Minutes
Meeting of the Board of Trustees
North Country Library System
February 16, 2017

PRESENT:  Robert Marr, Nelson Schwartzentruber, Duane Hughes, Linda Kenny, Warren Leib, Jeanne Duffany, Carolyn Weldon
EXCUSED:  Janice Clark, Lawrence Mayo
STAFF:    Stephen Bolton, Margo Shepard, Iolene Tripp, Jerry Schell, Paulette Roes, Angela Newman
GUESTS:   Mark Hills, Stackel & Navarra, CPA

President Robert Marr called the meeting to order at 10:07 a.m.

1.  Approval of Agenda:
    Motion by Hughes, seconded by Duffany, to approve the agenda.
    Unanimously passed and carried.

2.  Welcome & Introduction of Guests:  
    President Marr welcomed everyone to the meeting including our newest trustee, Linda Kenny, and Mark Hills from Stackel & Navarra.

3.  Conflict of Interest:  
    Each Trustee present signed a conflict of interest statement for 2017. The bylaws state, “Each member of the Board will, at the first attended meeting of the calendar year, sign a statement that attests to the avoidance of such conflict.”
    Procedure.

4.  Oath of Office:  
    Linda Kenny and Carolyn Weldon were administered the Oath of Office.
    Procedure.

5.  Approval of Minutes: December 2016  
    Motion by Duffancy, seconded by Hughes, to approve the minutes from December 1, 2016.
    Unanimously passed and carried.

6.  Annual Audit Review:  
    Mark Hills, from Stackel & Navarra, completed the 2016 NCLS Audit and reported his findings to the Board.
    Motion by Leib, seconded by Schwartzentruber, to accept the NCLS Audit as presented by Mark Hills.
    Unanimously passed and carried.

7.  Fixed Asset Policy:  
    This policy was voted on and approved at a meeting in 2015, however, the auditor has recommended that there be a written policy for reference.
Motion by Hughes, seconded by Duffany, to approve the written Fixed Asset Policy as presented to the Board.
Unanimously passed and carried.

8. Reports:
   A. Director’s Report:
      Stephen Bolton reported the following:
      - Mr. Bolton updated the board on Bullet Aid received from Senator Ritchie. We received $5,000 - $2,500 of which will be used on building “Little Free Libraries” at the request of Senator Ritchie.
      - Advocacy Day is March 1. It’s a day to visit legislators in Albany. One of the issues on NYLA’s legislative agenda is the cut in library aid.
   B. Jerry Schell:
      We are one step closer to having the E-Rate application for the Fiber Project approved. The amount the libraries will be paying will not change. There is no final commitment from Assembly member Addie Jenne for the funding. The Board did vote previously that NCLS will pay the difference if alternative funding is unobtainable.
   C. Consultant’s Report:
      Angela Newman – Summer Reading workshops are coming up. The materials will be available on our website for those who are unable to attend. The newest Family Literacy Grant cycle has started. This year the focus was on Early Learning Spaces. Outreach is focusing on assistive technology for patrons with visual disabilities. Outreach purchased three Amigos – one for senior housing as a long term loan at Ives Hill. Henderson Free Library will have one at the library for patron use.
      Paulette Roes – The school ballot votes are coming up in the spring. There is approximately an increase of $250,000 in funding. Fifteen libraries are expected to go out on the ballot. The Annual Meeting is September 28, the theme is Community Engagement. Town of Lewis Library received a $5,000 Bullet Aid award. They plan on improving their technology, and becoming a chartered library.
   D. Status of Investments
      Mrs. Shepard reported that at the close of January NCLS had total cash and investments of $2,655,871.06 as reported on the January Cash Flow report. FDIC and third party securities covered all investments.

9. Financial Reports:
   A. Receipts: Mrs. Shepard presented the Receipts for November 2016, December 2016, and January 2017 for board review and approval.
   B. Expenditures: Mrs. Shepard presented the Expenditures for November 2016, December 2016, and January 2017 for board review and approval.
      Unanimously passed and carried.
10. **Bridge loans to libraries for grants to be received:**
   State and Municipal Facilities Fund (SAM) grants are on a reimbursement basis, which requires libraries to have the $50,000 upfront. Many of our libraries do not have that large of a budget. It may be feasible for NCLS to loan the money to the library with the understanding that the library will reimburse NCLS when the grant comes through. The Board authorizes Steve Bolton to contact the lawyer about this concept and draft any documentation before the Board approves such a program.
   **Motion** by Hughes, seconded by Duffany, to authorize Steve Bolton contacting the lawyer about this concept.
   **Unanimously passed and carried.**

11. **NYS Annual Report:**
   Margo Shepard and Dawn Vincent presented the NCLS Annual Report.
   **Motion** by Hughes, seconded by Schwartzentruber, to approve the NCLS Annual Report as presented.
   **Unanimously passed and carried.**

12. **Construction Grant:**
   NCLS received an additional $12,563 for Construction grants. We were able to move twelve grants to the maximum 75 percent and increase Massena’s grant from 50 percent to 71 percent.
   **Motion** by Hughes, seconded by Duffany, to approve the suggested construction grant awards as presented.
   **Unanimously passed and carried.**

13. **Personnel Committee:**
   Board President Robert Marr appointed Duane Hughes and Warren Leib to the Personnel Committee.
   **Procedure.**

14. **Nominating Committee:**
   Board President Robert Marr appointed Duane Hughes and Nelson Schwartzentruber to the Nominating Committee.
   **Procedure.**

   **Motion** by Leib, seconded by Hughes, to adjourn at 12:30 p.m.
   **Unanimously passed and carried.**

The next board meeting will be held on **April 20, 2017** at 10:00 A.M. at the NCLS Service Center.
These minutes will be considered for approval at the April meeting.

Larry Mayo, Secretary