

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

March 18, 2010
MVLS Service Center

MINUTES

PRESENT: Margaret Carballeira, Lisa Cardilli, Betty Cleary, Cheryl Cufari, Patty Franco, Barbara Germain, Colleen Izzo, Ellen McHale, René Roser, and Carol Clingan, Director.

EXCUSED: Marion Grimes, Robin Kappler, Dusty Putnam

GUESTS: Kathy Insero, Sue Rokos.

President Betty Cleary called the meeting to order at 9:35 a.m. She reported Carol Raphael and Harold Wusterbarth from Schenectady County have resigned.

Barbara Germain presented the following:

MOTION: To accept with regret the resignations from Carol Raphael and Harold Wusterbarth.
Germain/Carballeira. Passed.

Betty introduced and welcomed Cheryl Cufari from the Schenectady County Public Library.

MOTION: To elect Cheryl Cufari to fill the unexpired term of Harold Wusterbarth representing Schenectady County.
Germain/Izzo. Passed.

The minutes of the January 21, 2010 meeting were accepted as submitted.
Germain/Franco. Passed.

The **Director's Reports** for February and March were distributed prior to the meeting. Carol reported:

- **NYLA Legislative Lobby Day:** Thank you to all who attended. The Cooperative Bidding Bill, allowing library systems to do cooperative bidding for their members passed the Senate, and is now in the Assembly. This was one of the non-monetary priorities presented by NYLA.
- **Snapshot NY and Petition:** Please continue to encourage folks to sign the online petition against further cuts to library aid. Comments from petition signers revealed that people in this area love their libraries.

Thanks to libraries that participated by submitting statistics and put photos on NY Essentials website. Schoharie and Canajoharie have photos posted. There is a link on the MVLS web site.

- **Computer Failures:** MVLS had two computers fail last week. JA staff was able to repair one, and we are ordering one replacement machine.
- **Legislative Grant:** Senator Farley has secured a legislative grant to JA for \$10,000 that will be used to replace the email server.

- **NY Association of Library Boards' Trustee Institute:** The annual Trustee Institute is in Long Island. MVLS is a member, so MVLS Trustees can register at the member rate. A new edition of the Trustee Handbook will be released at that time. MVLS is ordering copies for members. The new handbook is longer and includes more information on finances.

Barbara Germain stated all New York State public libraries and systems are required to file an annual report to the state comptroller's office. A lot of time was involved as the annual report for the Division of Library Development and the comptroller's report are different, even to the financial codes needed. Barbara worked with the Johnstown City Treasurer and has sent comments asking that these two state agencies work together so that one report can be used for both. Carol Clingan reported there is a group working to hopefully establish one report for both entities. The Comptroller's Report is not required of association libraries.

Barbara Germain reported for the **Director's Council**. She thanked Sue Rokos and coordinators for the Summer Reading Program workshop and writing the LSTA grant to provide funding for programs. Staff that attended the workshop left with great ideas for children programming. Lois Gordon was thanked for coordinating the NYSCA book discussion program which member libraries appreciate very much. Barbara noted Lois is also working with Ellen McHale, NY Folklore Society, on an Arts Grant.

During **Privilege of the Floor** Barbara Germain announced the Johnstown Library's Storybook Sundae will be held Sunday, March 21, at FMCC. Themed baskets for the raffle can be viewed on their blog (<http://johnstownpubliclibrary.blogspot.com/>). Betty Cleary presented newspaper articles about the member libraries.

Ellen McHale announced the Folklore Society is collaborating with MVLS to apply for an arts grant through the Laura Jane Musser Foundation to provide Folkarts of the Natural Environment for member libraries. Ellen is also working with Schenectady on the One County One Book program and showcasing the Ohio State University Traveling Storybox at the Diversity Fair.

Carol Clingan presented the revised December 2009 statement with changes to Outreach, Institutions and Correction expenditure lines. She also presented financial statements for January and February 2010 and Payment Schedules for January and February 2010. Carol noted the inflated figure in the Benefits line is due to the annual state retirement payment made in January. The words *Previous Year* replace dates in the description column noting state aid income received after December. The Treasurers Report (on green paper) breaks out each MVLS account including our CDARs investments. Cash balance as of the end of February is \$492,872.88.

MOTION: To accept for audit the revised Statement of Financial Position for December 2009.
Germain/McHale. Passed.

COMMITTEE REPORTS

AUDIT AND FINANCE

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for January and February 2010.
Izzo/Carballeira. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #1 for January in the amount of \$125,459.94 and Payment Schedule #2 for February in the amount of \$84,215.04.
Franco/McHale. Passed.

AWARDS COMMITTEE

No nominations have been received so far. Barbara Germain reminded the board that 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. Winners will be announced at the annual dinner meeting on May 12, 2010.

BUILDING&/EQUIPMENT

René Roser reported MVLS has experienced savings on heating expenses for the season. The concrete in the front of the building has held up over the winter. The annual walk-about will be in June.

LIBRARY SERVICES

No report.

NOMINATING COMMITTEE

Margaret Carballeira reported all board vacancies have been filled. Trustees are elected at the annual dinner.

PERSONNEL

No report.

JOINT AUTOMATION COUNCIL

Carol Clingan reported the Joint Automation Council met March 9, 2010. JA financial statements were available. Committees are working on procedural matters. Older computers (some as old as 6 years) are still being used by libraries at considerable risk since they are no longer easily repairable or supportable by JA. JA will be contacting libraries for an inventory of computers in use both by staff and the public to determine how many older workstations are still in use.

UNFINISHED BUSINESS**2009 AUDIT**

Carol Clingan reported the following quotes were provided by Tom Gessick of T.M. Byxbee Company for the 2009 audits of Joint Automation Project and MVLS. Prices are given both for a full audit and for an audit review engagement. A document entitled Understanding Compilation, Review and Audit was included with meeting materials explaining the difference in reporting.

MVLS Audit \$6450; Review \$3400. MVLS audit price includes filing IRS 990 form.
JA Audit \$4800; Review \$2600.

JA is opting for review with third party verification (verification of the bank of balances as of the end of the year).

Barbara Germain presented the following:

MOTION: To proceed with a review with third party verification for both MVLS and Joint Automation.

Germain/McHale. Passed.

TM Byxbee will also prepare the IRS 990 form for MVLS.

NEW BUSINESS

ELECTION OF TREASURER

MOTION: To elect Margaret Carballeira as Treasurer of the Mohawk Valley Library System. Germain/Cardilli. Passed.

JOINT AUTOMATION COUNCIL REPRESENTATIVE

MOTION: To appoint Cheryl Cufari to represent the Mohawk Valley Library System on the Joint Automation Council. Carballeira/Franco. Passed.

TRUSTEE AND COMMITTEE LIST

A revised Trustee List and Committee List were distributed with meeting materials.

LSTA APPLICATION AUTHENTICATION

MVLS is applying for an LSTA Service Improvement Invitational Grant entitled Taking the A Train: Meeting 21st Century Library Needs that will provide training (primarily in technology) for member libraries.

MOTION: To authenticate the LSTA Service Improvement Invitational Grant application in the amount of \$11,400. McHale/Germain. Passed.

CONFLICT OF INTEREST POLICY

MVLS attorney Kathryn McCary drafted the Conflict of Interest Policy that was distributed prior to the meeting.

MOTION: To accept the Conflict of Interest Policy as presented. Cufari/Izzo. Passed.

TIME AND PLACE OF NEXT MEETING:

Date: April 15, 2010

Time: 9:30 a.m.

Place: MVLS Service Center

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Patti Franco, Secretary

Conflicts of Interest

Terms used in this Policy have the following meanings:

OFFICER means a member of the Board of Trustees.

EMPLOYEE means a person employed by the Mohawk Valley Library System.

INTEREST means a financial or other material benefit which will accrue to the Officer or Employee, a Family Member, or a Business Associate from that contract or transaction.

FAMILY MEMBER means the Officer's or Employee's ancestors, descendants, siblings, spouse, or any person living in the same household with shared financial arrangements.

BUSINESS ASSOCIATE means any for-profit or not-for-profit entity of which the Officer or Employee is an employee, owner, or member of the governing board, except that under no circumstances shall a member library be considered a Business Associate of any Officer for purposes of this policy. Further, a publicly-traded corporation shall not be considered a Business Associate if the total amount of stock in that corporation owned by the Officer or Employee and all the Officer=s or Employee=s Family Members and Business Associates is five percent (5%) or less of the issued and outstanding stock of the corporation.

MANAGEMENT means the negotiation, preparation, authorization, approval or implementation of a contract or other transaction, or the authorization, approval or processing of payment under a contract or for any other transaction.

An Officer or Employee who has an Interest in a contract the Mohawk Valley Library System has entered into or proposes to enter into, or a transaction the System has undertaken or proposes to undertake, shall disclose the nature of that Interest to the Board of Trustees, and shall not participate, directly or as part of a group, in the Management of that contract or transaction.