

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

January 21, 2010

MVLS Service Center

**MINUTES**

**PRESENT:** Margaret Carballeira, Betty Cleary, Patty Franco, Barbara Germain, Colleen Izzo, Ellen McHale, René Roser, Harold Wusterbarth, and Carol Clingan, Director.

**EXCUSED:** Lisa Cardilli, Marion Grimes, Robin Kappler, Dusty Putnam, Carol Raphael

**GUESTS:** Kathy Insero, Sue Rokos.

President Betty Cleary called the meeting to order at 9:35 a.m.

The minutes of the November 19, 2009 meeting were accepted as submitted.  
Germain/Izzo. Passed.

The **Directors Report** was distributed prior to the meeting. Carol noted she was back to work full time and thanked the Board for their consideration of her needs. She reported:

- **State Aid:** The 12.5% mid-term cut to library aid through the state Deficit Reduction Plan was applied retroactively to all library aid, resulting in a 4.6% cut. That deduction will be made from unreleased library aid.
  - Anticipated another \$185,251 in unreleased aid to the system (Outreach, LSSA, and Supplemental Aid. Adjusted amount will be: 176,627. We will recoup \$7,335 from CLD/CBA and \$3,181 from Automation since full funds were paid out for those programs. Total \$186,143.
  - Local Library aid is also cut and likely will be deducted from the final payment. State Aid to Public Libraries has decreased from \$.31 per capita to \$.27 per capita.
- **Governor's Budget:** Executive proposal includes cuts to library funding of about 4%.
- **NYLA Legislative Lobby Day:** Scheduled for Tuesday, March 2, 2010. Schedule of appointments to be announced. Trustees were asked to remind library supporters, staff, and fellow trustees to attend.
- **Gates Grants:** All participating libraries have met grant requirements. Since Cobleskill dropped out of the grant, the \$5200 the library was to receive will be deducted from final payment. (We received 90% of original grant figure.) MVLS administrative fee was not reduced. Payment forms have been filed and libraries will receive their final payments in the next MVLS payment run.
- **NBT:** Sent MVLS notification of phishing incident. Passwords were changed and MVLS has a very good system in place to control accounts. Electronic payments are only done for ADP (payroll).
- **Ramp:** The deteriorating concrete has been repaired. J Luk has sent MVLS a letter to sign-off on the project. After discussion it was decided to delay signing-off until winter is over to assure the repair stays intact.

Barbara Germain reported for the **Director's Council**. Directors and staff had a very productive meeting January 7, 2010 following the Best of the Best 2009 workshop. She thanked MVLS for purchasing the disc cleaner/repair machine, noting it will save the libraries money by not

discarding and/or purchasing replacement cds and dvds. Barbara thanked the MVLS staff for assisting with the Gates Grants and noted Carol Clingan makes sure requirements are met. Joint Automation issues were also discussed with Michele Largeteau at the meeting. A toll free 800 number for Joint Automation support was approved by the Joint Automation Council.

During **Privilege of the Floor** Betty Cleary presented newspaper clippings about the member libraries and a letter to her from Assemblyman Mark Butler regarding library budget cuts. Betty suggested presenting children's colored posters to state representatives on NYLA's Lobby Day showing the importance of libraries to children and their families. They would be produced by children in storytimes at member libraries. Sue Rokos will produce a "master" for libraries to download and copy.

Barbara Germain noted Carol Clingan and Sue Rokos presented the Best of the Best 2009 workshop January 7. Carol Clingan will present her list at the Johnstown Public Library book discussion group in June. Colleen Izzo complimented the Gloversville Public Library staff for their wonderful treatment of tutors and students using the library. Margaret Carballeira noted the Schoharie Library program with community residents presenting a fifteen minute review of their favorite book.

**Carol Clingan** presented financial statements for November and December 2009 and Payment Schedules for November and December 2009. She reviewed the year-end statement and noted income was down but expenses were also kept down. State funds of approximately \$186,000 are due to MVLS. Interest budgeted was not met due to non-receipt of funds, lower interest rates. Expenses for building repair will be partially recouped through the State Construction Grant for the garage project.

Carol reported two signatures are needed for each CDARS investment. Paperwork must be resubmitted for reinvestment as there is no automatic reinvestment when CDs mature.

## COMMITTEE REPORTS

### AUDIT AND FINANCE

#### Statements of Financial Position:

**MOTION:** To accept for audit the Statements of Financial Position for November and December 2009.  
Germain/McHale. Passed.

#### Payment Schedules:

**MOTION:** To approve Payment Schedule #11 for November in the amount of \$83,646.13 and Payment Schedule #12 for December in the amount of \$96,867.50.  
Franco/Wusterbarth. Passed.

Betty Cleary raised the issue of the 2009 audit. Discussion followed on the need for a full audit versus a review. Carol Clingan has asked T.M. Byxbee for quotes for a full audit and a review. Byxbee is interested in handling this for the 2009 year. Consensus of the board was that a full audit was expensive and unnecessary. However since actual costs are not yet available, the matter will be discussed further at the March business meeting. Since this also effects the Joint Automation Project, waiting until March will allow the issue to be discussed at the next Joint Automation Council meeting.

### BUILDING&/EQUIPMENT

René Roser reported the garage door project is complete. The garage is now warmer for the delivery staff. Outside lighting in the rear parking lot has been repaired. The boiler circulator has been repaired and installed.

**LIBRARY SERVICES**

No report.

**PERSONNEL**

Betty Cleary announced that the Committee would meet at the conclusion of the business meeting.

**JOINT AUTOMATION COUNCIL**

Carol Clingan reported the Joint Automation Council met January 12, 2010 and noted financials were available. Revenues were under budget by \$3,682.93 due to state aid cuts and decreased interest. Expenditures were also under budget by \$15,125.32; budget had projected deficit of \$147,489, actual amount was a deficit of \$136,046.60. Deficit was planned due to purchase of equipment.

Council approved the purchase of an 800 number for computer support (no budget affect, cost can be accommodated within current telecom budget line). JA Intranet to be revised to be more user friendly. User group meetings planned for spring.

The 2008 final audit document is available at MVLS. The contents are the same as the preliminary draft presented by the auditor.

**UNFINISHED BUSINESS****APPROVAL OF 2010 MVLS BUDGET**

**MOTION:** To approve the 2010 MVLS Budget as presented at the November 19, 2009 meeting.  
Germain/McHale. Passed.

**NEW BUSINESS****NOMINATING COMMITTEE**

Betty Cleary appointed Margaret Carballeira and Ellen McHale to the Nominating Committee. Barbara Germain and Patti Franco's terms expire this year and are eligible for re-election. Carol Raphael and Dusty Putnam's terms expire this year; they are ineligible for re-election.

**AWARDS COMMITTEE**

Barbara Germain reminded the board that the nomination forms for the MVLS Trustee and Library Recognition Awards are on the MVLS website. Trustees were asked to encourage member libraries to submit nominations by March 26, 2010.

**LSTA APPLICATION AUTHENTICATION**

MVLS is applying for the annual Summer Reading Mini-grant funded through LSTA funds granted to New York State. This grant will provide programming, posters, and a summer reading workshop for member libraries.

**MOTION:** To authenticate the LSTA Summer Reading Mini Grant application in the amount of \$6,000.  
Izzo/Carballeira. Passed.

**WHISTLEBLOWER POLICY**

MVLS attorney Kathryn McCary drafted the Whistleblower Policy that was distributed prior to the meeting.

**MOTION:** To accept the Whistleblower Policy as presented.  
McHale/Germain. Passed.

**TIME AND PLACE OF NEXT MEETING:**

Date: March 18, 2010

Time: 9:30 a.m.

Place: MVLS Service Center

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Patti Franco, Secretary

## WHISTLEBLOWER POLICY

The Mohawk Valley Library System Board of Trustees recognizes that employees have an important role to play in assuring that the System is operated in accordance with the law and the System's own policies, and therefore adopts this Whistleblower Policy to protect an employee who reports in good faith a reasonable belief that applicable law, or System policy, is being violated.

In order to be protected under this policy, an employee must report a reasonable belief that

- a policy, practice or activity of the System is in violation of applicable law;
- an action taken on behalf of the System is in violation of existing System policy;
- an individual or entity with which the System has a business relationship has, in the course of that relationship, violated applicable law.

The report must be in writing, and directed to the Director and the Board President; the report may also be provided to any other member of the Board.

The System will investigate the report, and take such action as may be appropriate with respect to the subject of the report; the System will inform the employee of the action taken, to the extent that it can do so.

The System will not take adverse action against the employee based on the report, or on objectively reasonable follow-up activities undertaken by the employee in good faith, so long as the employee filed the report and allowed the System a reasonable period to investigate and take action before initiating such follow-up activities.