

**Metropolitan New York Library Council
Board of Trustees Meeting
Tuesday , January 22, 2013
3:00 p.m. - 5:00 p.m.**

Minutes

Present: Patricia Skarulis, Ann Thornton, Norman Jacknis, Josh Greenberg, LaRuth Gray (phone), Jim Neal (phone)

Not Present: Colleen Cuddy, Thomas Galante, Sandra Galef, Milan Hughston, Louis Zacharilla, Jeffrey Olson, Betty Rosa

Staff: Jason Kucsma. Law Laktabai, GP Varshneya (via phone)

Norman Jacknis called the meeting to order at approximately 3:10 p.m. Jacknis asked if anyone had any changes or additions to the draft minutes from the September 7, 2012 meeting. With no changes, Jacknis asked if there was motion to accept the minutes. LaRuth Gray moved, and Josh Greenberg seconded. The Board voted to approve unanimously.

Jacknis opened with a discussion about the METRO Annual Conference (METROCON13). Jason Kucsma added that the conference was well-received by the membership, with over 210 attendees. The survey for conference feedback is currently being circulated, and METRO has over 100 responses so far.

Kucsma mentioned that the storm (Tropical Storm Sandy) forced the organization to cancel the Annual Meeting, which allowed METRO to host its Annual Meeting for the membership as part of the Directors Round Table in November at the American Museum of Natural History (hosted by the AMNH Library). At that meeting, the membership voted to re-elect (NAMES) and appoint Colleen Cuddy as the new Board Treasurer.

Cuddy was unable to attend this meeting and deliver the finance report. Kucsma introduced Lawi Laktabai to deliver a summary of METRO's current financial position. Laktabai has been METRO's Finance Assistant for four years, and has accepted an appointment as Finance Manager as METRO's Controller, GP Varshneya retires. Varshneya is currently serving as an on-call consultant for the organization during the transition period.

Laktabai highlighted the following from METRO's income and expense statement:

- METRO has received all the basic aid grants from New York State.
- METRO has not received the Documentary Heritage grant, but the organization expects that to arrive in the near future (activities related to these funds have commenced with this expectation).
- The first payment from METRO's LSTA funds has been received and the balance should be in-hand by the end of February. should be received by March 31.

- METRO's expenses and revenue are meeting expectations at this point in the fiscal year.
- METRO's investments currently reflect an unrealized gain of \$85,000.

Kucsma and Laktabai presented the 990 form, distributed to the Board prior to the meeting. Kucsma asked if there were any questions regarding this form, which does not present any notable changes from year's past. To ensure that the entire Board has reviewed and had a chance to comment on the 990, Kucsma agreed to distribute again via the Board listserv (to be created) before the form needs to be submitted to the IRS by February 15, 2013.

Kucsma directed the conversation to the Policy Statement drafted by the Finance Committee (Higginbotham, Cuddy, Olson). The statement reflects comments made by the board at the September 7, 2012 meeting and has been written by METRO's legal counsel. Gray asked how the fund balance would be reflected on METRO's balance sheet.

Jacknis asked that the policy statement be formally introduced by the Finance Committee via the listserv, where the Board could vote virtually on the statement.

Kucsma discussed the future plans for the Annual Meetings (to be held during the fall instance of the bi-annual Directors Round Table), Annual Conference (annually in January). Thornton read a positive review of the conference from NYPL staff (Director of Reference and Research Services) who attended the conference, and Greenberg mentioned that the Twitter feed for the conference was active and prominent in his professional feed.

Kucsma presented the *Strategic Plan Snapshot, January 2013* (attached). The snapshot focuses on new initiatives launched since Kucsma assumed role of Interim Director in April 2011 to the present.

Neal asked about the "M" in LAMs (Libraries, Archives, Museums). Kucsma replied that there are a number of museum libraries as members, but that there are opportunities for METRO to cultivate membership from the full museums in NYC. Jacknis discussed open data and the role that METRO could play in facilitating access to and use of open data resources.

Thornton thought the snapshot document was a useful tool and recommended finding a way to make this information accessible to the larger membership. Greenberg recommended developing a document that links to discrete initiatives mentioned in the document.

Greenberg also mentioned that the notable omission here is METRO's engagement with the DPLA (Digital Public Library of America). Thornton agreed that this is an area METRO could help the long tail of membership get involved in this national project. Kucsma agreed and mentioned that METRO's Digital Services Manager is working on this. Neal recommended forming a task force of Board members, METRO staff, and the Digital Services Advisory Council to explore how the organization can take a leadership role in this arena.

The Board went into executive session at 4pm and concluded business at 4:30.