

**METROPOLITAN NEW YORK LIBRARY COUNCIL**  
**Board of Trustees Meeting**  
**Thursday, February 28, 2019**  
**3:00 p.m. to 5:00 p.m.**

**Minutes**

**Present:** Nick Buron, Stephen Bury, Greta Byrum, Valeda Dent (phone), Donna Gibson, Josh Greenberg, Nicholas Higgins, Brian Kenney, Shannon Mattern, Leah Meisterlin (video)

**Not Present:** Caryl Matute, Jim Neal

**Staff:** Nate Hill, Shelly Mohammed

Shannon Mattern brought the meeting to order at approximately 3:08 p.m.

After brief introductions, Mattern motioned to accept the minutes from the December 17, 2018 board meeting. Moved by Nick Buron and seconded by Josh Greenberg, the board voted unanimously to accept the minutes.

**President's Update:**

- Arts in Libraries event at METRO. Saturday, March 9, 2019
- [Maintainers III](#): Practice, Policy and Care Conference. Oct. 6-9 in Washington, DC

**Finance Update**

Josh Greenberg mentioned there were no surprises in the financial statement and METRO's finances are stable. Greenberg briefly noted the fees-for-service line, highlighting the goal for space rentals had been met. Shelly Mohammed stated METRO's audit was a success and there were no management letter comments.

**Personnel Policy Changes:**

There are slight changes in the personnel policy pertaining to METRO's workweek. Mattern motioned to accept the changes. Moved by Buron and seconded by Bury, the board voted unanimously to accept the updated policy. The changes apply to the section below:

- III. Conditions of Employment
  - A. Work Week

**Executive Director's Report:**

- Space rental updates
- Margaret Sullivan updates
- Sunsetting ESDN
- Staff updates
- Preserve this Podcast launch in March
- Delivery updates
- Title Referral cards are now online
- Airtable and membership

**Archipelago demo and discussion**

The meeting was adjourned at 4:17 p.m.

**2019 Board Meeting Dates**

Thursday, May 2, 2019

Monday, July 29, 2019

Tuesday, September 24, 2019 (virtual)

Monday, November 18, 2019

Thursday, December 19, 2019 (virtual)

*All meetings are 3:00 p.m. - 5:00 p.m. at METRO.*