

Minutes
Meeting of the Board of Trustees
North Country Library System
May 29th, 2008 10:00 A.M.

PRESENT: John J. Hammond, President, John H. Cleveland III, Vice-President, Rosalee Boissy, Secretary, Kathy Curro, E. Douglas Holyoke, Jeanne Duffany and Karen Wiley
EXCUSED: Rev. B. Fortune and Warren Leib
STAFF: Stephen B. Bolton, Linda L. Lawler, Amy Degnan, Joan Pellikka, Paulette Roes, Emily Owen and Jerry Schell
GUEST: Barbara Wheeler, Flower Memorial Library and Don Barrigar, Barrigar Contracting

President John J. Hammond called the meeting to order at 10:00 a.m.

1. Approval of Agenda: May 29th, 2008:

Motion by Wiley, seconded by Cleveland, to approve the May 29th, 2008 Agenda.
Unanimously passed and carried.

2. Welcome & Introduction of Guests: Introduced was guest Donald Barriger, who proposed to purchase a van from us with a suggested down payment of \$1,500, and hopes to have it paid off by the end of September.

Barbara Wheeler, Director of the Flower Memorial Library in Watertown was also welcomed and introduced. She presented a mounted poster/card thanking NCLS for their help with the Gates Grant.

Motion by Holyoke, seconded by Cleveland, to authorize Steve Bolton to enter into negotiations with Barriger Contractor Services for the sale of the van for \$7,900 with a contract drawn up by of our Attorney.
Unanimously passed and carried.

3. Approval of Minutes – March 27th, 2008:

Motion by Boissy, seconded by Cleveland to approve the Board Minutes for March 27th, 2008.
Unanimously passed and carried.

4. Business Manager's Report:

A. Status of Investments: Ms. Lawler reported that at the close of April, the North Country Library System had investments totaling \$1,685,558 as reported on the April treasurer's report. FDIC and third party securities covered all investments. As per the April 30, 2008 bank statements, the interest rates were as follows: RNB Money Market 2.02% and Key Money Market Account 2.07%.

B. Bank Report:

- (1) Ms. Lawler reported that she and Steve Bolton met with Patti Houghtaling yesterday in consideration of moving our checking account business from Redwood Bank to Key Bank. Key Bank has a fee based structure but considers the average daily balances in the account to offset the charge, so we are considering switching the General Fund and Trust & Agency checking to Key Bank before the merger between Redwood and WSB takes effect. This is a good time to switch, as new checks will have to be ordered whether we stay with WSB or move to Key Bank, with whom we have great relations with.
- (2) The merger between the Redwood Bank and Watertown Savings Bank will take place in June. On Friday, June 13th, Redwood will be closing their doors on Coffeen Street, which is where we do our business. The transition is supposed to be painless and the RNB checks will be accepted for 60 days, giving us time to order new checks for a Watertown Savings Bank account with new account and routing numbers. Even if we don't keep the check accounts open at WSB Municipal Bank, we may in the future want to open a Money Market Account or purchase CD's when we go out for bid on these products.

Motion by Holyoke, seconded by Curro, to approve naming WSB Municipal Bank as an "official depository institution". KeyBank and HSBC Bank are the two other banks that NCLS conducts business with.

Unanimously passed and carried.

- C. Reduction in Retirement Rates: The NYS Employee Retirement System had income from investments of over 8%. Due to this increase, the estimate for 4/1/08 – 3/31/09 Plan Year are compared to 4/1/07 – 3/31/08:

Tier 1 & 2	11.1% for 2007/2008	8.9% for 2008/2009
Tier 3 & 4	8.9% for 2007/2008	8.0% for 2008/2009

Total savings based on current salaries is approximately \$6,000.

NOTATION: The Budget Revision that was approved at the March Board Meeting is reflected in the Receipts and Expenditures Report for March/April.

5. Financial Reports:

Motion by Wiley, seconded by Cleveland, to accept the Financial Reports for March and April 2008.

Unanimously passed and carried.

6. Old Business:A. Bylaws Revision: Paragraph III.6 Expunged:

Four years ago the Board made some adjustments in terms in order to ensure that both seats from a county would not appear on the ballot in the same year, and also to provide a rotation of one or two seats each year. The paragraph was written to be expunged when these things had been accomplished, and this is reflected in the attached copy of the Bylaws.

B. Construction Project:

Mr. Bolton gave an update on the parking lot construction project. A pre-bid walk through for contractors is scheduled for June 3rd. Bid proposals are due June 19th.

7. New Business:A. Director's Report:

Mr. Bolton reported the following:

- The NYS Library has received about \$621,000 from a \$5 million Broadband Grant to be distributed to library systems in NYS. Each library system is to receive about \$27,000, however NCLS may receive over \$50,000 because some systems do not want the money. Mr. Bolton has had conversations with Verizon concerning the possibility of extending DSL (Digital Subscriber Line) service to Cranberry Lake. The other library without high-speed internet is Osceola.
- Charlotte Garofalo, the Director of the Regional Association of Gouverneur, received the Annual Award for Excellence in Library Service at the NNYLN Annual Meeting last Thursday, May 22nd.
- John Hammond, Jeff Garvey and Steve Bolton made an informational visit to Senator Aubertine. They discussed the importance of providing future increases in funding as permanent allocations.
- Mr. Bolton is discussing the possibility of a shared service of downloadable audio books with the Clinton-Essex-Franklin Library System.

Report.B. Consultant Services Report:

Amy Degnan reported the following:

- The Reference Certification Course was completed May 8th, 2008 and all twenty-two participants graduated receiving a diploma. Press Releases were sent out to their local municipalities and any funding source for the library.
- Steve Bolton and the Consultants completed four Trustee Orientation Workshops and had a great turnout in each county.
- The Incentive Grant for 2007 has been completed and tabulated with eleven of our libraries receiving the full Grant award. The previous year we only five received the full grant, so participation in the Incentive Grant has increased.
- **Constantia:** The Bill to create a library district should be voted on soon in the Assembly and will then move to a Senate vote. The library then will be

able to hold its vote to form a district. We hope that this is going to take place in November at the time of the general municipal election.

- **Osceola**: Amy reported that she met with the Osceola Board this week. They still have not met their minimum standards, including a long range plan, annual report to the community and a printed information brochure. They have still not hired a Director or filled the open trustee position. They are in danger of losing their Charter and registration. If this happens, they will no longer be able to accept tax generated funds. They would lose their County funding, and have already had their State funds withheld.

Joan Pellikka reported the following:

- **Depauville**: Connie Haver in Depauville informed Joan that they are opening on Monday, June 2nd.
- NCLS is planning to present a poster session, Rural Reference Solutions, at the New York Library Association meeting in November.
- Seventeen of our member libraries had Referendums on the school ballots last week in eight school districts. Fifteen of those were successful, which represents a total of \$129,500 in additional funding. There was controversy surrounding the school budget in Carthage this year and it had a negative impact on the Library Referendum. The vote did not pass, affecting Sally Ploof Hunter Memorial Library in Black River and the Carthage Free Library. In the Oswego Library district, voters approved their budget this year representing an increase of \$83,543.

Emily Owen reported the following:

- NCLS gave out \$5,000 in Mini-Grants to twenty libraries for the Summer Reading Program. The Battle of the Books regionals will take place on Saturday May 31st in Gouverneur. Eleven libraries and one hundred sixty-five children are participating this year. We are hoping to expand with a teenage Battle of the Books in the fall.
- Emily will be taking over the St. Lawrence County consulting by next spring. Currently Emily has been attending Board Meetings and has visited fifteen libraries.

Report.

C. Gates Grant:

- Jerry Schell, Information Technology Manager, reported that there are just a few libraries that haven't met their requirements for the Grant. With the extra amount given for the value of each computer, the libraries are going to leverage ninety-six computers into one hundred fifty-two computers this year. NCLS has received ninety percent of the first years funding and will have until August 1st to distribute the funds to the libraries. NCLS expects full payment of the first years funding from the Northern New York Community Foundation in a couple of weeks.
- NCLS has been asked to provide network design and installation services for Oswego's remodeled library, which involved about \$30,000 worth of

equipment including eighteen public computers this year and nine more next year, along with five new staff computers. The library will have full wireless coverage over all three floors for public and staff use. It will be the first NCLS library to use the PC Reservation Software from Envisionwire. This allows a patron to use their library card to reserve time on a public computer. The computers can shut themselves off at night and turn themselves on again during the night for updates. These can also be accessed from NCLS so that if there are any problems, we can take control of any computer and diagnose problems from here. They are hoping to open their doors to the public by June 16th.

Report.

D. Printing Services:

Paulette Roes presented examples of some print materials requested by member libraries, including a large poster that will be offered as part of NCLS printing services.

Paulette Roes also reported the following:

- NCLS will be offering to rent its facilities to interested outside organizations. A brochure showing the room features and fees was distributed.
- Bookmarks and other designed print materials will be made available on the NCLS website. Libraries will be able to click on the bookmark or flyer design, download and print it at their library. NCLS has also improved the Print Request Form so that libraries can fill out their print order and send it to NCLS directly through the website.

Motion by Boissy, seconded by Holyoke, to approve the charges for posters as detailed on Print Shop Printing Services Flyer.

Unanimously passed and carried out.

E. System Survey:

Mr. Bolton summarized the results from the recent survey. He reported the following:

- This year the Member Libraries' response to the System Survey were anonymous. In comparing the survey to previous years, the addition of anonymity does not appear to have made any difference in the substance or tone of the responses. The annual survey was completed by fifty-five of our sixty-five member libraries.
- Patrons are being made aware that they can use the NCLS on-line catalogue from home.
- Twenty-five percent said that they didn't know that they could do an interlibrary loan outside of our ICICILL System. NCLS will have an Interlibrary Loan meeting later this year as a result.
- A high percentage of library patrons are not using the Learning Express Database, which is outside of NOVEL and is one of the few that NCLS pays for along with the Central Libraries. A brochure and poster will be distributed to the libraries to further promote the database.

- Flower Memorial Library subscribes to the EBSCO auto repair database. The member libraries can send them patron requests for car repair. Flower prints out the requested material and sends it to the library via delivery or fax. Fifty-eight percent said they didn't know about this service, so NCLS will be sending out more publicity for it.

F. Trustee Library Visits:

NCLS Trustees traditionally visit a few of the member libraries each year. These visits are informal and offer our libraries a different venue for expressing their thoughts about NCLS services. Mr. Bolton encouraged Trustees to report their findings to him, either by phone, letter or email.

John Hammond suggested that the Trustees attempt to make their visits by Labor Day.

Report.

Motion by Holyoke, seconded by Cleveland to adjourn at 11:52.

Unanimously passed and carried.

The next regular meeting of the North Country Library System will be held July 24th, 2008 at 10:00 A.M., at the NCLS Service Center.

These minutes will be considered for approval at the July 24th, 2008 meeting.