

Minutes
Meeting of the Board of Trustees
North Country Library System
May 17, 2007

PRESENT: President John J. Hammond, Rosalee Boissy, John H. Cleveland III, Kathy Curro, Rev. Bernard Fortune, Dr. E. Douglas Holyoke, Karen Wiley,
STAFF: Stephen B. Bolton, Linda L. Lawler, Amy Degnan, Geeta Moon
GUESTS: None present
EXCUSED: Selma Rowland, Barry Worczak

President John J. Hammond called the meeting to order at 10:00 a.m.

1. Approval of Minutes: March 29, 2007:
Motion by Wiley, seconded by Boissy, to approve the March 29, 2007 meeting minutes.
Unanimously passed and carried.
2. Business Manager's Report:
 - A. Status of Investments: Ms. Lawler reported that at the close of April, the North Country Library System had cash and investments totaling \$1,324,835 as detailed on the April 2007 Treasurer's Report. FDIC and Third Party Securities covered all investments.
Report only.
 - B. Report Format: Ms. Lawler pointed out the change in format of the Treasurer's report, which is easier to read and prepare, and included a list of all NCLS accounts as well as Petty Cash.
Report only.
 - C. New Bank Account: A new money market was opened at HSBC Bank with a comparable rate to the current CD rates of 4.97%. The rates will continue to be monitored to earn the maximum interest.
Report only.
3. Financial Reports: March/April 2007:
Motion by Fortune, seconded by Cleveland, to accept the Financial Reports for March and April 2007.
Unanimously passed and carried.
4. Old Business:
 - A. Capital Improvement Project Update:
Mr. Bolton reported the following:

- The CIP expenditures are on target. The biggest project left is the replacement window in the staff room. The Board will receive a final financial report at the July meeting.
- With final details remaining on the current project, planning for the next phase, which involves making the entranceway more accessible, could begin. This project would include widening the driveway coming into the parking lot, repaving and possibly expanding the size of the back parking by as many as 6 or more parking spaces. Some of the trees in the front would require trimming. A proposal for this project will be presented at the next Board meeting.
- For 2008, there will again be System-wide construction money available totaling \$432,000. According to Education Law, NCLS is allowed to retain 40% of this amount. We did not use any of the funds for our Revitalization project, but we should perhaps consider using some of the available money for the entranceway project.
- We will receive one-time finds in the amount of \$106,000 as part of the five million dollars made available for Systems in the last legislative session. These funds, too, could go toward the next project. NNY Community Foundation expresses no interest in funding this particular kind of project.

Report only.

Aubertine & Currier:

Mr. Bolton asked for Board approval to retain Patrick Currier, Architect, for \$1,025 to provide a topography map of all of the involved locations and \$2,400 to provide NCLS with conceptual drawings and budget estimates for a new covered entry. Dr. Holyoke questioned Currier's administration fee of 9.5% of Construction project cost. There was also discussion of the location of the leach field and the preservation of the large trees in the front.

Motion by Boissey, seconded by Cleveland, to retain Patrick Currier for a total of \$3,425 to provide a topography map, conceptual drawings, and budget estimates for a new covered entry.

Unanimously passed and carried.

B. NCLS Open House:

Amy Degnan reported on the May 4, 2007 Open House, which was a huge success. The Member Library photo gallery was a big hit. Mugs and bags were distributed to to the approximately 160 people in attendance representing 43 member libraries. Senator James Wright, Alex Velto from the NNY Community Foundation, Tim LeVan from Senator Griffo's office, Andrew Gray from Key Bank, and Patrick Currier were on hand and were presented with plaques containing photos of the completed project as thank you gifts for their monetary contributions and support of the project. Other supporters of

the project that were invited but were not in attendance were Assemblywoman Scozzafava, Aubertine, Community Bank, NY Air Brake and Kraft foods.

There was also a group of retirees in attendance, including Dolores Whattam and her husband Richard, Barbara Hess, Lia King, Nancy Dodge, as well as Rocco Marra and his wife Catherine. Previous delivery drivers, Ken Petroske and Scott McIntyre along with his wife Jodi, also stopped by to tour the new building. Channel 7 and the Watertown Daily Times represented the local media.

Ms. Degnan was also asked to speak on the success of the School Ballot referendums.

Jefferson County:	Black River Free Library
	Carthage Free Library
	Lyme Free Library of Chaumont
	Adams Free Library
	Adams Center Free Library
	Mannsville Free Library
	Rodman Public Library
Oswego County:	Central Square Library
St. Lawrence County:	Heuvelton Free Library

Ms. Degnan added that South Jefferson School District, which includes Adams, Adams Center, Mannsville, and Rodman, won \$55,000 their first time out and Lyme Free Library of Chaumont has won \$10,000 over a two-year period. Forty-six of our 65 libraries now receive funding through the school ballot.

The process of meeting with School Superintendents and Library Boards to explain the course of action and to educate them on the laws and procedures was reviewed. A “tool kit” has been created to assist libraries interested in a school ballot referendum and a copy was provided to the NCLS Board at the meeting.

Report only.

C. Joanne Novak, Attorney.

The NCLS Board of Trustees had requested a copy of Joanne Novak’s resume, which was included in the mailing.

Report only.

5. New Business:

A. Director’s Report:

Mr. Bolton reported the following:

- The NCLS Consultants have held a series of four Trustee workshops, one in each County, on the topic of Board self evaluations.

- Dick Panz, former Director of the Monroe County Library System and the Finger Lakes Library System would be giving a talk concerning the creation of library districts and municipal funding on Saturday, June 16th, from 10 am to 2 pm at the Service Center. Lunch will be provided.
- The staff continues to be active in a variety of community events. Dawn Vincent was in charge of organizing a team to participate in this past April's Heart Walk. Marcia Gray is the captain of our North Country Community Cup team. The Cup includes the following physical activities among others: a 15 mile bike ride, walking, running, volleyball.
- A deadline of August 15th will be set for the member libraries to submit their 2007-2008 Construction Grant applications to the System in order to meet the State's September 4th deadline. A special Board meeting was set for Monday, September 10th to approve the applications.
- Staff announcements were made:
 - Yvonne Reff has left the System to work at Flower Memorial Library. Although she'll be missed here, her work at Flower will strengthen their services.
 - Geeta Moon has been placed in the Receptionist position.
 - Patricia Nielson is the newest member of the Technical Services team.
 - I will be taking over Yvonne's libraries and possibly Susan's until replacements can be found. This will provide an opportunity to get out and visit the libraries as well as attend their Board of Trustees meetings.
- All member libraries are encouraged to attend the Director's Organization meetings held throughout the year. They are developing a schedule to include one meeting to coincide with the NCLS Annual Meeting along with three others to be scheduled. Dates and locations will be announced when they become available. Mrs. Boissey stated that she would continue to encourage her libraries to attend the meetings.
- Applications have been coming in for the open Consultant position. A review of the applicants will begin this afternoon.

Report only.

- B. Conflict of Interest Statements: In compliance with the Bylaws, Kathy Curro was asked to sign her Conflict of Interest Statement.

Report only.

- C. Trustee Visits and System Survey: The Board of Trustees was given a handout listing the libraries that they would be visiting. They will also be given a copy of the latest survey for talking points at their annual visits.

Report only.

- D. NYSCA Status:

Mr. Bolton reported the following:

- This past winter Patricia Falton dropped out of view and it was hard to keep in contact with her. When we finally were able to contact her we

discovered that nothing had been done to notify the sub-grantees of their award. Susan Charley and Yvonne Reff had to go through computer records and files to get the grant back on track. We first tried contacting Steve Jones at NYSCA to get his help and when he finally returned our calls he started hurling unfounded accusations. Mr. Jones also made these accusations, outlined in my letter to Mr. Schwartz, to Board President John Hammond.

- After discussion, it was the consensus of the Board of Trustees that we should seek a letter of apology from NYSCA for their allegations.
- On May 8, 2007, I sent a letter to Richard Schwartz, Acting Executive Director, New York State Council on the Arts and a copy was included in the board mailing. Having not heard a response, the Board has requested that a follow-up phone call be made next a week if a written communication has not been received. Kathy Curro stated that she felt NYSCA's treatment of this organization is deplorable and beneath the level of standards expected from them. The Board advised Mr. Bolton that a list of contacts with NYSCA might prove to be helpful later.
- NYSCA will be turning the Decentralization Grant over to the St. Lawrence County Arts Council. Paulette Roes contacted Hilary Oak, their coordinator, to let her know that we would be happy to facilitate a smooth transition.
- Mr. Bolton announced that Paulette Roes, our previous receptionist who has a Master of Arts, has assumed the NYSCA coordinator position for the 2006-2007 program.

Report only.

- C. Gates Grant Update: Jerry Schell reported on the Gates Online Opportunity Grant. This is a multi-year grant running from 2007 through 2009.
- Libraries are eligible if they fall in the poverty level;
 - NCLS will help establish a strategy level for sustaining public access computers as this is the last Gates grant that will provide hardware.
 - The requirements for this grant are a 25% match for the 1st year and 50% match for the 2nd year. The library also must run TechAtlas three times.
 - There is a tight timeline with strict deadlines. By May 11th, the first run of TechAtlas must have occurred. Of our members, 59 libraries and 3 branches were eligible. Fifty-two of the libraries and all 3 eligible branches completed this task.
 - Six libraries were eligible but did not participate: Brownville, Central Square, Ellisburg, Osceola, Thousand Island Park and Turin.
 - Six libraries were not eligible: Clayton, Depauville, Sackets Harbor, Parish, Phoenix and Chaumont.
 - The funds should be received in August and NCLS is willing to place the order as a bulk purchase.

Mr. Schell also announced that there is a wireless tower being set up in Alexandria Bay. This is done in cooperation with Rigturner Tele out of

Colorado and DANC Developing authority. He will be meeting with them next month.

Report only.

- F. SIRSI Circulation Agreement: Proposed changes to the SIRSI Contract were as follows:

Item G. Procedures and Tasks Prior to Barcoding:

1. ~~Library staff should weed the collection.~~ The NCLS staff will work with the library staff and volunteers and anyone who will assist in barcoding the collection or working at the front desk. The Library staff/volunteers must be comfortable using a computer and demonstrate a working knowledge of searching, before this contract is signed by both NCLS and the Library.
2. The Library Board and Library Staff will meet with members of the NCLS staff to discuss the automation process. Important topics such as data integrity, training schedules, an updated inventory, etc. will be emphasized.
3. The Library ~~should consider using an NCLS printed shelf list to update the Library's holdings in the NCLS database before~~ will weed and update their holdings in the NCLS database by doing a shelf list inventory before starting the barcoding project.
4. The Library ~~should~~ will evaluate the collections organization.

Motion by Holyoke, seconded by Cleveland, to approve the changes to the SIRSI Contract as presented.

Unanimously passed and carried.

G. Employee Handbook Update:

At the March Board meeting, the time interval between the hire date and the commencement of the "Board Days" benefit was discussed. The consensus at the meeting was that requiring a one year period of employment prior to receiving this benefit would be both reasonable and desirable. The suggested revision to the pertinent paragraph of the Employee Handbook is underlined below.

Board Days

The NCLS Board of Trustees has granted the employees four day work weeks for the period starting with the first week of May and ending with the first week of September, for a total of 15 days. This benefit is reviewed and voted upon annually by the Board. This benefit will apply to new employees after they have worked in a full-

time position at NCLS for a period of 52 consecutive weeks.

Motion by Cleveland, seconded by Holyoke, to amend the Employee Handbook as submitted.

Unanimously passed and carried.

Motion by Holyoke, seconded by Wiley, to adjourn at 12:30.

Unanimously passed and carried.

A special meeting to approve the Construction Grant applications will be held on Monday, September 10, 2007 at 10:00 a.m., at the NCLS Service Center.

The next regular meeting of the North Country Library System will be held Thursday, July 26, 2007 at 10:00 a.m., at the NCLS Service Center.

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