

Northern New York Library Network

Board of Trustees Meeting

November 15, 2012

Via Conference Call

The November 15, 2012 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:02 A.M.

Trustees Present: Patrick McIntyre, President; Connie Holberg, Vice-President; Gordon Muir, Secretary; Amy Catania; Ellen Darabaner; Jennifer Henry; Marianne Hebert; Michelle Parry; Joan Pellikka; Paul Schaffer and Julie Wever.

Trustees Absent: Liz Resseguie, Sally Rusaw and Michelle Young

Staff Present: John Hammond and Phil Jones.

Agenda

Motion 12/13--07: Gordon Muir (Michelle Parry) moved to approve the agenda as distributed. Carried unanimously.

Minutes

Motion 12/13--08: Connie Holberg (Jennifer Henry) moved to approve the minutes of the September 7, 2012 meeting as distributed. Carried unanimously.

2011-2012 Audit Report

The Board reviewed and discussed the unqualified audit report of the Northern New York Library Network's financial statements fiscal years ending June 30, 2012 and 2011, as prepared by Furgison & Co., CPA P.C. It was noted there was a finding identified as a significant deficiency in internal controls. The finding indicates not every accounting function is being performed by an individual who is completely independent of performing roles in other accounting functions. Although there is oversight by the Executive Director, Treasurer and Board of Trustees in the Network's accounting functions and reporting, ultimately the Associate Director of Business Services is solely responsible for all entries in the accounting software. Board members discussed the deficiency; those present agreed the oversight provided by the Executive Director and Treasurer minimized the risk of potential misstatements and that the costs associated with hiring additional staff is not justifiable. The Board also reviewed and discussed the IRS forms 990 and 990-T as prepared by Furgison & Co., CPA P.C.

Motion 12/13--09: Ellen Darabaner (Paul Schaffer) moved to approve the audit as prepared by Furgison & Co., CPA P.C. Carried unanimously.

Financial Reports

The Board reviewed and discussed the financial statements for September 2012 and October 2012.

Motion 12/13--10: Gordon Muir (Jennifer Henry) moved to accept the financial statements for September 2012 and October 2012 distributed. Carried unanimously.

Committee Reports

Automation Committee

The Board reviewed and discussed the Automation Committee's October 10, 2012 meeting minutes, which included the RBDB proposed budget for the year 2013. The proposed 2013 budget assumes state aid will remain at the 2012 funding level. The Committee agreed to fund program core projects consisting of Personnel, OCLC Group Access, Continuing Education, Databases and ICEPAC/ICICILL/ICEPAC DVD.

Motion 12/13--11: Connie Holberg (Gordon Muir) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2013. Carried unanimously.

Northern New York Resources Corporation

The Board reviewed and discussed the September 7, 2012 NNYRC Board of Directors meeting minutes. It was noted new officers for the NNYRC are: Michelle Young, President; Michelle Parry, Vice-President; Connie Holberg, Secretary and Paul Schaffer, Treasurer. A Board of Directors conference call will be scheduled for the end of January 2013.

Motion 12/13--12: Gordon Muir (Ellen Darabaner) moved to accept the September 7, 2012 NNYRC Board of Directors meeting minutes as presented. Carried unanimously.

Library Assistants Committee

Library Assistants Committee members recently participated in a conference call. Members agreed to sponsor a Spring Conference; date, location and topic to be announced. The Network has agreed to sponsor some aspect of the Statewide Library Assistants Conference at the High Peaks Resort Lake Placid June 12 to 14, 2013.

Executive Directors Report

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

Network staff is currently digitizing glass plate negatives from the Oswego Public Library. The Jefferson Community College student newspaper and SUNY Plattsburgh yearbooks are being scheduled.

Mike Beccaria Paul Smith's College has successfully tested the Library of Congress newspaper software as an alternate platform for the Network's digitized newspaper collection. Jerry Schell of North Country Library System also assisted in the project by transferring the newspaper files to NCLS' Unix servers; the servers offer more capabilities and bandwidth than the Network has available.

Contract discussions are continuing with former participants in the Hospital Library Services Program. There are indications Alice Hyde Hospital may return as a participant in Spring 2013.

A series of Documentary Heritage Program training sessions took place during October and November. *Care and Handling of Archival Materials* was held in Watertown and Plattsburgh. *Arrangement and Description of Library Materials* was held in Oswego and Saranac Lake. All of the sessions were well attended and received good evaluations.

Online Coordinated Collection Development Program (CCDA) grant applications have been submitted and approved; there is no indication of when funds will be made available to participating academic libraries.

A Professional Development grant was recently awarded to Tina Chan SUNY Oswego.

The Fall Conference: *Copyright and Digital Licensing* held on October 31, 2012 at the Network office was well attended. Speaker Professor Tomas Lipinski, PhD covered a large amount of material and answered many questions pertaining to specific situations.

Two webinars are scheduled for November and December; each course consists of two 2-hour sessions and each is limited to 20 participants. *Dealing with Difficult Patrons* will be November 27 and 29. *Making Your Case: Using Library Data in Powerful Ways* will be December 5 and 12.

The NY 3Rs Association Empire Library Delivery service is in full swing; following last week's storm service is back up at all of the hubs. Negotiations for the service contract with the SUNY system is near completion.

The Network is a member of the NY Alliance of Library Systems which has hired a lobbying group in an effort to restore library aid to the 2008 level of \$102 million.

This year New Year's Eve is on a Monday, followed by a paid holiday on Tuesday New Year's Day. Closing the Network office and allowing New Year's Eve December 31, 2012 as a paid holiday for staff was proposed.

Motion 12/13--13: Gordon Muir (Connie Holberg) moved to approve closing the Network's office New Year's Eve December 31, 2012 and provide a paid holiday for staff. Carried unanimously.

Old Business

RAC Vision 2020 Planning Session

The New York State Board of Regents approved the recommendations of the New York State Regents Advisory Council on Libraries Vision 2020 Plan in April 2012. The plan contains 60 key features encompassing library issues from advocacy, to collaboration, to acquiring electronic resources. A number of libraries have already begun to build local planning initiatives around the themes and goals of the Vision 2020 plan.

New Business

2013-2015 NNYLN Plan of Development

The Board reviewed and discussed the Network's Status Report and Plan, Update Plan of Development 2013-2015. The plan was made available to staff of each member library for comments. No comments were submitted.

Motion 12/13--14: Gordon Muir (Michelle Parry) moved to approve the Status Report and Plan, Update Plan of Development 2013-2015 as presented. Carried unanimously.

2012-13 Meeting Dates

Those Board members present agreed to the following meeting schedule:

March 1, 2013, Friday 10 A.M. Conference Call
April 4, 2013, 10 A.M. Network Office Potsdam NY
May 23, 2013, Annual Meeting, River Edge Resort Alexandria Bay NY

Adjournment

The Board meeting was adjourned at 10:36 A.M.

The November 15, 2012 meeting minutes were approved at the March 1, 2013 meeting.

∞ Next Board Meeting ∞

March 1 Friday, 2013 10:00 AM

Conference Call (Call-in instructions will be included in the Board Packet)