

Minutes
Meeting of the Board of Trustees
North Country Library System
February 17th, 2011 – 10:00 A.M.

PRESENT: Warren Leib, Karen Wiley, Jeanne Duffany, Myrna Morrison, Larry Mayo,
Linda Griffin, John Hammond, Janice Clark
EXCUSED: Bob Marr
GUESTS: Penny Kerfien
STAFF: Stephen Bolton, Deborah Wilson, Paulette Roes

President Warren Leib called the meeting to order at 10:05a.m.

1. Approval of Agenda:
Motion by Duffany, seconded by Mayo, to approve the Agenda.
Unanimously passed and carried.
2. Welcome & Introduction of Guests:
President Leib welcomed everyone and introduced guest Penny Kerfien, co-chair of the Director's Organization.
3. Approval of Minutes: November 18th, 2010:
Motion by Hammond, seconded by Griffin, to approve the November 18th, 2010 meeting minutes.
Unanimously passed and carried.
4. Oath of Office:
New Board Member Myrna Morrison was administered the Oath of Office which was notarized by Margo Hays, Assistant Business Manager.
Procedure.
5. Conflict of Interest Statements:
Each Trustee present signed a conflict of interest statement for 2011. The bylaws state, "Each member of the Board will, at the first attended meeting of the calendar year, sign a statement that attests to the avoidance of such conflict."
Procedure.
6. Annual Audit Report:
Tom Bowie, from Sovie and Bowie C.P.A., P.C. completed the 2010 NCLS Audit and reported his findings to the Board. There were recommendations concerning closing an inactive bank account and utilizing online banking.
Motion by Wiley, seconded by Hammond, to accept the Auditor's Report as presented.
Unanimously passed and carried.
7. Review of 2010 Form 990:
Mr. Bowie reviewed with the Board the completed 2010 IRS Form 990 "Return of Organization Exempt from Income Tax", which his firm prepared.
Motion by Griffin, seconded by Mayo to accept the 2010 IRS Form 990 as presented.
Unanimously passed and carried.

8. Business Manager's Report:

- A. Status of Investments: Debbie Wilson reported that at the close of December NCLS had total cash and investments of \$2,340,554.27 as reported on the November and December Cash Flow report. FDIC and third party securities covered all investments. Interest Rates: Interest rates with WSB Money Market at .76%, WSB General Fund at .15% , Key Money Market Account at .20%, Community Money Market at 1.07% and the Citizens Statement Savings at 1.51%.

9. Financial Reports:

- A. Receipts: Mrs. Wilson presented the Receipts for November/December 2010 for Board review and approval.
- B. Expenditures: Mrs. Wilson presented the Expenditures for November/December 2010 for Board review and approval.

Motion by Wiley, seconded by Duffany, to accept the Financial Reports for September and October 2010 as presented.

Unanimously passed and carried.

10. SIRSI Circulation System on Virtual Servers:

Steve Bolton proposed the project to move the SIRSI circulation system/catalog to the virtual servers. The project would cost \$25,510, which covers the software license, program installation/data migration and testing. The funds are available in the Joint Automation Board (JAB) Capitol Fund.

Motion by Hammond, seconded by Duffany to move the circulation system to the virtual servers.

Unanimously passed and carried.

11. State Budget:

Steve Bolton reported that he has visited with local legislator regarding the State budget cuts. Assemblyman Ken Blankenbush visited NCLS and met with several staff and received a brief orientation of library systems in NYS and the services provided. Mr. Blankenbush informed the group that the local legislators meet every Tuesday to discuss the local issues. Future visits with the legislators are planned.

12. New Business:

A. Director's Report:

Steve Bolton reported the following:

- Lobby Day: Steve plans to attend Lobby Day in Albany on March 1st. He plans on meeting again with several legislators to discuss the proposed budget cuts.
- Scholarship Grant: NCLS has received confirmation from the Institute of Museum and Library Services (IMLS) that the grant application has been received and is complete. We should be told in June if NCLS has been awarded the grant.
- Overdrive: The new Overdrive downloadable media service will be launched Monday, April 4th. NCLS has been working with the Overdrive development team to create the NCLS eMedia Catalog web site. Steve and Joan Pellikka have been conducting weekly meetings with the Central Library Advisory Committee (CLAC) to finalize the materials purchase list.
- PAC: NCLS Staff have collectively contributed \$940 to the New Yorkers for Better Libraries PAC.

Report.

B. Consultant Report:

Amy Zuch reported the following:

- 2011 County Funding Outcomes: Jefferson County has increased its funding to libraries by \$5000 to \$165,000 while Lewis and Oswego funding remain flat at \$25,000 and \$55,000 respectively. St. Lawrence County libraries received a 10% cut from \$110,000 to \$99,000.
- School Ballot Campaigns: Several libraries are planning to go on the school ballot in May. A list of the libraries and the amounts requested was provided.
- AskUs 24/7: The year-end stats for this service shows no increase in patron use from last year. This service will be marketed more heavily.
- WPBS Auction: NCLS and many of the libraries are taking part in the annual WPBS auction fundraiser. Paulette Roes has been painting a “community chest” and which libraries have been donated items to fill it. The chest will be auctioned off one night during their week-long auction that starts April 9th.
- Upcoming CEO Classes and Workshops: A list of CEO classes and descriptions in March, April and May was provided.
- Districts and Municipal Referendums: Massena public Library succeeded in passing the first municipal referendum in the System in November. Norwood Library is in the process of forming a special legislative district. Hopefully legislation will be passed in both the Assembly and Senate, and signed by the Governor, allowing for a public vote in November 2011.
- New Directors: There are several new library directors in NCLS. The consultants have been in contact with them and have set up Director Orientations.

Emily Owen reported the following:

- Summer Reading: We will be applying for a \$6,000 NYS Summer Reading Program grant to re-grant to member libraries for their summer reading programs.
- Story Walk: The Story Walk program is partnering with the St. Lawrence Health Initiative. Several walks and programs are planned for the summer.
- YSS Scholarship: Krista Briggs from the Canton Library has won a scholarship to attend the YSS Conference in April.
- YSO: The Youth Services Organization will be merging with a state-wide organization of school librarians.
- Science in the Library Grant: Ogdensburg and Potsdam libraries have been putting on programs through this grant.

Report.

C. Technical Services Report:

Marcia Gray, Technical Services Manager, reported the following:

- Automation: Forty-one libraries have signed on for our SIRSI circulation services. Thirty-seven libraries are fully automated. Phoenix went “live” on January 30th. Williamstown will “go live” in March and Croghan will follow in April. Central Square is continuing to barcode. The two branches of Canton, Morley and Rensselaer Falls, have begun barcoding. Lyon Falls and Theresa have begun their staff training and Sackets Harbor is considering automating.
- SIRSI Upgrade: The circulation system will be down on March 29th for a migration to ORACLE. This will prepare the system for upgrades in June.
- Overdrive: Tech services will be entering the downloadable ebooks and audiobooks to the NCLS Catalog. This will enable patrons to access the Overdrive materials through the catalog.

- JAB Committees: The Joint Automation Board committees have begun meeting via teleconference.

Report.

D. Summer Reading Program Grant Application:

Motion by Wiley, seconded by Griffin to approve NCLS applying for the 2011 Summer Reading Grant.

Unanimously passed and carried.

E. NCLS Annual Report:

Motion by Hammond, seconded by Wiley to accept the 2010 System Annual Report to Library Development as presented.

Unanimously passed and carried.

F. Personnel Committee: Warren Leib appointed John Hammond, and Jeanne Duffany to serve on the 2011 Personnel Committee with him.

Procedure.

G. Nominating Committee: Warren Leib appointed Karen Wiley, Lin Griffin and Bob Marr to serve on the 2011 Nominating Committee.

Procedure.

Motion by Mayo, seconded by Griffin to adjourn at 12:02pm.
Unanimously passed and carried.

The next regular meeting of the North Country Library System will be held on March 24th, 2011 at 10:00 a.m. at the North Country Library System.

These minutes will be considered for approval at the March meeting.