

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 21, 2013
MVLS Service Center

MINUTES

PRESENT: Gordon Beebe, Sarah Beekman, Jane Borrelli, Cheryl Cufari, Mary France, Patty Franco, Marion Grimes, Bonnie Kerr, Barbara Madonna, Ellen McHale, Janet Sand, and Eric Trahan, Director.

EXCUSED: Betty Cleary, Debby Wyngowski

GUESTS: Kathy Insero, Sue Rokos

BUDGET HEARING

Cheryl Cufari called the Hearing on the 2014 Proposed Budget to order at 9:30 AM.

Eric Trahan presented the 2014 Proposed Budget. (attached) Eric noted there was very little change from the previous year. Bullet Aid and LSTA were omitted. Other grants can be added if received. Members Joint Automation Equipment is estimated lower due to the purchase of new computers and equipment in 2013 as older computers will not be supported after April. State aid revenues are projected at 2013 actual amounts.

Expenditures show the 2014 Salary and Benefits line includes contract charges as of January 1, 2014 for a raise which is tied to the CPI. The Benefits line is increased due to a substantial annual retirement payment. Book expenses depend on when CBA funds are spent. There was a spending lag at Central in 2013. Insurance has a slight increase. The Consultant/Professional fees, Supplies and Travel show a decrease for 2014 due to grant projects ending. Delivery has a small increase. Joint Automation Fees will remain the same.

Eric stated the MVLS Foundation was not incorporated into the budget. Amendments can be made if needed. He noted finances were reasonably stable, but there were no new funds to do new things.

The budget hearing was adjourned at 9:45 AM.

BUSINESS MEETING

President Cheryl Cufari called the meeting to order at 9:45 A.M.

2014 MVLS BUDGET

Cheryl Cufari presented the following:

MOTION: To accept the 2014 MVLS Budget as presented.
Kerr/Franco. Passed.

Barbara Madonna moved, Patty Franco seconded, approval of the October 17, 2013 minutes as presented. All approved.

The **Director's Report** for October was distributed prior to the meeting. Eric Trahan also reported the following:

- Copies of the CSEA Contract were available.

- Representatives from New York Council of Non Profits (Flex Plan and health insurance) and New York State Deferred Compensation Plan (Retirement) did presentations to employees. These benefits will begin in January 2014. Staff discussed an employee funded dental plan through NYCON.
- Eric has been visiting member library Board of Trustees. He also went to the Broadalbin Book Station to encourage them to become an approved reading center.

Cheryl Cufari introduced Ron Barrows from The Barrows Group to discuss his proposal for guidance and assistance to establish the MVLS Foundation.

Cheryl Cufari presented the following:

MOTION: To accept the proposal from The Barrows Group and to begin the process of establishing the foundation.
Madonna/Kerr. Passed.
Yes - 8
Abstained - Barbara Madonna and Janet Sand
No – Mary France

Cheryl asked for volunteers to serve on the Ad Hoc Committee. They can contact her via email.

TREASURER'S REPORT: Ellen McHale presented the Statements of Financial Position for October 2013 and Payment Schedules for October 2013. She reported expenditures are routine and noted the 10% LLSA was outstanding and CLDA has not been expended.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2013. Committee. Passed.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$199,415.59. Grimes/Franco. Passed.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS: Marion Grimes reported a letter is being developed for the awards.

BUILDING & EQUIPMENT

Eric Trahan stated there were no issues with the building or grounds. Snow clearance bids are being reviewed.

LIBRARY SERVICES: Patty Franco stated the Committee is meeting after the business meeting to discuss the Library Collections Policy and will meet in January to discuss the construction grants.

PERSONNEL

Cheryl Cufari stated Eric's evaluation is due to her by early January. Evaluation forms were distributed. She will email copies upon request. Eric will provide his thoughts and goals. The staff recognition will be done in February.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 13, 2013. The 2015 fees were approved by the Council to be .09 per item and .11 per circulation. The circulation fee was increased .01 cents.

MOTION: To approve the 2015 Joint Automation Project circulation fee increase of .01.
Madonna/McHale. Passed.

Eric stated Michael Burnett has resigned from the Joint Automation Council. He presented the following:

MOTION: To appoint Erica Wing to the Joint Automation Council.
France/Sand. Passed.

NEW BUSINESS**NYCON DELTA DENTAL PLAN**

MOTION: To approve employee funded access to the NYCON plan for Dental Insurance.
Madonna/Grimes. Passed.

MVLS GOALS

Eric Trahan presented the Planning for 2014 System Goals document which is based on the MVLS Plan of Service. The first topic is resource sharing. Eric asked for input from trustees. Topics will be sent via email by Eric and all comments will be copied to all trustees for further input. Mary France commended Eric for providing a very informative and useful goal setting document.

During **Privilege of the Floor** Gordon Beebe announced former MVLS Board member Evelyn Riccio of Amsterdam had passed away. He noted there was a great turn out for the Amsterdam Free Library 110th year celebration. Bonnie Kerr shared news articles of member libraries and noted Senator Cecilia Tkaczyk promised aid for Fort Plain.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:25 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 16, 2014**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Patty Franco, Secretary