

Minutes
Meeting of the Board of Trustees
North Country Library System
May 26th, 2011 – 10:00 A.M.

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

President Warren Leib called the meeting to order at 10:03a.m.

1. Approval of Agenda:
Motion by Duffany, seconded by Wiley, to approve the Agenda.
Unanimously passed and carried.
2. Welcome & Introduction of Guests:
Warren Leib welcomed Penny Kerfien and Terri Digregorio, co-chairs of the Director's Organization.
3. Approval of Minutes: March 24th, 2011:
Motion by Hammond, seconded by Griffin, to approve the March 24th meeting minutes.
Unanimously passed and carried.
4. Reports:
 - A. Director's Report:
Steve Bolton reported the following:
 - ACT/Charles Wood Foundation Presentation: On May 15th Steve and the Directors of Southern Adirondack and Clinton-Essex-Franklin library systems attended a meeting of the Boards of the Adirondack Community Trust, the Lake Placid Foundation and the Charles Wood Foundation. The System Directors gave a presentation about the services they and their member libraries provide. The foundations contacted the systems several weeks prior requesting ideas of system/library projects they could possibly fund. They may be interested in funding matching grants for the NYS Construction Grant and funding projects that focused on training Library Trustees on ballot issues.
 - Business After Hours: On May 18th NCLS hosted the Watertown Chamber's monthly business after hours. United Group of Companies sponsored the event. A few employees held a books sale at NCLS, on their own time, and raised almost \$500. The money was used to purchase flowers and mulch to spruce up the front entrance for the event. This additional landscaping was also accomplished with time donated by some employees. Steve gave the names of the people involved and stated that NCLS was very fortunate to have employees who took such pride in their workplace.
 - Member Library News:
 - Mr. Bolton attended a Board Meeting at the Hammond Free Library to discuss automation and going on the school ballot for additional funding.

- Steve also attended a Board meeting at Central Square. The Board decided to implement some procedures that were outlined, and to proceed with the automation process.
 - Malcolm Starks, former Board President of the Hepburn Library of Norfolk, has retired from the Board. Steve attended a reception in his honor. Malcolm was also President of the NCLS Board.
 - Steve also reported that he attended a Watertown City Council Meeting. The Flower Library Board requested funding for three additional staff positions to expand hours. The City Council granted them funding for one librarian position.
 - Paul Schaffer, Director of Massena Public Library, is retiring at the end of May. Several library staff are planning a lunch in his honor.
 - NCLS has been working with Norwood to form a Special Legislative District. Emily Owen and Steve have been in contact with Assemblywoman Addie Russell and Senator Joe Griffo to discuss the legislation.
- Website Template: NCLS will be offering a new Drupal-based web template for member libraries. Steve Gaines will be conducting classes for libraries to set up their new sites.
 - Statistics Brochure: Dawn Vincent has been working on a statistics brochure that will be made available to our member libraries and to State Legislators.
 - BTOP Update: Matt Corey and Branden Smith have begun conducting computer classes in our member libraries. Due to changes to the grant requirements, we are focusing on serving our member libraries patrons and staff with basic computer training. Matt also created a promotional NCLS video that was shown to the Board.
 - State News: Michael Borges, Director NYLA, has asked Steve to come to Albany to lobby for the Construction Grant Legislation that changes the matching amount from 50/50 to 75/25 based on poverty rate and participation in the school lunch program. Only twenty-nine member libraries would be eligible for the new match under these guidelines, so Steve hopes they will be made less restrictive.
 - Steve participated in a conference call with Directors from New York Public Library, Brooklyn and Queens Public Libraries and Michael Borges to discuss difficulties with the State Assembly and to determine the best course of action to get library support in the Assembly.
 - Urban Mission: This past fall several NCLS staff volunteered two days of work at the Urban Mission. The Urban Mission Board recognized the staff at their Annual Meeting and presented NCLS with an appreciation plaque, which was one of only two presented this year.
- B. Directors Organization Liaison Report:
Penny Kerfein reported the following:
- Meetings: The Directors Organization met in April and will meet again on June 15th and at the Annual Meeting on October 1st. Steve Bolton and Penny Kerfein drafted and sent a letter to all library Directors encouraging them to attend the meetings. The meetings are a great opportunity for directors to get together and network, offer suggestions to issues Directors are facing, and to give input to NCLS.

C. Consultant's Report:

Amy Zuch reported the following:

- 2011 School Ballot Results: Amy provided a list of the member libraries that went on the ballot for funding increases.
- Construction Grants: A list of libraries that received construction grant awards for 2010-2011 was presented, along with a list of libraries that have applied or are planning to apply for the 2011-2012 construction grant.
- Continuing Education: A list of upcoming Continuing Education Classes that will be offered in June and July was provided.
- Member Library News: Brantingham Reading Center has filed paperwork with the NYS Department of State to become incorporated as the "Brantingham-Geig Reading and Technology Center". Fulton Public Library is searching for a new library Director. Ogdensburg Public Library has hired a new reference librarian. Watertown Flower Memorial Library's Yvonne Reff was awarded with the NNYLN's Excellence in Library Services Award at their annual meeting on May 19th.

5. Business Manager's Report:

A. Status of Investments: Debbie Wilson reported that at the close of April NCLS had total cash and investments of \$2,250,101.56 as reported on the March and April 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 1.25%.

6. Financial Reports:

A. Receipts: Mrs. Wilson presented the Receipts for March/April 2011 for Board review and approval.

B. Expenditures: Mrs. Wilson presented the Expenditures for March/April 2011 for Board review and approval.

Motion by Griffin, seconded by Clark, to accept the Financial Reports for March and April 2011 as presented.

Unanimously passed and carried.

7. Fund Balance Report:

Steve Bolton presented a report that defines the Fund Balance to the Board. Mr. Bolton also reported that the report was designed to initiate Board discussion about the Fund Balance and to help with planning for budget deficits.

Report.

8. Three-Year Budget Projection:

Mr. Bolton presented a Three-Year Budget Project report that highlights the need for adjustments as NCLS constructs new budgets. Mr. Bolton pointed out that the report assumes flat funding and projects some uncontrollable increases in expenditures.

Report.

9. State Aid Budget Application 2011-2012:

Motion by Mayo, seconded by Duffany, to approve the State Aid Budget Application for 2011-2012 as presented.

Unanimously passed and carried.

10. Old Business:

There was no old business to report.

11. New Business:

A. Land Sale:

Mr. Bolton reported that Margaret Aubertine, the sales agent from Christiansen Realty, contacted him to inform him that there was an individual interested in viewing the property for sale. The Board discussed the price of the land and made the decision to give Steve Bolton permission to act on behalf of the Board if an offer is made on the property.

Discussion.

B. Trustee Visits:

Mr. Bolton presented each Board member with a list of libraries that each member is encouraged to visit. Mr. Bolton also stated that these visits are an opportunity for the member libraries to discuss NCLS services to a member of the NCLS Board.

Discussion.

C. Board Nominations Update:

Mr. Bolton reported that NCLS has received one nomination for the upcoming election for the NCLS Board. Janice Clark has been nominated for the St. Lawrence County seat. Nominations will be accepted until June 9th. Mr. Bolton also mentioned that the Central Library seat will switch from Ogdensburg Public Library to Flower Memorial Library in Watertown. The Flower Board will appoint one of their Trustees to fill the seat.

Procedure.

D. NCLS Attorney:

Mr. Bolton informed the Board that Joanne Novak will retire at the end of May. She will offer suggestions for her replacement. NYLA may offer a legal service that NCLS could use until a new attorney is hired.

Report.

Motion by Marr, seconded by Wiley to adjourn at 12:13pm.

Unanimously passed and carried.

The next regular meeting of the North Country Library System will be held on July 28th, 2011 at 10:00 a.m. at the North Country Library System.

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