

Minutes DRAFT  
Meeting of the Board of Trustees  
North Country Library System  
November 17<sup>th</sup>, 2011 – 10:00 A.M.

PRESENT: Warren Leib, Karen Wiley, Jeanne Duffany, Robert Marr, Larry Mayo, Linda Griffin, John Hammond, Myrna Morrison  
EXCUSED: Janice Clark  
GUESTS: Wayne Miller, Director Ogdensburg Public Library  
STAFF: Stephen Bolton, Deborah Wilson, Paulette Roes

President Warren Leib called the meeting to order at 10:02a.m.

1. Approval of Agenda:  
**Motion** by Mayo, seconded by Marr, to approve the Agenda.  
**Unanimously passed and carried.**
2. Welcome & Introduction of Guests:  
President Leib welcomed everyone and introduced guest Wayne Miller, Director of the Ogdensburg Public Library.
3. Approval of Minutes: October 1<sup>st</sup>, 2011:  
**Motion** by Duffany, seconded by Griffin, to approve the October 1<sup>st</sup>, 2011 meeting minutes.  
**Unanimously passed and carried.**
4. Reports:
  - A. Director's Report: Steve Bolton reported the following:
    - Automation Update: Sackets Harbor, Cranberry Lake and Lisbon have signed contracts and are starting to barcode their collections. Lyons Falls, Central Square, Morley and Rensselaer Falls (branches of Canton) have gone live and are using the SIRSI system. The total number of automated libraries or in the automating process is forty-four.
    - New Delivery Van: Bernard Robinson was able to locate a delivery van on the State Contract for under \$23,000. The van has been ordered and will be here in January. The older Chevy van, with 265,000 miles on it, will be used as a backup.
    - NCLS Attorney: Steve met with the NYLA attorneys when he attended the NYLA Annual Conference earlier in the month. An agreement with the firm was signed without a retainer.
    - Clinton-Essex-Franklin Library System: SIRSI Dynix has given CEFL a quote to upgrade their old automation system to SIRSI. NCLS has also received a quote from SIRSI for hosting CEFL's new automation system. CEFL would also like to join NCLS's Overdrive service. The merging of these services is being discussed.
    - Successful Referendums: The Russell and Norwood libraries have won successful referendums in the past couple weeks. Russell went on the municipal ballot for \$20,000 which has resulted in almost doubling their budget. Norwood, facing possible closure, formed a special district, with a budget of \$85,000.
    - Christmas Dinner: The NCLS Christmas dinner will be held on Wednesday, December 14<sup>th</sup> at 1:00pm. The Board is invited to attend. Also, the staff is sponsoring a needy family for Christmas this year.

- Joanne Novak Donations: NCLS has received \$300 in donations in memory of Joanne Novak. Her family designated NCLS as the recipient for donations because she loved working with our libraries.
- Constantia: Steve received a phone call from a former Board member from the dissolved Constantia Library. They have sold their property and want to give NCLS the proceeds from the sale. NCLS may be receiving \$100,000.

B. Learning Libraries Project: Paulette Roes reported that the Broadband Technology Opportunity Program (BTOP) project is in full force. From August through October, Matthew Corey and Branden Smith conducted 90 classes with a total of 318 attendees. Classes being taught in the libraries include Computers for Beginners, Microsoft Excel 2010, Entrepreneur series, Social Networking, Google and How to Download eBooks From Your Library. Several classes have been conducted at the local BOCES in the area as well as some colleges. Matthew and Branden have also provided individual assistance to over 270 patrons through one-on-one, phone, and email. Paulette also reported that our teleconferencing equipment has begun getting more use. IT Manager, Jerry Schell, has registered our equipment with the Affinity Network website, which is a directory of teleconferencing equipment available for public use. The fee that NCLS charges Affinity is \$150 per hour.

C. Business Manager's Report: Debbie Wilson reported that at the close of October NCLS had total cash and investments of \$2,953,407 as reported on the Sept/Oct Cash Flow report, down \$247,010 from 1<sup>st</sup> of September. FDIC and third party securities covered all investments. Interest rates were: WSB Money Market remains at 0.55% General Fund (WSB) remains at 0.15%, Key Bank Money Market Account remains at 0.20%; Community Bank remains 0.81%, Citizens Bank of Cape Vincent remains at 1.25%. Debbie also reported that NCLS deposited \$750,000 into the Citizens Bank of Cape Vincent the beginning of October. By moving that money NCLS gained about \$500 for October. The interest rate is expected to stay at 1.26% for 2012 which would mean over \$6,000 additional income.

**Report.**

5. Financial Reports:

A. Receipts: Mrs. Wilson presented the Receipts for September/October 2011 for Board review and approval.

B. Expenditures: Mrs. Wilson presented the Expenditures for September/October 2011 for Board review and approval.

**Motion** by Hammond, seconded by Duffany, to accept the Financial Reports for September and October 2011 as presented.

**Unanimously passed and carried.**

6. Old Business:

There was no old business to report.

7. New Business:

A. Plan of Service and Central Library Comments:

Wayne Miller

**Discussion.**

B. Plan of Service:

**Motion** by Marr, seconded by Griffin to approve the 2012-2016 NCLS Plan of Service.  
**Unanimously passed and carried.**

C. Central Library Plan:

**Motion** by Griffin, seconded by Morrison to table the Central Library Plan until after the Central Library Advisory Committee and the North Country Public Library Directors Organization meet in April 2012.  
**Unanimously passed and carried.**

**Motion** by Duffany, seconded by Wiley, to inform the Central Library Advisory Committee that they may, after discussion with the NCPLDO, submit a revised Central Library Plan at the June 2012 Board meeting.  
**Unanimously passed and carried.**

D. Scholarship Grant:

Mr. Bolton reported that NCLS would again like to apply for an IMLS grant to award scholarships to assist students in obtaining a Masters in Library Science (MLS) degree. The grant is a non-matching grant, and only requires NCLS to contribute in-kind expenses. Awards from IMLS will be announced next Spring, and if awarded, NCLS will be recruiting for applicants in the Summer of 2012.

**Motion** by Hammond, seconded by Mayo, to approve applying for an IMLS grant that would be used to award MLS scholarships.  
**Unanimously passed and carried.**

E. Nomination Committee/Slate of Officers:

The Nomination Committee, consisting of Karen Wiley, Lin Griffin and Bob Marr thanked the present officers for their work on the Board. Lin Griffin's term on the Board has ended. Lin will be replaced by a Trustee on Board from Watertown's Flower Memorial Library. The Committee also presented a slate of officers for 2012: Warren Leib, President, Karen Wiley, Vice-President, and Larry Mayo, Secretary.

**Motion** by Wiley, seconded by Griffin to approve slate of officers for 2012.  
**Unanimously passed and carried.**

F. Personnel Committee:

Jean Duffany presented the recommendation of the Board Personnel Committee: One-step on the salary chart for all staff, the renewal of "Board" vacation days, and an increase in the employees' contribution to the health savings accounts by \$150/year for individuals and \$300 /year for families.

**Discussion.**

G. Staff Promotions/Adjustments: Executive Session

**Motion** by Griffin, seconded by Hammond to go into Executive Session to discuss staff promotions and adjustments, and the Director's Contract, at 11:33am.  
**Unanimously passed and carried.**

**Motion** by Hammond, seconded by Griffin to come out of Executive Session at 12:25pm.  
**Unanimously passed and carried.**

H. Staff Committee:

The Board met with the Amy Zuch, representative of the NCLS Staff Salary Committee and thanked the committee for their work and thorough presentation to the Board Personnel Committee.

**Discussion.**

I. 2012 Salaries:

**Motion** by Duffany, seconded by Hammond, to approve a one-step raise for all NCLS employees, to retain the staff Board Days, and to increase the employees' contribution to the health savings accounts by \$150/year for individuals and \$300/year for families.

**Unanimously passed and carried.**

**Motion** by Duffany, seconded by Hammond, to approve the recommended staff promotions for 2012: one-step each for Paulette Roes and Deb Wilson.

**Unanimously passed and carried.**

J. Director's Contract:

**Motion** by Duffany, seconded by Hammond, to approve the Director's contract with a \$1000 salary increase for 2012.

**Unanimously passed and carried.**

K. 2012 Budget Proposal:

Mr. Bolton presented the proposed 2012 budget to the Board.

**Motion** by Wiley, seconded by Hammond, to accept the proposed 2012 budget as presented.

**Unanimously passed and carried.**

L. Board Meeting Schedule 2012:

A proposed Board Meeting Schedule for 2011 was presented as follows:

- *Thursday, February 16<sup>th</sup> (Snow date would be Thursday, February 22<sup>nd</sup>)*
- *Thursday, April 12<sup>th</sup>*
- *Thursday, June 28<sup>th</sup>*
- *Thursday, August 23<sup>rd</sup>*
- *Saturday, October 6<sup>th</sup> (NCLS Annual Meeting)*
- *Thursday, December 6<sup>th</sup>*

**Motion** by Duffany, seconded by Marr, to accept the Board Meeting Schedule for 2012.

**Unanimously passed and carried.**

**Motion** by Griffin, seconded by Duffany to adjourn at 12:54pm.

**Unanimously passed and carried.**

The next regular meeting of the North Country Library System will be held on February 16<sup>th</sup>, 2012 at 10:00 a.m. at the North Country Library System.

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