

Minutes  
Meeting of the Board of Trustees  
North Country Library System  
February 15, 2007

PRESENT: President John J. Hammond, Selma Rowland, Rosalee Boissy,  
John H. Cleveland III, Kathy Curro, Rev. Bernard Fortune,  
Dr. E. Douglas Holyoke, Karen Wiley, Barry R. Worczak  
STAFF: Stephen B. Bolton, Linda L. Lawler, Susan J. Charley,  
Nadine Gardehl, Amy Degnan, Pat Falton, Regan Defranza  
EXCUSED:

President John J. Hammond called the meeting to order at 10:00 a.m. and began by taking roll call.

1. Approval of Minutes: Nov 16 & Nov 30, 2006  
Motion by Worczak, seconded by Boissy, to accept the minutes of the November 16, 2006 meeting.  
**Unanimously passed and carried.**  
  
Motion by Worczak, seconded by Boissy, to accept the minutes of the November 30, 2006 meeting.  
**Unanimously passed and carried.**
2. Annual Audit Report: Sovie & Bowie, CPA, PC: The Annual Audit Report will be presented by Tom Bowie of Sovie & Bowie, CPA, PC at the March 29, 2007 Board meeting.
3. Business Manager's Report:  
Linda Lawler, Business Manager reported:
  - A. Status of Investments: Linda Lawler reported that at the close of December, NCLS had investments totaling \$2,259,534 as detailed on the December 2006 Treasurer's report. FDIC and Third Party Securities covered all investments.  
**Report only.**
  - B. Interest rates for 2006:  
A brief summary was provided to the Board as follows:  
  
The 2006 interest rates started out at a low of 3.59% and peaked at a high of 5.32% in October. Current rates are averaging 4.92%. Interest rates last peaked in 2000 earning \$86,595. Rates gradually declined to an earnings low of \$24,780 in 2004 increasing to \$53,856 in 2005, back to a high of over \$99,000 for 2006.  
**Report only.**

4. Financial Reports: November/December 2006

Linda Lawler reported that besides the construction activity there was nothing unusual about the receipts and expenditure reports. She will be looking into changing the procedure and format of the Treasurer's Report, to make it easier to read and more efficient.

Motion by Worczak, seconded by Cleveland, to accept the Financial Reports for November and December 2006.

**Unanimously passed and carried.**

5. Old Business

A. Capital Improvement Project Update: Stephen Bolton reported on the status of the construction project. He mentioned that there are continually little changes to the Construction Project and change orders from the General Contractor that add up to about \$5,000 over budget.

Mr. Bolton asked the Board for an opinion about the front entrance project. Changing the front entrance and making it ADA compliant with new doors to access the building easier, the project will cost about \$8,000. Otherwise the project could be completed with the Front Driveway Project that is planned for the future. John Cleveland noted that additional projects are always more expensive afterwards. Kathy Curro agreed and added that over the years, the improvement might show some energy savings that would reduce the total of \$8,000. Barry Worczak concurred and thought that we should do it while we can. Mr. Bolton will look into going ahead with the Front Door Project.

In the hope for some additional donations, the Revitalization Brochure has been rewritten and sent out a second time to 30 companies to generate community interest in the Improvement Project. A meeting with the Key Foundation from Syracuse is scheduled for the coming week. John Cleveland suggested getting in contact with the Representative from Dealmaker Auto Group, which seems to be eager and generous in the community.

Mr. Bolton is anticipating the Construction Project to be nearly complete towards the end of March. The next Board Meeting will be held in the new Board Meeting Room!

**Report only.**

B. NYS Construction Grants: Mr. Bolton reported that all of the details of the construction grants were finalized and submitted to the Division of Library Development (DLD) on time, but what a struggle! A new level of complexity was added to the procedure this year with the involvement of the Dormitory Authority.

According to a message from Division of Library Development DLD, we might hear the results through a press release from our State Legislators or an article in the newspaper before NCLS is able to inform the libraries.

**Report only.**

6. New Business

A. Director's Report:

Mr. Bolton informed the Board that the Deputy Commissioner for Cultural Education, Carol Huxly has retired, and the former Director of Albany Public, Jeff Connell received that position. Kathy Curro suggested inviting Jeff Connell to the annual meeting or our open house to get him familiar with the North Country, our System and to give him a chance to talk to our libraries.

**Report only.**

B. Conflict of Interest Statements:

Postponed until the next Board Meeting on March 29, 2007.

C. Oath of Office:

Postponed until the next Board Meeting on March 29, 2007.

D. Personnel Committee:

Board President John Hammond appointed a personnel committee for 2007 as follows: John H. Cleveland, Dr. Douglas Holyoke and Barry Worczak

**Report only.**

E. Nominating Committee:

Board President John Hammond appointed a nominating committee that will be responsible for polling the member library Boards to secure nominations for two seats that will be vacated on December 31, 2007. The nominating committee will be as follows: Kathy Curro, Karen Wiley and Rev. Bernard Fortune

**Report only.**

F. Lawyer's Retainer:

Postponed until the next Board Meeting on March 29, 2007.

G. Council on the Arts Decentralization Grants:

Patricia Falton presented the recommendations of the NYSCA Regrant Panel for consideration, and approval, by the Board. Due to the affiliation with the sponsoring organization, Ogdensburg Public Library, Rev. Bernard Fortune abstained from any discussion or voting on this issue.

Motion by Cleveland, seconded by Rowland, to accept the 2007 Regrant Awards as proposed by the NYSCA Regrant Panel.

**Unanimously passed and carried.**

H. Annual Reports:

Susan Charley discussed the progress of compiling and submitting the 65 member library and NCLS Annual Reports by the due date of March 1, 2007.

Motion by Fortune, seconded by Curro, to accept the NCLS 2006 Annual Report as presented.

**Unanimously passed and carried.**

I. LSTA Grant Application:

The theme for this years' summer reading program is "*Get a Clue @ the Library*". The LSTA mini grants, awarded to library systems, offer opportunities for encouraging member libraries to offer summer reading programs for the first time or expand on existing programs. Although NCLS strongly encourages all libraries to include a budget line for youth programming, especially during the summer, the limited budgets often make this difficult. These funds awarded to NCLS allow us to purchase summer reading kits for each child that enrolls in the program, inform and educate leaders of youth bureaus and other organizations, as well as school superintendents, teachers and school librarians about the library summer reading program, and offer funds in the form of mini grants to member libraries allowing them the opportunity to try new things to encourage children to use the library and read during the summer months. These combined activities create enthusiasm on the part of the library boards and community organizations and greatly motivates them to offer subsequent summer programs and help them secure funding for summer programs in the future.

Mini-Grants will be awarded through a competitive application process. Grant awards of \$250-\$500 will be granted to libraries for programs planned for the beginning of the summer to kick-off the summer reading program, and, at the end, to celebrate summer reading success, or activities designed to increase local attendance and participation.

Motion by Boissy, seconded by Holyoke, to approve the application for a \$6,000 Summer Reading LSTA Mini-Grant, an invitational grant offered by the NY State Library / Department of Library Development.

**Unanimously passed and carried.**

J. NYS Family Literacy Grant FY 2007-2009:

"Healthy Connections @ the Library" is a grant project of library-based activities and discussions focused on physical fitness and healthy eating for the youngest children through teens and their families. Coupled with supporting library print and non-print library resources, this program will offer kids and their families' strategies to help combat the growing epidemic of obesity and physical inactivity among young people.

This project addresses the increasing problem of obesity and physical inactivity among young people in the United States and how the library can offer support in educating parents, caregivers, and youth on the need for a healthy diet and exercise.

The maximum amount of the grant is \$50,000 for each year. The amount NCLS will request will depend on the number of libraries that decide to participate.

Motion by Boissy, seconded by Holyoke, to approve the application for “Healthy Connections @ the Library” grant project offered by the NY State Library / Department of Library Development.

**Unanimously passed and carried.**

K. Annual Meeting Speaker:

Amy Degnan reported that NCLS has scheduled Margie Wood from the Humor Project as our keynote speaker for the September, 29 2007 Annual Meeting. Steve Bolton asked for Board approval for the expenditure of \$2,500 for this. Ms. Wood also agreed to conduct the afternoon workshop for Trustees that typically follows lunch.

Motion by Curro, seconded by Worczak to approve the expenditure of \$2,500 for the annual meeting keynote speaker.

**Unanimously passed and carried.**

L. Open House, May 4<sup>th</sup>:

Amy Degnan announced the NCLS Open House is scheduled for Friday, May 4, 2007. She reported that there will be no demonstrations this year. The main focus for the Open House is going to be the completed Building Renovation and the Photo Collection Wall of the Member Libraries. Senator Wright has confirmed his attendance.

**Report only.**

M. Central Library Budget:

The 2007 budgets for the Central Library Watertown and Co-Central Library Ogdensburg were presented to the Board for approval. The Boards of the Central Libraries and the Board of NCLS must approve these budgets.

Motion by Holyoke, seconded by Cleveland, to approve the 2007 Central Library Watertown and Co-Central Library Ogdensburg budgets.

**Unanimously passed and carried.**

The meeting was adjourned with a motion by John Cleveland at 10:50 a.m.

The next meeting of the North Country Library System Board of Trustees will be held Thursday, March 29, 2007, at 10:00 a.m. at the North Country Library System Service Center. If a change in location is necessary due to construction, the Board will be notified.

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