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

1. Approval of Agenda
   Motion by Schwartzentruber, Seconded by Marr to approve the agenda as presented.
   Unanimously passed and carried

2. Welcome and Introduction of Guests
   President Hughes welcomed everyone to the meeting.

3. Approval of Minutes: October 2019
   Motion by Mosier, Seconded by Mayo to approve the minutes from October 24th, 2019 as presented.
   Unanimously passed and carried

4. Public Comments
   There were no public comments.

5. Financial Reports
   A. November 2019 Financial Reports
      Shepard presented to the board the financial reports for November 2019.
      B. Expenditures: She also presented the expenditures and check run for November 2019.
      C. Status of Investments: Shepard reported that as of November 30th, 2019 NCLS had total cash and investments of $2,611,865.01 as reported on the November cash flow report. FDIC and third-party securities covered all investments.

      Motion by Schwartzentruber, Seconded by Kenny to accept the financial reports for November 2019.
      Unanimously passed and carried

      Motion by Marr, Seconded by Mayo to approve the final budget revisions for 2019 as presented.
      Unanimously passed and carried.
6. Reports
   A. Director’s Report
      Mitchell reported the following
      • Statewide Initiatives
        o Stated that a date has been set for the NYLA Advocacy day has been set as February 25th 2020. Which Mitchell and the consultants will be attending.
        o NYLA has also just hired a new Director of Government Relations.
        o She stated that NCLS is working on partnering with other systems statewide to explore the possibility of shared services. This would include items such as Simply E and an Online Learning Management System.
        o Mitchell also informed the board that she was re-elected as the Vice President of the PULISDO group in November and will represent PULISDO on the NYALS Steering Committee.
      • Administrative Items
        o She updated the board that NCLS has officially been switched from Google Suite over to Office 365, this is a more productive tool and increased ability to manage files and security.
        o NCLS is working on server updates not only for our servers but also for Flower Memorial Library and Oswego Public Library.
        o Stated that she attended the DO meeting last month which new officers were elected. Margaret McKay from Rodman is now the new chair for the DO Committee.
        o NCLS is also working on an E-Rate application for 2020, the goal will be to have 7 more libraries upgrade their service to 100mb/s speed to meet the new minimum standards.
        o Stated that the new employee handbook is about ¾ of the way finished. Which will need to be sent to the NCLS lawyer to overlook before coming to the board for approval.
      • Construction Project Update
        o NCLS had the HVAC rebalanced, Mitchell received the final report outlining any additional fixes that need to be made.
        o The new phone system that is integrated with Office 365 have been installed. Doorbells linked to the phones will also be integrated in the next few months, these will give staff access to see who is at the door before they need to approach it.
        o The walkthrough with Pisanti Construction for the new IT Lab space has been completed. The work is expected to start in early February.
        o NCLS had also planned for trees in the front yard to be taken down. One tree blew over in the storm and was taken out where the other had to be cut down. This will help with visibility for the security cameras and also for general safety of the employees.
        o Lastly, the exterior locks have been changed with 3 master keys made.

   B. Consultant’s Report
      Newman reported the following
• NYLA
  o Newman stated that NYLA was very well attended by not only NCLS staff but by member library staff also.

• Automation
  o Of the remaining libraries that will need to automate, Beaver Falls and Osceola have gone live and are now fully automated. Hammond will be going live on December 17th. Norfolk has signed the automation agreement with plans to be live by summer of 2020. Brownville has started the barcoding process with plans to also be live by 2020. Ellisburg is weeding their collections with hopes to start barcoding soon. Lafargeville will meet in January to discuss the automation contract and how they would like to proceed.

• Annual Reports
  o Stated that the consultants have been working with Dawn Vincent on duplicating the success they had with last year’s Annual Report process, in hopes that things will run as efficiently as last year.

• Youth Services
  o Newman stated that she has received word from the Imagination Library stating that NCLS has been approved as an affiliate to the organization. She stated that she is continuing to learn how the program is run and within a few weeks all will be up and running.
  o She also stated that NCLS is looking into setting up a fund through the Community Foundation so people may contribute to the sustainability of this program.

7. Board Committee Reports
   A. Executive Committee
      The committee stated they have no new business to share with the board.

   B. Finance Committee
      The committee stated they have no new business to share with the board.

   C. Personnel Committee
      Motion by Mosier, Seconded by Mayo to enter executive session at 11:03 a.m. to discuss a specific person’s salary.

      Motion by Caughlin, Seconded by Mayo to exit executive session at 11:31 a.m.

      Motion by Caughlin, Seconded by Schwartzentruber to approve the pay schedule presented by the director which included the step raise that the staff salary committee had requested, along with reducing the board days to 10 per person per year.

      Unanimously passed and carried.

   D. Building Committee
      The committee stated they have no new business to share with the board.
E. Nominating Committee

A. Board Officers for 2020

The Nominating Committee recommended the following members for board officers in 2020:

- Duane Hughes – President
- Linda Kenny – Vice President
- Carolyn Mosier – Secretary

Motion by Blauvelt, Seconded by Mayo to approve the recommended board officers as presented.

Unanimously passed and carried

Motion by Caughlin, Seconded by Schwartzentruber to approve Mitchell soliciting the Board Treasurer position to candidates she deems appropriate for board approval.

Unanimously passed and carried.

8. Old Business

There was no old business to report.

9. New Business

A. 2020 Budget Proposal

Corey Presented the 2020 Central Library Aid Budget

Motion by Mayo, Seconded by Mosier to approve the 2020 Central Library Aid Budget as presented.

Unanimously passed and carried

Mitchell and Shepard presented the board with the 2020 NCLS Budget.

Motion by Caughlin, Seconded by Mosier to approve not funding the NCLS book club in the 2020 year reducing the cost deficiency by $2,000 and also reducing half of the Vehicle reserve funds to $9,000. This will decrease the $11,000 gap in funding.

Unanimously passed and carried

Motion by Caughlin, Seconded by Schwartzentruber to approve the budget as presented with the two amendments approved prior.

Unanimously passed and carried

B. Board Meeting Schedule 2020

A proposed Board Meeting Schedule for 2020 was presented as follows:

- February 27th
- March 12th (Snow Date)
- April 23rd
- June 25th
- August 27th
- October 22nd
- December 3rd
Motion by Blauvelt, Seconded by Kenny to approve the proposed board meeting schedule as presented.
**Unanimously passed and carried**

C. **NCLS Calendar**
   Mitchell presented the 2020 calendar of events.
   **Motion** by Caughlin, Seconded by Schwartzentruber to approve the presented 2020 NCLS Calendar of Events.
   **Unanimously passed and carried**

D. **Approval of the Stackel and Navarra Audit Quote**
   Stackel & Navarra sent a formal quote for our annual audit in the amount of $9,100.
   **Motion** by Kenny, Seconded by Blauvelt to approve the director requesting a reduction in audit cost due to budget cuts, if a reduction is not given the audit will proceed as planned.
   **Unanimously passed and carried.**

E. **Acceptance of Continuing Ed Grant from the Northern New York Library Network**
   Mitchell stated that NCLS has received $1,200 from the network to offset the cost of the P.C. Sweeny workshop that was held in October.
   **Motion** by Schwartzentruber, Seconded by Mosier to accept the $1,200 from the Northern New York Library Network to offset costs of the P.C. Sweeny workshop.
   **Unanimously passed and carried**

10. **Comments, Announcements, and Reminders**
   There were no other comments, announcements or reminders.

Motion by Blauvelt, Seconded by Marr, to adjourn the meeting at 12:36 P.M.