

## Northern New York Library Network

### Board of Trustees Meeting

December 12, 2013

Potsdam, New York

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The December 12, 2013 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:02 A.M. at the Network's office in Potsdam, New York.

Trustees Present: Connie Holberg, President; Marianne Hebert, Treasurer; Mike Beccaria; Peter Benson; Steve Bolton; Amy Catania; Karie Doelger; Joan Pellikka; Jane Subramanian and Julie Wever.

Trustees Absent: Ellen Darabaner, Gordon Muir, Michelle Parry and Paul Schaffer.

Staff Present: John Hammond and Phil Jones.

Guests: Sherry Furgison, Furgison & Co., CPA, P.C.

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Connie Holberg welcomed new board member Karie Doelger and requested those present to introduce themselves.

#### Agenda

**Motion 13/14--09:** Steve Bolton (Mike Beccaria) moved to approve the agenda as distributed. Carried unanimously.

#### Minutes

**Motion 13/14--10:** Marianne Hebert (Jane Subramanian) moved to approve the minutes of the September 13, 2013 meeting as distributed. Carried unanimously.

#### Financial Reports

The Board reviewed and discussed the financial statements for September 2013, October 2013 and November 2013.

**Motion 13/14--11:** Steve Bolton (Mike Beccaria) moved to accept the financial statements for September 2013, October 2013 and November 2013 as distributed. Carried unanimously.

#### 2012-2013 Audit Report

Sherry Furgison, Furgison & Co., CPA, P.C. briefly summarized the unqualified audit report of the Northern New York Library Network financial statements fiscal years ending June 30, 2013 and 2012, 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. Sherry Furgison also briefly summarized IRS forms 990 and 990-T as prepared by Furgison & Co., CPA P.C.

**Motion 13/14--12:** Jane Subramanian (Julie Wever) moved to approve the audit and IRS forms 990/990-T as prepared by Furgison & Co., CPA P.C. Carried unanimously.

### **Audit Proposal**

It was noted the June 30, 2013 audit concludes the three year contract with Furgison & Co. CPA P.C. Board members reviewed and discussed the three year external audit services proposal submitted by Furgison & Co., CPA P.C.

**Motion 13/14--13:** Mike Beccaria (Marianne Hebert) moved to approve Furgison & Co., CPA P.C. as the Network's external auditor for fiscal years ending June 30, 2014, June 30, 2015 and June 30, 2016. Carried unanimously.

### **Committee Reports**

#### *Northern New York Resources Corporation*

The Board reviewed and discussed the September 13, 2013 NNYRC Board of Directors meeting minutes. New officers are: Joan Pellikka, President; Julie Wever, Vice-President; Connie Holberg, Secretary and Marianne Hebert, Treasurer. A Board of Directors conference call is scheduled for 10:00 A.M. January 30, 2014.

**Motion 13/14--14:** Karie Doelger (Peter Benson) moved to accept the September 13, 2013 NNYRC Board of Directors meeting minutes as presented. Carried unanimously.

#### *Automation Committee*

The Board reviewed and discussed the October 17, 2013 Automation Committee meeting minutes, which included the RBDB 2014 proposed budget. The proposed budget assumes state aid will remain at the 2013 funding level. The Committee agreed to fund program projects consisting of Scanning/Digitization, Personnel, OCLC Group Access, Continuing Education, Databases and ICEPAC/ICICILL/ICEPAC DVD.

**Motion 13/14--15:** Amy Catania (Julie Wever) moved to approve the application and proposed budget for the Regional Bibliographic Database program year 2014. Carried unanimously.

## ***Executive Directors Report***

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

Network staff continue to digitize yearbooks, campus newspapers, a variety of microfilmed newspapers, and photographs. The majority of the items will be added to the statewide [NewYorkHeritage.org](http://NewYorkHeritage.org) site or the statewide [NYSHistoricNewspapers.org](http://NYSHistoricNewspapers.org) site. The new historical newspaper website is expected to be launched soon. The new site can be viewed at: [nyshistoricnewspapers.org](http://nyshistoricnewspapers.org)

Empire Library Delivery is currently transitioning sub-contractors in the upstate region. They have not been able to provide a firm answer to our request for a pilot project linking two member public library systems and statewide delivery.

The annual application process for Coordinated Collection Development Grants for member academic libraries is underway.

The Fall Conference in Malone was well attended. The Spring Archives Conference will be held at the Akwesasne Casino and Resort Hogansburg May 2, 2014 and the Annual Meeting will be held at the Mirror Lake Inn Lake Placid May 22, 2014.

Professional Development Grants were awarded to Regan DeFranza, Clarkson University, to attend the distance learning course “EBM and the Medical Librarian” and to Anne de la Chapelle, Plattsburgh Public Library, to attend “Strategic Planning for Profit and Non-Profit Organizations”.

Legislative visits to Sen. Joe Griffo, Sen. Patty Ritchie, and Assemblyperson Addie Russell took place in October.

The Year 4 Contract with the New York State Archives for Documentary Heritage Program services has been approved. This is the final year of the contract. There is discussion on the state level to re-organize the program.

## **Old Business**

### *I2NY Projects*

Members of the library community have met in working groups to discuss the six priorities identified in the I2NY final report. The working groups are tasked with narrowing the focus and establishing priorities for each priority. For more information visit: [ny3rs.org/I2NY](http://ny3rs.org/I2NY).

## **New Business**

### *2014-2016 NNYLN Plan of Development*

The Board reviewed and discussed the Network's Status Report and Plan Update, Plan of Development 2014-2016. The plan was made available to staff of each member library for comments. Several individuals responded with comments.

**Motion 13/14--16:** Jane Subramanian (Peter Benson) moved to approve the Status Report and Plan Update, Plan of Development 2014-2016 as presented. Carried unanimously.

### **2013-14 Meeting Dates**

Library Advocacy Day conflicts with the February 27<sup>th</sup> scheduled meeting date. February 13<sup>th</sup> 9:00 A.M. was a suggested substitute. Those Board members present agreed to the following revised meeting schedule:

February 13, 2014, Thursday 9 A.M. Conference Call  
April 3, 2014 Thursday 10:00 A.M. Network Office Potsdam NY  
May 22, 2014 Thursday - time to be announced, Mirror Lake Inn Lake Placid NY

### **December 23, 2013**

Christmas Eve and Christmas Day paid holidays fall on a Tuesday and a Wednesday this year. Closing the Network office and allowing December 23, 2013 as an additional paid holiday for staff was proposed.

**Motion 13/14--17:** Mike Beccaria (Peter Benson) moved to approve closing the Network office December 23, 2013 and provide a paid holiday for staff. Carried unanimously.

### Adjournment

The Board meeting was adjourned at 11:32 A.M.

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**The December 12, 2013 meeting minutes were approved at the February 13, 2014 meeting.**

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### ∞ Next Board Meeting ∞

**Thursday February 13, 2014 9:00 A.M.**

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