Meeting of the Board of Trustees
North Country Library System
December 13, 2017


STAFF: Stephen B. Bolton, Iolene Tripp, Margo Shepard, Matt Corey, Jerry Schell

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

1. Approval of Agenda
   An Oath of Office was added to the Agenda for John Hammond.
   Motion by Hughes, seconded by Duffany, to approve the agenda revised agenda.
   Unanimously passed and carried.

   Oath of Office
   John Hammond read and signed the Oath of Office.

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

3. Approval of Minutes: September & November 2017
   Motion by Hughes, seconded by Weldon to approve the minutes from September and November 2017.
   Mayo abstained from approving November minutes because of his absence.
   Passed and carried.

4. Reports
   A. Director’s Report
      Stephen Bolton reported on the following:
      - Mr. Bolton and the consultants made the rounds to all of the legislators. The budget for the next year does not look promising. Cuomo is predicting a $5 billion deficit. Senator Ritchie launched a library survey for the library community to participate in. She has also passed legislation adding an Income tax checkbox for people to donate to summer reading. A second piece of legislation from Senator Ritchie that was passed into law requires the Department of Education to complete a survey every five years on the value of libraries.
      - The minimum standards are in the process of being revised. Libraries will have to post budget, policies and minutes on their websites. NCLS has twelve non-automated libraries. According to the proposed Minimum Standards, they will have three years to automate.

   B. Consultant Report
      Matt Corey reported on Grants provided by NCLS.
      - Innovative Services Grant totaled $11,034.36 to ten libraries.
      - Website Tune-Up Grant totaled $3,800 to 38 libraries.
      - Incentive Grant totaled $14,800 to 28 libraries.
The consultants have changed the format of continuing education provided by NCLS. Every third Tuesday will be a continuing education day. There will be a session in the morning and a session in the afternoon with refreshments in-between.

There have been at least 1,000 downloads for the app. Google analytics will show the number of downloads.

C. Jerry Schell

The NCLS Service Center connection for the fiber went live on Sunday. Several libraries will be joining this month and next month. The funding will be fully covered by grants from Senator Ritchie and Assemblymember Jenne.

5. Financial Reports: September and October 2017
   A. Receipts: Mrs. Shepard presented the Receipts for September and October 2017 for board review and approval.
   B. Expenditures: Mrs. Shepard presented the Expenditures for September and October 2017 for board review and approval.
   C. Status of Investments: Mrs. Shepard reported that at the close of October NCLS had total cash and investments of $3,046,593.91 as reported on the October Cash Flow report. FDIC and third party securities covered all investments.

   **Motion** by Hughes, seconded by Leib to accept the Financial Reports for September and October 2017.

   **Unanimously passed and carried.**

   There is a definite retirement date for Steve Bolton, and he will have to be removed from the banking information. The banks request that the minutes reflect the motion of the board to remove Stephen B. Bolton as a check signer as of December 31. The board will also have to approve the addition of new director, Susan A. Mitchell, as a check signer.

   **Motion** by Schwartzentruber, seconded by Hughes to remove Stephen B. Bolton as a check signer as of December 31 and approve the addition of Susan A. Mitchell as a check signer as of January 2, 2018.

   **Unanimously passed and carried.**

7. Vacation for Steve Bolton
   Leib and Marr requested this item included on the agenda for the December meeting. There was discussion concerning additional vacation time to be paid out to Steve Bolton. The board decided on increasing Steve Bolton’s salary for the month of December in the amount of $5,000.

   **Motion** by Hughes, seconded by Leib to approve the increase in Steve Bolton’s salary for the month of December in the amount of $5,000.

   **Unanimously passed and carried.**

8. NCLS to maintain [bolton@ncls.org](mailto:bolton@ncls.org) email for Steve
   This would give Steve Bolton continued use of the email address [bolton@ncls.org](mailto:bolton@ncls.org) that he has been using for a very long time.

   **Motion** by Mayo, seconded by Duffany, to approve the email address [bolton@ncls.org](mailto:bolton@ncls.org) remain Steve Bolton’s email.

   **Unanimously passed and carried.**
9. Annual Audit: Stackel & Navarra
   Stackel & Navarra sent a formal quote for our annual audit in the amount of $8,500.
   **Motion** by Leib, seconded by Hammond to appoint Stackel & Navarra as our auditor at $8,500.
   **Unanimously passed and carried.**

10. Personnel Committee
    Hughes and Leib are the Personnel Committee. They met with the Salary Committee to discuss the staff’s Salary Proposal for 2018.
    **Motion** by Hammond, seconded by Duffany to accept the Salary Proposal as presented.
    **Unanimously passed and carried.**

11. 2018 Budget Proposal
    **Motion** by Hughes, seconded by Hammond to approve the 2018 budget as presented.
    **Unanimously passed and carried.**

12. Board Meeting Schedule 2018
    A proposed Board Meeting Schedule for 2018 was presented as follows:
    - February 15
    - April 19
    - June 21
    - August 16
    - October 4
    - December 6
    **Motion** by Schwartzentruber, seconded by Hughes, to accept the Board Meeting Schedule for 2018.
    Leib abstained from voting on item since he will no longer be on the board.
    **Passed and carried.**

13. Nominating Committee: Board Officers for 2018
    The Nominations Committee, Duane Hughes and Nelson Schwartzentruber, recommend that the current officers be reinstated for 2018: Robert Marr, President; Duane Hughes, Vice President; Lawrence Mayo, Secretary.
    **Motion** by Leib, seconded by Hammond to approve the recommended slate of Board Officers.
    **Unanimously passed and carried.**

    **Motion** by Hughes, seconded by Mayo, to adjourn at 12:05 p.m.
    **Unanimously passed and carried.**

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

Larry Mayo, Secretary