Present: Duane Hughes, Nelson Schwartzentruber, Linda Kenny, Emily Blauvelt, Keith Caughlin, Kathleen Mantaro, David Bradford

Excused: Jerilyn Fairman and Carolyn Mosier

Staff: Susan Mitchell, Margo Shepard, Matthew Corey, Dawn Vincent, Ashley Brimmer

Guest: Mark Hills of Stackel & Navarra

President Hughes called the meeting to order at 10:02 a.m.

1) Approval of Agenda
   Motion by Caughlin, Seconded by Bradford to add additional agenda item J. – Approval of telecommuting policy and K. – Discussion on member library trustee visits.
   Unanimously passed and Carried.

   Motion by Caughlin, Seconded by Schwartzentruber to approve the amended agenda.
   Unanimously passed and Carried.

2) Welcome and Introduction of Guests
   President Hughes welcomed everyone to the meeting and introduced guest Mark Hills.

3) Oath of Office
   Kathleen Mantaro was administered the oath of office.

4) Approval of Minutes: December 2019
   Motion by Blauvelt, Seconded by Schwartzentruber to approve the meeting minutes from December 5th, 2019 as presented.
   Bradford Abstained
   Passed and Carried.

5) Public Comments
   There were no public comments.
6) **Annual Audit and 990 Review**
Mark Hills from Stackel & Navarra completed the 2019 Annual Audit and 990 form completion. He reported that the audit went smoothly and presented minor suggestions on how to continue in the following years.

**Motion** by Caughlin, Seconded by Schwartzentruber to approve the 2019 Annual Audit as presented.
**Unanimously passed and carried.**

**Motion** by Caughlin, Seconded by Kenny to approve the 990 form as presented.
**Unanimously passed and Carried.**

7) **Financial Reports: January 2020**
Shepard presented to the board the financial reports for January 2020.
   A. **Receipts:** Shepard presented the receipts for January 2020.
   B. **Expenditures:** She also presented the expenditures and check run for January 2020.
   C. **Status of Investments:** Shepard reported that as of January 31st, 2020 NCLS had a total cash and investment of $2,349,020.70 as reported on the January cash flow report.

   FDIC and third-party securities covered all other investments.

**Motion** by Schwartzentruber, Seconded by Kenny to accept the financial reports for January 2020.
**Unanimously passed and Carried.**

8) **Reports**
   A. **Director’s Report**
      Mitchell presented the following:
      - **Statewide Initiative**
        - The state library is working on putting together their 2030 vision plan, which we will be participating in through NYALS and PULISDO.
        - NYLA is continuing to work on the call to action to restore the funding cut by the governor.
        - NYALS will be meeting this summer to discuss the NYS budget and advocacy efforts based on the theme of “influence”.
        - The NYS Council on Children’s and Families received a large grant that will expand the Talking is Teaching Campaign throughout the state. NCLS is also working with the state library on a partnership for this campaign.
• **Administration**
  
  - NCLS is working closely with our member libraries in assisting on issues such as funding and legal problems.
  - NCLS has been getting lots of press about not only the Talking is Teaching Campaign, but also the Imagination Library Project.
  - Todd has been working on updating the file servers at Flower Memorial Library and Oswego Library but has run into some problems that he is still working on fixing.
  - The Director’s Organization will be holding their meeting this afternoon the main topic will be dealing with the Covid-19 Virus.
  - Jerry is currently working on the E-Rate applications to upgrade several libraries internet connectivity or provide a partial reimbursement of paid services.
  - Stephanie Adams, the NCLS attorney has responded to some of the questions that were brought up about the shield act. PULISDO contacted Stephanie on speaking about the Shield Act which she accepted. She suggested to reduce liability to have appropriate contracts and agreements in place.
  - NCLS has dropped the Human Resource portion of our Paychex contract. This was always the intention but due to the company not completing our projects in a timely manner it was done before the full completion of some projects.
  - I have joined the Society of Human Resource Managers and will be using their tools to complete some projects. After the projects are completed they will be sent to the NCLS attorney for review.
  - The NCLS staff has completed a survey related to wages and benefits, the results will be presented at our next board meeting.
  - The Integrated Library System/ Web Administrator interviews have been completed.

• **Building**
  
  - The training room construction and installation of windows in the garage doors has been completed.
  - We are continuing to have issues with our HVAC.
  - Some electrical issues were discovered during the renovation that will need to remedied in the future.
  - The new phone system has been installed and is working well.
  - The tree work has been completed.
  - The remaining exterior work consisting of the garage lead abatement, the new video door swipes, and security cameras will be installed in the spring.
B. Consultant’s Report
Corey presented the following:

- Advocacy Day
  - Many system and member library staff attended Lobby Day on February 27th in Albany.
  - Some of the Issues that we were advocating for were, increased funding, bill to force publishers to provide libraries with eBooks on “reasonable terms”, along with a mandated trustee education bill.

- Census
  - NCLS is still working on coordinating funding from the counties St. Lawrence, Lewis and Jefferson. This finding will go towards shirts, banners, bags, promotional materials and additional library hours.
  - Census training was held at NCLS which was well attended.

- Corona Virus Preparedness
  - NCLS is working to expand library card signups to school age children 5-18.
  - NCLS is exploring ways to expand and advertise online offerings in the event that libraries have to shut down or the public is hesitant to attend libraries. This will include online reference services, LibGuides for educating staff, and loosening Overdrive restrictions.
  - The CLAC meeting scheduled for next week will explore further reference and online marketing options.

- Early Literacy
  - Through all the publicity NCLS has reached it 100 child maximum for the Imagination Library Program. Through the Northern NY Community Foundation people can still make donations in order to further expand the program.
  - Many libraries are partnering with other businesses to expand the Talking is Teaching Initiative. Potsdam is working with the IGA grocery store, Clayton is working with one of their local churches, and 4 other libraries are working with local daycares.

- Member Library Updates
  - Several libraries are going out on the ballot on Tuesday, May 19th. The libraries include Carthage, Black River, Cape Vincent, Clayton, Depauville, East Hounsfield, Sackets Harbor, Hammond, and Morristown.
  - Massena will be pursuing a school district library option with the vote being held on June 16th.
9) **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. **Building Committee**  
      The committee stated they have no new business to share with the board.

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

10) **Old Business**
   
      There was no old business to report.

11) **New Business**

   A. **NYS Annual Report**
      Vincent presented the NCLS Annual Report to New York State.  
      **Motion** by Caughlin, Seconded by Bradford to approve the NCLS Annual Report as presented with the correction to the Oath of Office date for NCLS trustee Jerilyn Fairman. Also delivery of system courier the report answer was marked incorrectly and the answer should be changed to yes.  
      **Unanimously Passed and Carried.**

   B. **Conflict of Interest Statement**
      Each Trustee present signed a conflict of interest statement for 2020. 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.**

   C. **Appointment of New Board Committees**
      President Hughes presented the slate of officers for this year’s Personnel, Finance, Building, and Nominating committees.  
      **Procedure.**
D. Northern New York Community Foundation Fund for Imagination Library
NCLS has set up a charitable fund through the Northern New York Community
Foundation in order to solicit donations for the NCLS Imagination Library Program.
**Motion** by Bradford, Seconded by Schwartzentruber to approve the creation of the
Northern New York Community Foundation Fund for Imagination Library.
**Unanimously Passed and Carried.**

E. Accept Bullet Aid
NCLS has received $52,000 in Bullet Aid from Assembly Members Barclay,
Blankenbush, Manktelow, and Walczyk. This aid will be dispersed to Williamstown
Library, Lowville Free Library, Hannibal Free Library, Canton Free Library, Lyme
Free Library, and Hay Memorial Library.
**Motion** by Schwartzentruber, Seconded by Caughlin to accept the $52,000 in Bullet
Aid from the Assembly Members to be dispersed to the libraries listed.
**Unanimously Passed and Carried.**

F. Treasurer Nomination
President Hughes stated that the search for the Board Treasurer is ongoing.
**Tabled.**

G. NCLS Procurement Policy
Mitchell presented the proposed NCLS Procurement Policy for board approval.
**Motion** by Caughlin, Seconded by Bradford to approve the NCLS Procurement
Policy as presented.
**Unanimously Passed and Carried.**

H. Data Breach Policy
Mitchell presented the proposed NCLS Data Breach Policy for board approval.
**Motion** by Bradford, Seconded by Mantaro to approve the NCLS Data Breach Policy
as presented.
**Unanimously Passed and Carried.**

I. Acceptance of Lew County Funding
NCLS received $30,000 in Lewis County funding that will be passed through to the
Lewis County Libraries based on the allocations in their funding model.
**Motion** by Blauvelt, Seconded by Schwartzentruber to accept the Lewis County
funding and disperse appropriately throughout the Lewis County Libraries.
**Unanimously Passed and Carried.**
J. **Telecommuting Policy**
   Mitchell presented the NCLS Telecommuting Policy for board approval.  
   **Motion** by Schwartzentruber, Seconded by Blauvelt to approve the NCLS Telecommuting Policy as presented.  
   **Caughlin Abstained**  
   **Passed and Carried.**

K. **Library Visits**
   The board discussed how to further continue doing the Member library visits.  
   **Discussion**

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

   Motion by Blauvelt, Seconded by Kenny, to adjourn the meeting at 12:09 p.m.

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Carolyn Mosier, Secretary