Minutes
Meeting of the Board of Trustees
North Country Library System
April 20, 2017

PRESENT: Robert Marr, Nelson Schwartzentruber, Duane Hughes, Linda Kenny, Warren Leib, Jeanne Duffany, Carolyn Weldon, Janice Clark, Lawrence Mayo

STAFF: Stephen B. Bolton, Margo Shepard, Iolene Tripp, Jerry Schell, Paulette Roes

President Robert Marr called the meeting to order at 10:00 a.m.

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

2. Welcome & Introduction of Guests:
   President Marr welcomed everyone to the meeting.

3. Conflict of Interest:
   Janice Clark and Larry Mayo were not present at the last meeting. They 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.”

4. Approval of Minutes: February 2017
   Motion by Hughes, seconded by Duffany, to approve the minutes from February 16, 2017.
   Unanimously passed and carried.

5. Reports:
   A. Director’s Report:
      Stephen Bolton reported the following:
      - Technical Services Department has hired a new person. Patricia Nielsen, Cataloger, is retiring in May.
      - Advocacy Day was March 1. It was a successful trip. Mr. Bolton and the consultants, along with a few member library staff were able to talk to all of the legislators. New York State passed the budget, but there was no increase in funding. There was an increase in construction grant funds.
   B. Paulette Roes:
      - The member libraries were asked to complete a survey on the minimum standards. The information will be sent out. After the data is sent and all data is compiled, all system directors will meet to discuss and make recommendations to Division of Library Development. We also asked the member libraries to complete a financial survey to find out about their financial record keeping practices.
      - The school ballot vote is May 16.
   C. Jerry Schell:
      We received the approval for the fiber project. There were a couple adjustments. The Development Authority of the North Country has completed 50 percent of the site visits.
6. **Purchasing more server storage**
   The support for the current unit is ending because the company was bought-out by another company. The new storage would cost $22,050 plus $9,000 for five years of support. This would bump our storage to 11 terabits.
   **Motion** by Duffany, seconded by Mayo, to approve Mr. Schell’s request to purchase more server storage.
   **Unanimously passed and carried.**

7. **Financial Reports:**
   A. **Receipts:** Mrs. Shepard presented the Receipts for February 2017 and March 2017 for board review and approval.
   B. **Expenditures:** Mrs. Shepard presented the Expenditures February 2017 and March 2017 for board review and approval.
   C. **Status of Investments**
      Mrs. Shepard reported that at the close of March NCLS had total cash and investments of $2,359,144.81 as reported on the March Cash Flow report. FDIC and third party securities covered all investments.
      **Motion** by Leib, seconded by Duffany, to accept the Financial Reports for February 2017 and March 2017.
      **Unanimously passed and carried.**

8. **Separate Bank Account for Vehicle Funds:**
   The auditor suggested that a separate bank account would make tracking and reporting easier and clearer.
   **Motion** by Hughes, seconded by Schwartzentruber, to authorize a separate bank account be created for vehicle funds.
   **Unanimously passed and carried.**

9. **Community Bank Proposal:**
   Community Bank has services that we would like to take advantage of. Remote deposit, fraud prevention, and check positive pay are a few of the option available. Positive pay is a verification process that verifies any ACH or checks. The bank will not honor any check they receive if it is not in the file. Interest rates are also higher.
   **Motion** by Kenny, seconded by Clark, to approve NCLS funds to be moved to Community Bank.
   **Passed and carried. Hughes abstained.**

10. **Bridge loans to libraries for grants to be received:**
    Many construction grants are on a reimbursement basis. Libraries have to send the money before they are reimbursed for it. For some libraries, this could mean a construction project is halted and restarted again, or some libraries do not apply for the grants. At the last meeting, the board requested a sample contract from our lawyer. We received a draft of the contract along with resolutions that need to be completed by the member library and NCLS. Leib requested an amendment to the wording in Section IV of the contract to state the libraries may make payments prior to the due date.
    **Motion** by Hughes, seconded by Duffany, to approve the contract draft with the requested changes.
    **Unanimously passed and carried.**
11. Bridge loan for Antwerp – Crosby Public Library:
The Crosby Public Library has received a $125,000 State and Municipal Facilities Fund (SAMS) grant from Assemblymember Jenne for a construction project in which there are three phases. They had to stop work in the fall because of lack of funds. They need $150,000 to complete the current phase. Crosby Public Library is guaranteed for $166,939 from New York State Public Library Construction. Ninety percent of that will be disbursed to the library in August in the amount of $150,245. Crosby Public Library is requesting a loan for $150,000.

Motion by Mayo, seconded by Duffany, to approve the loan to Crosby Public Library in the amount of $150,000.

Unanimously passed and carried.

12. Central Library Development Budget 2017:
The Central Library Budget is the same as last year. These funds are available to Ogdensburg Public Library and the Flower Memorial Library. This budget was previously approved by the Ogdensburg and Flower Libraries’ board or trustees already.

Motion by Leib, seconded Duffany, to approve the Central Library Development Budget. Passed and carried. Weldon and Hughes abstained.

13. Literacy Volunteers:
Informally, Mr. Bolton has talked to the director of the Literacy Volunteers in Watertown about offering our empty office space. The Literacy Volunteers can use the internet, phone system, etc. The concern they have is transportation of their clients to NCLS. The city bus line does not travel outside of the city. The concern the NCLS Board has is insurance implications and whether a separate liability insurance policy would be needed. The board will consider this proposition as more details become available. The discussion is tabled until the next meeting.

Discussion.

14. Board Nominations:
The deadline for nominations is June 8, 2017.

Procedure.

15. Executive Session:

Motion by Hughes, seconded by Mayo, to enter into Executive Session at 11:59 a.m.

Motion by Hughes, seconded by Weldon, to come out of the Executive Session at 12:17 p.m.

President Marr appointed the following to a Director’s search committee: Weldon, Leib, Mayo, Hughes, and Duffany.

Motion by Hughes, seconded by Mayo, to adjourn at 12:20 p.m.

Unanimously passed and carried.

The next board meeting will be held on June 15, 2017 at 10:00 a.m. at the NCLS Service Center. These minutes will be considered for approval at the June meeting.

Larry Mayo, Secretary