

METROPOLITAN NEW YORK LIBRARY COUNCIL
Board of Trustees Meeting
Tuesday, September 9, 2014
3:00 p.m. to 5:00 p.m.

Minutes (DRAFT)

Present: LaRuth Gray (phone), Joshua Greenberg, Milan Hughston, Norman Jacknis, James Neal, Patricia Skarulis, Ann Thornton

Not Present: Thomas Galante, Betty Rosa, Louis Zacharilla

Staff: Jason Kucsma

Norman Jacknis brought the meeting to order at approximately 3:05 p.m.

Jacknis moved to accept the board minutes from the May 12, 2014 board meeting, seconded by James Neal. The board voted unanimously to accept the minutes.

The meeting began with a finance update from Treasurer, Ann Thornton, who reported that the Finance Committee met on August 27. The committee reviewed the organization's year-end financial position, noting that the organization closed the year with a slight deficit. Jason Kucsma added that the deficit was due, in part, to staff transition and higher-than-expected contributions to New York State Retirement. In reviewing the balance sheet, Thornton stressed that METRO's financial footing is strong. Neal suggested adding a column in future statements that shows absolute variance. Thornton then highlighted the Special Projects Fund, which supports the work of the Empire State Digital Network (ESDN), and asked Kucsma to review how these funds have been used so far and what the plan is moving forward. Kucsma recapped that 3 ESDN full-time professionals had been hired in 2014 with one year contracts. They have made significant progress in the first 4-6 months, but a longer-term commitment from METRO would help ensure that they are able to maintain momentum.

Thornton described a recommendation from the Finance Committee regarding ESDN continuity. Thornton moved that the board earmark an additional \$575,000, spread over 2015-16 and 2016-17, to replenish the Special Projects Fund that will extend ESDN staff contracts. The source of the funding will be METRO's unrestricted general fund, with \$275,000 deducted during the FY 2015-16 and \$300,000 deducted during the FY 2016-17. Neal and Patricia Skarulis seconded. The board voted unanimously to approve the motion.

Jacknis announced that Joshua Greenberg has volunteered to accept the Vice President position of the board. Unanimously, the board voted Greenberg as Vice President.

The board discussed board member growth, recommending new board members, board terms, and term start and end dates. Kucsma brought attention to the document that lists current board members and their terms. Kucsma will work with Jacknis to clarify all term information.

Executive Director's Report:

Kucsma provided a brief update on METRO activities, including:
METRO Annual Conference (January 2015)

National Digital Stewardship Residency Program (first cohort started September 2014)
Personnel updates (including new finance team)
Upcoming METRO Audit (mid-September)
Annual Report (submitted to state)
Grant proposals in-process

Jacknis directed the conversation to METRO's Strategic Plan, stating the need for updates, revisions and possible clarifications. Collectively, the board discussed and suggested that the existing plan is a strong foundation from which to work. Jim Neal urged a careful review and revision of the strategic plan in lieu of simply renewing the existing plan. There was consensus that this approach is a suitable alternative to a more resource- and time-intensive approach. Kucsma suggested that METRO's professional staff is doing environmental scanning year-round in our engagement with members, so they would be able to take a first pass at recommending changes and updates to the existing plan.

Jacknis requested Kucsma and METRO's professional staff spend time examining, revising, refocusing the existing plan. provide a revised first draft by the next board meeting, November 17, 2014. After which, the board will conduct their own revision and refinement process.

The meeting was adjourned at 4:40 p.m.

The next board meeting is Monday, November 17, 2014, 3-5 p.m. at METRO.