

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

September 20, 2012

MINUTES

PRESENT: Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Mary France, Patricia Franco, Barbara Madonna, Ellen McHale, Janet Sand, Jean Wildgrube and Eric Trahan, Director.

EXCUSED: Marion Grimes, Bonnie Kerr, René Roser

GUESTS: Kathleen Insero, Sue Rokos

President Cheryl Cufari called the meeting to order at 9:30 am. She introduced Tom Gessick and Glenn Winter, from T.M Byxbee who presented the 2011 Audit Review Report. A draft report was distributed to trustees and was sent electronically before the meeting. He explained the three levels of audit reporting. Tom noted because we report on a cash basis, property and equipment were not recognized in this review report. There was a delay in state aid received which showed late expenditures for member library grants. Tom stated MVLS was financially healthy and there were no causes of concern.

2011 AUDIT REVIEW

Cheryl Cufari presented the following:

MOTION: To approve the MVLS 2011 Review Report as presented.
France/Wildgrube. Passed.

Tom Gessick discussed the MVLS/SALS Joint Automation Project Review Report and stated nothing came to the auditor's attention worth noting.

Cheryl Cufari presented the following:

MOTION: To approve the MVLS/SALS Joint Automation Project 2011 Review Report as presented.
Madonna/France. Passed.

Cheryl Cufari thanked Tom Gessick and Glenn Winter and stated the Board is pleased with the reports.

Janet Sand moved; Barbara Madonna seconded approval of the minutes from August 22, 2012 as presented. All approved.

The **Director's Report** for August was distributed before the meeting. Eric reported:

1. Lois Gordon and Val Catlin are attending a workshop to train library staff to better teach digital literacy to their patrons.
2. Library Development is changing the process for Family Literacy and LSTA grants. Family Literacy amounts will be predetermined but systems will still need to apply.

Barbara Madonna reported the **Directors' Council** is meeting October 4, 2012.

During **Privilege of the Floor**, Betty Cleary shared newspaper articles of events from several member libraries. A lot of fundraising is being done by several member libraries. Cheryl Cufari noted the NYSCA Book Discussion programs that were held over the summer were excellent, as were the presenters. She thanked Lois Gordon for coordinating such a great program. Cheryl stated the Schenectady County Public Library OCOB program book vote is ending September 30. Cheryl noted Terri Flower has retired from MVLS. She sent a card from the Board. Janet Sand stated the Cobleskill Library is also having a basket raffle.

TREASURER REPORT

Ellen McHale gave the Treasurer Report. Most state aid has been received. The Supplemental Aid has not been released yet. The \$22,400 audiobook expense was not included in the budget, but was funded by the member libraries. The salary line will be reduced due to staff leaving.

COMMITTEE REPORTS

AUDIT AND FINANCE

Ellen presented the Financial Statements for August 2012 and Payment Schedule for August 2012.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for August 2012.
Committee. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #8 for August in the amount of \$162,204.29.
Cleary/Madonna. Passed.

The Audit & Finance Committee is meeting today to discuss the 2013 Budget.

LIBRARY SERVICES

Patty Franco reported a meeting was held September 18, 2012 to discuss and approve amounts for Public Library Construction grants. \$370,586 is available. The system Plan of Service was also addressed. A draft copy was electronically distributed by Eric prior to the meeting. Patty thanked Lois and Eric for their work with the committee.

PERSONNEL

Cheryl stated Eric's evaluation will be due to her in December and presented to Eric in January.

JOINT AUTOMATION COUNCIL

Eric reported there was not a quorum. The Council reviewed the draft Audit Review Report. The Draft 2013 Budget was discussed. It does include a fee increase as servers and other equipment need to be updated in 2014. One staff position may be filled later in the year if needed. This amount was kept in the budget for 2013. The Ad Hoc Committee will begin to meet regarding ongoing financial issues.

NEW BUSINESS

PUBLIC LIBRARY CONSTRUCTION GRANTS

Cheryl Cufari presented the following projects being recommended for approval by the board distributing the \$370,586 allotment.

1. Sharon Springs: \$27,829 for accessibility and paving
2. Cobleskill: \$31,065 for asbestos abatement
3. Gloversville: \$200,374 for window replacement
4. Schenectady: \$111,318 for sidewalk project

MOTION: To accept the Committee's recommendations for Public Library Construction Aid allocating the \$370,586 as presented.
Committee. Passed.

2013 – 2017 PLAN OF SERVICE

Cheryl Cufari presented the following:

MOTION: To approve the 2013 – 2017 Plan of Service as presented.
Committee. Passed.

JOINT AUTOMATION COUNCIL APPOINTMENT

MOTION: To approve the appointment of Mary Ann Warner to the Joint Automation Council.
Wildgrube/France. Passed.

JOHNSTOWN PUBLIC LIBRARY VARIANCE

Eric Trahan reported the Johnstown Public Library needs to submit a waiver to the Department of Library Development stating they are constructing a new Plan of Service to comply with Minimum Library Standards. This will aid in the release of the last 10% of state aid for the system.

MOTION: To approve submitting a variance stating the Johnstown Public Library is working on their Plan of Service.
Cleary/Madonna. Passed.

EXECUTIVE SESSION

Cheryl Cufari presented the following:

MOTION: To enter Executive Session to discuss contractual issues at 10:30 AM.
Cleary/Madonna. Passed.

MOTION: To exit Executive Session and resume the business meeting at 10:50 AM.
Madonna/Cleary. Passed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:52 A.M.

Respectfully submitted,

Patty Franco
Secretary

NEXT MEETING:

Date: Thursday October 18, 2012

Time: 9:30 AM

Place: MVLS Service Center