

# **METROPOLITAN NEW YORK LIBRARY COUNCIL**

## **Board of Trustees Meeting**

Monday, September 20, 2010

3:00 - 5:00 p.m.

### **MINUTES**

*Present:* Patricia L Francy, Neil Robert Grabois, Hal F. Higginbotham, Milan Hughston, Norman J. Jacknis, Heike Kordish, Thomas W. Galante, Jeffery Olson, Betty A. Rosa, Patricia C. Skarulis

*Not Present:* Sandra Galef, LaRuth Gray

*Staff:* Dottie Hiebing, Executive Director; GP Varshneya, Finance Manager; Lawi Laktabai, Assistant Finance Manager

President Norm Jacknis called the meeting to order at 3:10 p.m. Mr. Jacknis asked for a motion to approve the minutes from the June 30, 2010 Board meeting. Neil Grabois moved and Heike Kordish seconded a motion to approve the minutes, and it passed unanimously.

Mr. Jacknis reported on the search process and stated that he had received about two dozen responses to the job announcement, and the committee has interviewed four candidates. He said that he hopes to bring back finalists in the next couple of weeks. At least one of the candidates is looking at other jobs. He mentioned that the library consortia in New Jersey are merging into one and that may be an advantage for candidates for this job.

Patricia Skarulis reported on the Governance Committee. She pointed out the slate of new members to the Board of Trustees that will be voted on at the Annual meeting. Ms. Skarulis moved to accept the slate; Neil Grabois seconded the motion. It was passed unanimously.

She then reported on the results of the self-survey that had been distributed to Board members. She received seven responses. She elaborated on one issue: the expectation that Board members will contribute something to METRO. She said that not every Board

member contributes, but foundations and other potential funders ask whether METRO has 100% of the Board contributing.

During the Executive Director's report, Dottie Hiebing discussed the book that METRO recently self-published: *Digitization in the Real World*. It will be available to people on Amazon.com and for purchase from METRO. Board members can pick up their free copies on their way out today. Board members made suggestions of who else to give free copies to, including selected State Library staff and members of the Regents' Advisory Council on Libraries.

Ms. Hiebing also discussed the fall catalog of training classes, the digitization grants that METRO will award when the funds come through, website revisions that are taking place and the excellent response METRO has received from members in paying this year's dues.

Hal Higginbotham, GP Varshneya, and Ms. Hiebing discussed METRO's financial position. Ms. Hiebing discussed the funds we've received from the State Library, and how much we anticipate we'll receive in the coming year.

Mr. Higginbotham moved that the Board accept the Financial Statement from the audit firm for 2009-2010 and the accompanying auditor's letter. Patty Francy seconded the motion. Discussion included the excellent work of the finance staff, GP Varshneya and Lawi Laktabai; the information was shared that we have the same audit firm as last year, though we have a new partner overseeing the work.

Mr. Varshneya mentioned the good news that we'll end the year with about \$119,000 in surplus due primarily to a gain on the investment income. Mr. Jacknis mentioned that the major risk to our funding will be during the first three months after the new governor is in office. The Board members voted unanimously to accept the Financial Statement from the audit firm for 2009-2010.

Ms. Hiebing introduced the new "Whistleblower Policy" that was distributed to the Board and was prepared by her and METRO's lawyer. This policy is needed for METRO's 990 IRS Tax Return Report. Hal Higginbotham moved the acceptance of the policy, Patty Francy seconded the motion. One change was suggested: the word "Chair" be changed to "President". The motion passed unanimously.

Ms. Hiebing introduced the discussion with METRO Board member Betty A. Rosa who is Member at Large, New York State Board of Regents, Judicial District XII, Bronx by saying that METRO is extremely fortunate to Ms. Rosa as a Board member. Ms. Rosa distributed two documents to the Board members: "Ready, Set, Graduate", which is a Board of Regents document; and "Race to the Top", a New York State Education Department document; both are dated September 13, 2010. Ms. Rosa and the Board members engaged in a stimulating discussion of her background and her views on the State Education Department and Board of Regents.

Ms. Hiebing reminded the Board members of the Annual Meeting on October 28<sup>th</sup> and of the next Board meeting on December 2<sup>nd</sup> from 3 - 5 p.m. with a holiday dinner following the meeting.

Mr. Jacknis adjourned the meeting at 5:00 p.m.