Northern New York Library Network

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Minutes September 10, 2010

Northern New York Library Network
Board of Trustees Meeting
September 10, 2010
Potsdam, New York

The September 10, 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; Ewa Jankowska; Liz Resseguie; Sally Rusaw and Paul Schaffer.
Staff Present: John Hammond, Bridget Doyle and Phil Jones.
Chris Hebblethwaite welcomed new board members and requested those present to introduce themselves.

Agenda

Motion 10/11--01: The agenda was revised to add Board Communications under Old Business.
Gordon Muir (Michelle Young) moved to approve the revised agenda
Carried unanimously.

Minutes

Motion 10/11--02: Michelle Young (Patrick McIntyre) moved to approve the minutes of the

May 20, 2010 meeting as distributed. Motion carried with eleven ayes.

Holberg, Resseguie and Schaffer abstained.

Financial Reports

The Board reviewed and discussed the financial statements for May 2010, June 2010 and July 2010. Staff responded to a number of general questions posed by Board members regarding the monthly statements. It was noted the July 2010 Balance Sheet reflects the new accounts at Community Bank NA.

Motion 10/11--03: Gordon Muir (Connie Holberg) moved to accept the financial statements for

May 2010, June 2010 and July 2010 as distributed. Carried unanimously.

Committee Reports

Automation Committee

The Board reviewed and discussed the Automation Committee's September 8, 2010 meeting minutes, which included the RBDB proposed budget for the year 2011. Bridget Doyle reported the proposed 2011 budget assumes state aid will remain at the 2010 funding level. The Committee agreed to fund program core projects consisting of Personnel, OCLC Group Access, Databases and ICEPAC/ICICILL/ICEPAC DVD.

Motion 10/11--4: Ewa Jankowska (Ellen Darabaner) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2011. Carried unanimously.

Continuing Education Committee

A flyer for the NNYLN 2010 Conference "Trends & Technologies" was distributed. The conference is scheduled for October 14 & 15 at Eben Holden St Lawrence University Canton. The conference will fold 11 topics of interest to library and archival/museum staff into a two day event.

Tours of the O.D. Young Library and the new Johnson Hall of Science will also be offered. The cost is $25 for either day or $40 for both days. Lunch is on your own Thursday, but is included along with a presentation by a guest speaker on Friday. Discounted conference room rates have been arranged at the Best Western University Inn Canton.

April 9, 2011 is the date set for the Archival Conference with a location to be determined. The Annual Meeting will be held May 19, 2011 at the Riveredge Resort Alexandria Bay. The Library Assistants 2011 Spring Conference will be held at SUNY Canton, date to be announced. Winter webinars are in the planning stage and an online continuing education survey is being prepared for input on future course topics.

Northern New York Resources Corporation

Steve Bolton noted a NNYRC Board meeting follows this meeting, all Network Board members are invited to attend. The portfolio currently has a bond to stock ratio of 60%/40%. Steve reported that due to market fluctuations in July the portfolio manager, Don Simmons made a defensive shift by transferring 10% of the portfolio's mutual funds to cash. At today's meeting Don is recommending a shift to additional international holdings and will explain a new product Exchange Trade Funds (ETFs).

Executive Directors Report

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

The Network in conjunction with three other 3Rs will merge their Contentdm database next summer. The single software license will result in significant cost savings for each 3Rs organization. Jennifer Henry requested more information on the newyorkheritage.org website that she could provide to members of the Clinton-Essex-Warren-Washington School Library System.

On a fee basis, Network staff is currently digitizing the Fairport newspapers, and St Lawrence University yearbooks. The Sandy Creek News (1871-1975) has been added to the Northern New York Historical Newspaper website.

The Lake Placid Foundation has awarded a $10,500 grant to the Network. The funds will be used to purchase a large format (42") scanner.

ICEPAC has grown to over 3.5 million items. ICICILL statistics show a 75% fill-rate.

The Network will renew the virtual reference service Ask Us 24/7. The statewide resource is currently used by six academic libraries and one public library system in the Network's region.

Alice Hyde Hospital Malone has renewed their contract and paid the first invoice for the Hospital Library Services Program.

To date no word has been received from the State Archives regarding the status of the Network's Documentary Heritage Program grant.

Furgison & Co., CPA, P.C. is scheduled to start the Network's annual audit on September 23th. It was noted Board members will receive a questionnaire from the accounting firm; in the past the firm has indicated the questionnaire should be filled out to the best of the individual's ability and returned promptly.

The State Library has indicated the Network's Basic Operating Aid will arrive sometime in September. No word has been received on Supplemental Operating, RBDB or Hospital Library Program funds.

The online Coordinated Collection Development Program (CCDA) application has been unlocked for data entry by the participating academic libraries; the application is due in November.

Professional Development grants were recently awarded to Jane Subramanian and Barbara Schaffer.

An initiative to review the delivery of library services and the role of the State Library and library systems is underway.

Developing the Network's Five Year Plan of Service will begin with an online assessment of current Network programs and services.

Plattsburgh Public Library has reported a severe mold problem and they are looking for technical assistance in dealing with the problem.

Old Business

Board Communications

As a cost savings measure an optional online retrieval method for obtaining board meeting material was proposed. Those board members wishing to opt-in to online retrieval would be

emailed a URL linking to a password protected website. Documents would be posted in PDF file format for viewing and printing. Those board members not wishing to opt-in can continue to have hard copies sent via UPS or USPS. Board members also discussed posting approved meeting minutes on the Network's website for open viewing. Board members agreed to online retrieval of meeting material and posting meeting minutes on the Network's website.

New Business

Technology Service Improvement Grants

The Network received nine proposals totaling $133,945 for the Technology Service Improvements grant. A panel of three impartial individuals was selected to review and rank the proposals.
Awards will be made to:
Roswell P. Flower Memorial Library - $3,850
Clinton-Essex-Franklin Library System - $6,953
Paul Smith's College - $17,499
SUNY Potsdam - $5,000
St Lawrence University - $14,000
William H. Miner Agricultural Research Institute - $5,700
Hunter-Rice Health Sciences Library - $5,700
Individual grants to the seven libraries total $55,000.
Motion 10/11--5: Gordon Muir (Michelle Young) moved to approve the Technology Service Improvements grants to the seven libraries as proposed. Motion carried with ten ayes. Darabaner, Harloe, Jankowska and Resseguie abstained.

Annual State Report

The Board reviewed and discussed the Network's Annual Report for Library Systems 2009. Ellen Darabaner pointed out there appeared to be an error with question number 7.49 "Contracts with Libraries". It was determined the Hospital Library Services Program (HLSP) grant for Champlain Valley Physicians Hospital was incorrectly labeled as WALDO databases. A correction will be submitted to Library Development.
Motion 10/11--6: Ewa Jankowska (Steve Bolton) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2009 as corrected. Carried unanimously.

2009-10 Meeting Dates

The majority of Board members present agreed to the following meeting schedule:
December 9, 2010, Network Office Potsdam NY
February 24, 2010, Conference Call
April 7, 2011, 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 12:03 P.M.

The September 10, 2010 meeting minutes were approved at the December 9, 2010 meeting.

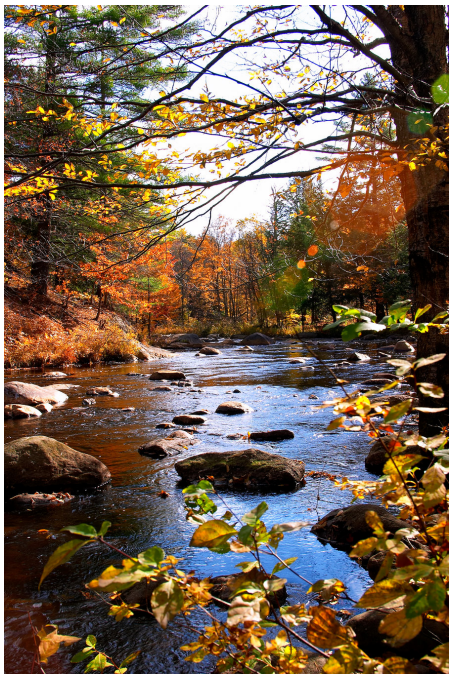
- Next Board Meeting -

December 9, 2010 10:00 AM

Network Offices Potsdam NY

Print

A Glimpse of NNYLN's Region



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