

Minutes
Meeting of the Board of Trustees
North Country Library System
March 24th, 2011 – 10:00 A.M.

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

Vice-President Karen Wiley called the meeting to order at 10:03a.m.

1. Approval of Agenda:
Motion by Mayo, seconded by Marr, to approve the Agenda.
Unanimously passed and carried.
2. Welcome & Introduction of Guests:
Vice President Wiley welcomed Penny Kerfien, Co-chair of the Director's Organization.
3. Conflict of Interest/Oath of Office:
New Board Member Janice Clark signed the conflict of interest statement and was administered the Oath of Office which was notarized by Margo Shepard, Assistant Business Manager.
Procedure.
4. Approval of Minutes: February 17th, 2011:
Motion by Griffin, seconded by Morrison, to approve the February 17th meeting minutes.
Unanimously passed and carried.
5. Business Manager's Report:
 - A. Status of Investments: Debbie Wilson reported that at the close of February NCLS had total cash and investments of \$2,091,280.06 as reported on the January and February 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 .81% and the Citizens Statement Savings at 1.51%.
6. State Budget:
Mr. Bolton reported that the Senate has restored \$4.2 million of the proposed \$8.45 million cut in the Governor's budget. The Assembly has not done anything to restore the cuts. Mr. Bolton also reported that he has been receiving plenty of feedback from library staff and trustees about sending emails and letters to State legislators. Mr. Bolton also reported that next year NCLS will rent a bus to take to Lobby Day so that more people have the opportunity to attend.

7. Financial Reports:
 - A. Receipts: Mrs. Wilson presented the Receipts for January/February 2011 for Board review and approval.
 - B. Expenditures: Mrs. Wilson presented the Expenditures for January/February 2011 for Board review and approval.

Motion by Duffany, seconded by Marr, to accept the Financial Reports for January and February 2011 as presented.
Unanimously passed and carried.
8. Central Library Budget:

Steve Bolton presented the 2011 Central Library Development budget for Board approval.
Motion by Mayo, seconded by Clark to approve 2011 Central Library budget as presented.
Unanimously passed and carried.
9. Van Purchase:

Mr. Bolton reported that NCLS is in need of purchasing a new delivery van. The oldest van has over 239,000 miles and needs to be replaced. NCLS can purchase a van under state contract for approximately \$24,000. Mr. Bolton also reported that he has contacted several dealers requesting them to donate a van to NCLS. In return, they would receive free advertising.
Motion by Hammond, seconded by Griffin to approve purchasing a new delivery van under state contract.
Unanimously passed and carried.
10. Old Business:

There was no old business to report.
11. Joanne Novak, Attorney:

Joanne Novak, NCLS attorney, presented her General Counsel Report to the Board. The report included a summary of each library to whom she provided legal counsel as well as a summary for the work she has completed for NCLS.
12. New Business:
 - A. Director's Report:

Steve Bolton reported the following:

 - Business After Hours: NCLS is hosting the Chamber's Business After Hours on Wednesday, May 18th at 5pm. The Board is invited to attend the event for free. United of Group of Companies is sponsoring the event.
 - Overdrive: NCLS has made the first big collection purchase for this downloadable service. Technical Services will add the titles to the NCLS catalog.
 - BTOP: Matthew Corey and Branden Smith have been conducting several Overdrive training classes for our libraries. Once the service goes live they will conduct patron training classes at libraries. We are anticipating that this will be an extremely popular service.
 - WPBS Auction: NCLS will be contributing a painted chest full of donations from our libraries in this year's auction. Paulette Roes has painted several literary-themed scenes on the chest. The auction runs for a week and begins April 9th.

- CEFL Visit: Betsy Brooks from the Clinton Essex Franklin Library System visited NCLS to meet with Steve and the IT Department to discuss the possibility of NCLS hosting their circulation system.
- SIRSI Upgrade: The circulation system will be down for a day next week when we move the system to our new virtual servers. The software will then be upgraded in June. We are planning to upgrade our catalog to Enterprise sometime in the fall.
- NCLS Book Sale: We will be having a book sale on Friday and Saturday April 15th and 16th. NCLS has hundreds of discarded books that we need to get rid of.
- LTA Newsletter: Mark Friden, Cranberry Lake Library Trustee and member of the Library Trustees Association, has asked Steve to write an article for the LTA newsletter. The article will include information about NCLS.
- Job Fair: Joan Pellikka and Paulette Roes attended the Watertown Job Fair. They promoted the services and resources that NCLS has for job seekers.
- Plan of Service: The plan of Service will be due to the State in October. Within the next couple months a survey will be sent to the member libraries asking them to evaluate our services. Results will be used to complete the Plan of Service.

Report.

B. Consultant Report:

Amy Zuch reported the following:

- School Ballot Campaigns Update: An updated list of the libraries going on the school ballot and the amounts requested was provided.
- Upcoming CEO Classes and Workshops: A list of CEO classes and descriptions in April, May and June was provided.
- Requested Changes to CR 190: Amy has initiated a request to have the speed limit for the half-mile stretch of road, from Glen Park to the City line, to be changed from 55mph to 35mph. The 55mph stretch is also a passing zone, which has caused concern for NCLS staff and visitors for several years.

Report.

C. Annual Reports:

NCLS was once again the first system to have all library annual reports submitted to the State. Next year NCLS will require libraries to enter their report data directly into Bibliostat. The consultants will still review all reports and submit them to the State. This new streamlined process will decrease the amount of time NCLS staff spends on the annual reports.

Report.

D. Attorney's Retainer:

Motion by Hammond, seconded by Mayo to extend Joanne Novak's retainer agreement for another year.

Unanimously passed and carried.

E. Nominating Committee:

Mr. Bolton reported that since Janice Clark was appointed to a one year term, her seat (St. Lawrence County) will be up for election at the Annual Meeting. A letter has been sent to Directors and Board Presidents requesting nominations. Lin Griffin's Central Library seat will be appointed to a Trustee from Flower Memorial Library for the next five-year term of 2012-2016.

Procedure.

Motion by Mayo, seconded by Duffany to adjourn at 12:34pm.

Unanimously passed and carried.

The next regular meeting of the North Country Library System will be held on May 26th, 2011 at 10:00 a.m. at the North Country Library System.

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