further cuts are anticipated this year. The cuts come at a time when database costs are increasing significantly.

St. Lawrence University's Hill News 1911-2008, Rouses Point's North Countryman 1928-1982 and the Lake Placid News 1914-2008 have been added to the Northern New York Historical Newspaper website. Albany County's Altamont Enterprise was processed by the Network on a fee basis for the Guilderland Public Library.

The Town of Volney recently responded to the Network's offer to assist institutions with scanning and metadata entry for digitization projects.

Network staff is scanning the items, entering the metadata and loading the data online at the North Country Digital History website. Paul Smith's has expressed an interest in adding its Brownell Collection and St Lawrence University has indicated they would like to add their yearbooks to the collection. Plans are underway to revamp the Historical Newspaper website.

An attorney for the Johnson Corporation has written a letter to Potsdam Public Library indicating they are violating copyright law and instructing them to cease microfilming and selling the Courier-Freeman. For several decades Potsdam Public Library has been partnering with Massena Public Library, SUNY Potsdam and St Lawrence University to microfilm the newspaper. Johnson Corporation is now selling the microfilm and has indicated they would like Potsdam Public Library to buy it directly from them.

Although the State Archives has indicated they are going to release the contracts necessary for extending the Documentary Heritage Program beyond December 31, 2009, to date it has yet to happen.

In conjunction with the Networks' Hospital Library Services Program staff from CVPH's Medical Library are working with Alice Hyde Hospital's IT department to develop a website offering Alice Hyde employees access to medical articles electronically in lieu of a visiting circuit rider librarian.

Two Professional Development grants were recently awarded and two additional applications have been received for consideration.

## **New Business**

### **Annual State Report**

The Board reviewed and discussed the Network's Annual Report for Library Systems 2008. Four Network members have cancelled their membership: A.L. Lee Memorial Hospital (closed), Plattsburgh Law Library, Clifton-Fine Hospital and the Adirondack Park Agency. Network staff is currently determining if there is interest from archival and historical institutions to offer an associate member level.

Motion 09/10--04: Ewa Jankowska (Steve Bolton) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2008. Carried unanimously.

### 7 Commerce Lane, Canton property

Canton Day Care Center, the former tenant, has vacated the Network's property at 7 Commerce Lane Canton. Advertisements for leasing the building are running in several area newspapers. Representatives from the local CSEA chapter and NYSARC have been in to view building.

John Hammond noted the property currently grosses \$18,000 in rental income; with annual expenses for insurance and maintenance. The building will require some renovation to bring it up to date for office use. The property is currently assessed at \$228,000. There is a potential for property tax consequences if the building is leased to a for-profit business; property tax exposure is projected to be in the \$6,000 range. Those Board members present agreed the Network should retain the property as an income generating resource, and re-visit the issue at the December meeting.

### **2009-10 Meeting Dates**

Those Board members present agreed to the following meeting schedule:

December 3, 2009, Network Office Potsdam NY

February 25, 2010, Conference Call

April 8, 2010, Network Office Potsdam NY

May 20, 2010, Annual Meeting, location to be announced

### **Current Topics**

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

### **Adjournment**

The Board meeting was adjourned at 11:37 A.M.

The September 10, 2009 meeting minutes were approved at the December 3, 2009 meeting.

- Next Board Meeting -

December 3, 2009 10:00 AM

Network Offices Potsdam NY

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