Minutes
Meeting of the Board of Trustees
North Country Library System
February 16, 2018

PRESENT:  Robert Marr, Nelson Schwartzentruber, Duane Hughes, Linda Kenny, Carolyn Mosier, Jeanne Duffany, Keith Coughlin

EXCUSED:  Lawrence Mayo

STAFF:  Susan Mitchell, Margo Shepard, Jerry Schell, Paulette Roes, Matt Corey, Dylan Reed, Marcia Bulger, Ashley Fuller

GUESTS:  Mark Hills, Stackel & Navarra, CPA

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

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

2. Welcome & Introduction of Guests:
   President Marr welcomed everyone to the meeting including our newest trustee, Keith Coughlin and Carolyn Mosier. Also welcomed Mark Hills from Stackel & Navarra.

3. Conflict of Interest:
   Each Trustee present signed a conflict of interest statement for 2018. 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:
   Keith Coughlin, Carolyn Mosier, and Jeanne Duffany were administered the Oath of Office.
   Procedure.

5. Approval of Minutes: December 2017
   Motion by Duffany seconded by Hughes, to approve the minutes from December 13, 2017.
   Unanimously passed and carried.
6. **Annual Audit Review:**
Mark Hills, from Stackel & Navarra, completed the 2017 NCLS Audit and reported his findings to the Board. He reported that no issues were found.

**Motion** by Hughes, seconded by Schwartzentruber and Marr, 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:**
      Susan Mitchell reported the following:
      - Susan thanked the board for giving her the opportunity as Director of North Country Library System.
      - Susan then went on to talk about the Governor's 2019 budget:
        - State Aid has received a 4% cut, and a 10 million dollar cut to constructional aid.
      - Susan and the consultants will be attending Lobby day on the 28th in Albany.
      - The state will be approving the new a minimum standard for libraries in August, libraries will have 3 years to comply with the following
        - The 2 areas that will be affecting NCLS libraries will be, creating a long range plan in the libraries. Also automation will become a necessity.
      - Matt and Susan will be working on getting the necessary paperwork together to apply for a Spectrum grant. This grant could be used for supplying our libraries with equipment to educate on coding skills or mobile Wi-Fi hotspots and laptops.

   B. **Jerry Schell:**
      Stated that there is only good news to report about the fiber project. Out of the 38 libraries who are part of this project, 15 are equipped with the new fiber and are very pleased. 2 other libraries are ready to be hooked up. The only hurdle is that he needs to get approval from the Dormitory Authority to finish the Addie Jenny grant. Mr. Schell stated that he needs to collect additional paperwork from our libraries to complete this process. He also stated that the deadline for completion of this grant is June 30th, but doesn’t believe that we will run into any issues meeting this deadline.
C. Technical Service Report:

Marcia Bulger - Informed the board that the Technical Service department has started doing webinars twice every month. These are being posted on the NCLS website for any staff to refer back to. Also she touched on the automation project, stating that all libraries will need to be automated in the next 3 years. Marcia and the consultants have contacted libraries on what automation is. Susan will be sending out a memo to all libraries outlining the process, state timelines and NCLS support and assistance. Along with a Q&A that has been completed by one of the libraries recently automated.

D. Consultant’s Report:

Paulette Roes – Talked about the recycling project, this project will help the libraries weed out their collections, and in turn create stronger collections. 20 libraries so far have signed up for this project and within 2 weeks have collected over 1,300 books. There is a process in place where books can be scanned and bought back by a company called Library Consignment which will buy back our books and either resell them or donate them to 3rd world countries. Paulette also stated that the outreach mini grant has been increased from $6,500.00 to $10,000.00. This is to help start more community oriented projects.

Matt Corey – Explained what the Niche Academy is and how it is used. Niche Academy provides a video tutorial for online applications that libraries provide. Stated that all libraries have the choice to add this to their webpages.

E. JAB Contract

Marcia Bulger - Brought to the boards attention that some parts of the JAB contract need correction. The last part of the automation process is a contract that is signed by the libraries. First, changing the circi standards so that they better match the standards of other automated libraries. Second, would be to remove the shelf list review, this is no longer needed due to NCLS having a process in place to accomplish this through the automated system. Last, changing the start up fees to be a maximum cost of $3,000. This is due to the fact that each library is at a different stage in the automation process, causing each library to have a different start up cost. To determine an approximate cost the information technology department with travel to the location and estimate what equipment is needed from there a cost will be determined.

Motion by Hughes, Seconded by Duffany, to make these changes to the JAB contract. Unanimously passed and carried.

D. Transportation Changes

Dylan Reed - Dylan reviewed the conditions of the 3 delivery vans. Stated that out of the 3 vans, 2 of the vans have issues such as transmission and vibration problems. Dylan than proposed to the board downsizing the fleet by trading in 2 of the vans for a new Ford Transit 250. The approximate trade in costs are $7,000 and $9-10,000. The new Transit will cost $29,276.00. The approximate cost after trading in the 2 vans the cost of the new
Transit will not exceed $14,000. Due to the excess money left over in the vehicle account it was proposed to in turn trade in the staff car for a minivan, this will make it easier for staff to transport supplies that is needed for jobs.

**Motion** by Hughes, **Seconded** by Schwartzentruber to approve the trades proposed to the board.

**Unanimously passed and carried.**

9. **Financial Reports:**
   A. **Receipts:** Margo presented the Receipts for January 2018 for board review and approval.
   B. **Expenditures:** Margo presented the Expenditures for January 2018 for board review and approval.

   **Motion** by Hughes, **seconded** by Duffany, to accept the Financial Reports for January 2018.

   **Unanimously passed and carried.**

10. **NYS Annual Report:**
    Margo Shepard and Dawn Vincent presented the NCLS Annual Report to New York State.

    **Motion** by Schwartzentruber, **seconded** by Hughes, to approve the NCLS Annual Report as presented.

    **Unanimously passed and carried.**

11. **Construction Grant:**
    NCLS received an additional $15,214.00 for Constructional grants. With this additional money we were able to move one library to 75% and moved an additional 3 from 67% to 69%. Due to some unforeseen additional money Flower Memorial Library was given an additional $2,123.00 because they were the least funded library.

    **Motion** by Duffany, **seconded** by Schwartzentruber, to approve the suggested construction grant awards as presented.

    **Unanimously passed and carried.**

12. **Personnel Committee:**
    Board President Robert Marr appointed Linda Kenny and Carolyn Mosier to the Personnel Committee.

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

   **Procedure.**

   **Motion** by Hughes, seconded by Marr, to adjourn at 12:33 p.m.
   **Unanimously passed and carried.**

   The Nominating committee then brought to the boards attention that they have a candidate to fill the Saint Lawrence position. David Bradford was voted on and appointed to fill this position for the remainder of the year.

   The next board meeting will be held on **April 19th, 2018** at 10:00 A.M. at the NCLS Service Center.
   These minutes will be considered for approval at the April meeting.

   Larry Mayo, Secretary