

METROPOLITAN NEW YORK LIBRARY COUNCIL
Board of Trustees Meeting
Friday, December 4, 2015
1:00 p.m. to 3:00 p.m.

Minutes

Present: LaRuth Gray (phone), Josh Greenberg, Milan Hughston, Norman Jacknis, Shannon Mattern, Jim Neal, Lisa Rosenblum, Patricia Skarulis (phone), Bonnie Tijerina, Kelvin Watson (phone),

Not Present: Mary Lee Kennedy, Betty Rosa, Louis Zacharilla

Staff: Nate Hill, Shelly Mohammed

Norman Jacknis brought the meeting to order at approximately 1:02 p.m.

Jacknis moved to accept the board minutes from the September 3, 2015 board meeting, seconded by Jim Neal. The board voted unanimously to accept the minutes.

Jacknis mentioned he's been speaking with many trustee groups in New Hampshire, Connecticut, and Washington. Many of them have expressed lots of interest in METRO, as people are looking for leadership and innovation in libraries and the knowledge economy.

Nate Hill gave a brief overview of METRO's finances. Hill mentioned that METRO's overall finances are in great health, and diversifying funding and finding other sources of revenue are on the agenda. Shelly Mohammed noted that METRO's recent audit, on September 21, 2015, was successfully finalized and without notes from the auditors. There was no management letter from the auditors. Mohammed echoed METRO's finances are in great health. Jacknis motioned to approve the finance report, seconded by Josh Greenberg. The board voted unanimously to approve the finance report.

Patricia Skarulis asked if METRO is up to date on current non-profit rulings and regulations. She suggested that Hill make an appointment with METRO's legal representation in making sure METRO is abreast of any changes in non-profit law. Jacknis suggested Hill check in with Terry Kirchner of the Westchester Library System to see what changes were made to the WLS bi-laws when lawyers went over the new non-profit rules. There were new policies that the state controller inquired about re: conflict of interest, purchasing, etc. There were many new policies and METRO should be informed. Hill suggested forming a governance or executive committee to review METRO's bi-laws. Jacknis agreed and urged Hill to select dates to meet and further discuss.

Greenberg inquired about METRO's employee health insurance and retirement plan. Mohammed explained that METRO covers 85%, employees cover 15%; one provider – United Healthcare. METRO has a 403(b) with TIAA Cref, where METRO contributes 3%. METRO contributes to the NY state pension as well: \$122,000.00 this year. Employee contribution varies per salary. Employees pay between 3-6% of salary; a defined benefits pension. Skarulis suggested a presentation to the board with a review of METRO's health benefits, what's happening with insurance and changing benefits for employees, rate increases, etc. at the next meeting.

Executive Director's Report:

- New Hire, Diego Pino Navarro (Developer)
 - Contracted from Chile (hourly).
 - No benefits until relocated to New York.
- [Culture in Transit](#)
 - Queens Library: 13 community scanning events at 8 locations. Additional events scheduled.
 - Queens Library: 270 items; Bklyn: 250 items. January events scheduled.
 - Updates on CiT blog.
- [NDSR](#) (National Digital Stewardship Residency)
 - Second year, second cohort.
 - May have residents present for a future board meeting.
- METRO Membership Model
 - Brainstorming with staff on new membership model ideas.
 - Reevaluating/restructuring the model.
 - METRO delivery and how it works.
- ESDN
 - Diversify the way ESDN is funded. It is funded through FY 2017.
 - State archivist is interested in supporting (12,000 items ingested from state archives).
 - Working with DPLA on a NY state presence/location.
 - Approx. 181 Institutions around the state are contributing.
 - Over 205,000 records have been ingested.
- OpenLab Conference Updates
- Advisory Councils
 - Creating new advisory committees as a way to get to know membership.
 - Archives Leadership Council
 - Academic Leadership Council
- METRO Website: New site coming soon.
- METRO Fellowship Program: 5 Fellows, 5 months
 - Board questions, comments, and suggestions:
 - Surfacing from membership to identify areas of interests, as well as leaving room for the random genius who might see what members have not spelled out. A mix of both – individuals who bring amazing ideas, as well as fellows where the content comes from the membership. (Greenberg, Tijerina)
 - Hard time thinking how a fellow would be successful in this unique opportunity without explicitly articulated by and from at least 2 or more members, given the broad pool of members. (Greenberg)
 - We're brokering conversation between fellows and members, and between members themselves. There is a great benefit to strengthening METRO in facilitating conversation across & between members. University of Michigan's [MCubed](#) has a great model for interdisciplinary research; facilitating crosstalk among folks that wouldn't be talking to each other. (Greenberg)
 - Creating new services that haven't been thought of; entrepreneurial/experimental, where some ideas may not find audiences at the end of the program. (Jacknis)
 - Github could be the platform where projects that don't work in one context can reside, be rediscovered, revised and fit in another context. (Mattern)
 - Strategic questions: Since this will be largely funded with state and member funds, how do we represent to those audiences that this is something METRO should be doing? What's the benefit to the state? What's the benefit to the members? What are they getting out of this? We should have answers to those questions. (Neal)
 - Practical questions: Is it our vision that these individuals are METRO employees?

Will they become eligible for unemployment after 5 months. Let's define the nature of these appointments. (Neal)

- Rhizome has a 6 month fellows program and it might be worthwhile to see how their appointments are structured. (Mattern)
- Why 5 months? Why 5 fellows? (Tijerina)
- There is an opportunity to be creative and recast the language around these kinds of programs. Emphasize that this is going to be research based, rather than having 5 geniuses, and using the word innovate! A very different ethos for the framing. (Mattern)
- Suggestion: Speak to [Code for America](#) about their fellowship model, as it relates to fellow travel, location, and work-week requirements. (Greenberg)
- The place where this succeeds or fails is in the recruitment and selection process. Need a clear sense on how we are going to do the matchmaking. (Greenberg)
- For a first pass, we can do an open call for proposal ideas from fellows and an open call for ideas from members. Then, similar to what the Knight Fdn does with the news challenge, have them find each other. Bring in 10 potential fellows for a day-long workshop with the potential institutions, giving both time to talk and see if there is a fit. How can METRO set these up to be as successful as possible from day one of a short fellowship? (Greenberg)
- Clarify the extension. (Neal)
- What are our expectations at the end of the fellowship term? (Jacknis)
- Could be a service design, a process. Not a thing or object. (Mattern)
- Clarify benefits. Are we picking up full benefits for the fellows? Define the relationship carefully so that METRO isn't on the hook financially in ways that we may not be able to predict. (Neal)
- While we're generally flexible on outcomes, we need to have clear outcomes for the fellows, board, and state. (Jacknis)
- Can the program work during the summer months? (Greenberg)
- Evaluate the full time and part time conditions from an HR perspective. (Rosenblum)
- Perhaps we can get our feet wet with a 3-month, intense, summer bootcamp? (Hughston)
- Or, the opposite: a smaller cohort with a longer term. (Tijerina)
- Can we have an associate fellow or some other mechanism for people who are in the area and would like to intellectually participate? (Jacknis)
- Take a stab at one version of the fellowship and try it and learn from it, rather than all the things all at once. (Greenberg)
- What are the incentives for folks (fellows and members) to apply and participate? What are reasonable expectations in terms of an applicant's ability to come to NY from some other city or state for this fellowship? (Neal)
- Think of what your hopes and expectations are for individuals and groups and the amount of time you may need to expend. For example, established and professional cohorts may need less attention than recent graduates. (Tijerina)
- Clarify: Does the extension need to be a part of the initiative? Do we need to hire these individuals and pay benefits? Does that need to be built into the budget? Is 5 the right number of time, the right number of fellows? (Neal)
- Affordable health care plan could be an option for the fellows. They may not have to be employees, as we can deal with them as contractors. (Rosenblum)
- Include a very brief (1-2 lines) section describing what the benefits are to members; how is this useful for them. (Skarulis)
- Make sure people understand that this includes making available to any publications that might be put in academic journals, etc. (Jacknis)

- Will present a refined proposal to the board. (Hill)

Additional comments from the board

NDSR

Greenberg suggested a report on assessing the impact that NDSR projects have had on host institutions.

METRO Membership Model

Jacknis suggested checking to see if state funding is, in part, given to METRO specifically for the delivery service. Skarulis requested a list of heavy users for the delivery service, when looking at new models. Jacknis mentioned there is a policy that the board has to consider regarding how far outside the established library community METRO should go, and changing classes is a policy decision the board has to decide. Jacknis suggested Hill present the board with a proposal for changes in membership.

ESDN

Greenberg asked: Where do the traffic numbers come from? How is usage distributed across the state? A heat map would be helpful. Who are the other peer service hubs operating at the same performance level as METRO? Who is contributing to the DPLA in the same way? A DPLA usage collection reporting tool would be useful for state funding. Neal mentioned that raw data is great, but should be complemented by stories, and asked how is education and scholarship being transferred. Lisa Rosenblum asked how institutions are chosen to participate in DPLA? Jacknis suggested a plan to get the word out about DPLA outside of the library community, education in particular, to make people aware of this great resource. Shannon Mattern noted, similar to the Knight Fdn winners, that METRO/ESDN/DPLA make stories and compelling visualizations and actualizations of things that have been digitized. That would attract institutions and spread the word.

Advisory Councils

Neal suggests targeting working librarians, not necessarily library directors.

Jacknis concluded the meeting by expressing to the board, in order to protect privacy and interference with personal email, they will be receiving metro.org email addresses to use for all metro related correspondence. In addition, the board will be adding 5th and 6th meetings via videoconferencing.

The meeting was adjourned at 3:00 p.m.

The next board meeting will be held on Monday, February 22, 2016, 3-5 p.m. at METRO.

2016 Board Meeting Dates:

Monday, February 22, 2016

Monday, May 23, 2016

Thursday, September 15, 2016

Thursday, December 8, 2016

All meetings, 3:00 p.m. to 5:00 p.m. at METRO