

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

October 18, 2012

MVLS Service Center

**MINUTES**

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

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

President Cheryl Cufari called the meeting to order at 9:30 am.

Barbara Madonna moved; Jane Borrelli seconded approval of the minutes from September 20, 2012 as presented. All approved.

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

1. MVLS has received approximately 25 applications for the Clerk position. Only 8-9 applicants meet requirements. Interviews will be starting.
2. DLD requested minor edits on the MVLS Plan of Service. Revisions will be completed and ready for approval at the November meeting.
3. The CSEA negotiations will be starting on November 13, 2012.
4. Sharon O'Brien will be out of the office for 2 weeks. She is getting married.

Barbara Madonna reported the **Directors' Council** met October 4, 2012. It was a lively, longer meeting as there are new directors and it was a great "sharing" session. Topics discussed were: collaborating; friends groups; digital literacy workshops that provide training for library staff; e-books; Overdrive; and member library funding amounts for rotating collections and down-loadable books. Karen Bradley is the new Director of the Schenectady County Public Library.

During **Privilege of the Floor**, Betty Cleary shared newspaper clippings of events from member libraries. Barbara Madonna reported the Gloversville Public Library fundraiser event made over \$28,500. It will be used for the window replacement project. Barbara met with Karen Bradley of Schenectady to discuss a One County Book program for Gloversville. She noted several upcoming programs being held in Gloversville. Cheryl Cufari reported the Schenectady County Library is preparing to announce the One County One Book winning title and has scheduled a meeting with school librarians to discuss networking and programming. Sarah Beekman shared copies of the Gazette article written by Susannah Risley highlighting public libraries.

**TREASURER REPORT**

The September Financial Statement will be available at the November meeting. Ellen McHale reported most state aid received was transferred into CDARS. The Bullet Aid has not been received.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #9 for September in the amount of \$131,267.21. Madonna/Kerr. Passed.

**COMMITTEE REPORTS**

**AUDIT AND FINANCE**

The proposed 2013 Budget is being prepared for the November meeting.

## **BUILDING & EQUIPMENT**

René Roser reported the furnace was turned on. A new snow removal contract has been signed at a lower cost for MVLS.

## **PERSONNEL**

Contractual negotiations have started. Cheryl asked trustees to continue collecting data for Eric's review. Evaluations are due in December.

## **JOINT AUTOMATION COUNCIL**

There was no quorum present at the September 12, 2012 meeting. Those present reviewed the Proposed 2013 Budget. Action will take place at the November 14, 2013 JA meeting. If approved by the Council, then both system Boards will need to approve. A new MVLS member library representative will be appointed.

## **NEW BUSINESS**

### **2012 BUDGET AMENDMENTS**

Eric Trahan presented the following 2012 Budget Amendments noting footnotes were included on handout:

1. Increase of \$22,400 for Recorded Books (Left out of budget)
2. Increase of \$96,000 for Bullet Aid (State aid pass through)
3. Re-allocations of \$1600 for Materials Expenditures (Recordings)
4. Decrease of \$500 for Items over budget (Travel)
5. Decrease of \$500 for keyed error (Automation)

**MOTION:** To approve 2012 Budget Amendments as presented.  
France/Wildgrube. Passed.

### **2013 BUDGET DRAFT FORMAT**

Eric Trahan distributed documents featuring a new format for financials. He stated all expenses should be reported in the Operation Budget as they measure what the system does. Expenses for management or programs will now be listed separately. All information will be on one page. (front and back) Accounts are listed conforming to the Universal Chart of Accounts. Earned income stated is from member library contributions.

Eric distributed and reviewed the *Finances By Function* and *Finances By Grant* document which reports the restricted and unrestricted income and expense information more clearly.

### **2013 JOINT AUTOMATION DRAFT BUDGET**

Eric noted the 2013 Joint Automation Draft Budget was included in the meeting materials and asked trustees to review it for the November meeting.

### **OUTREACH ADVISORY COUNCIL GUIDELINES**

The Outreach Advisory Council met October 5, 2012. The description and guidelines were reviewed and revised. Eric Trahan noted the changes.

**MOTION:** To approve the revised Outreach Advisory Council Description and Guidelines as presented.  
Beekman/Wildgrube. Passed.

After discussion it was agreed that the trustees will provide a short biographical summary for the web site and requested that the list be arranged by the County they represent on the MVLS Board.

### **JOINT AUTOMATION COUNCIL REPRESENTATIVE**

**MOTION:** To appoint Devon Hedges as the MVLS member library representative to the Joint Automation Council.  
Grimes/Madonna. Passed.

**PLANNING EXERCISE**

Eric Trahan opened a brainstorming exercise to gather ideas of what the system could do moving forward. Ideas were many and focused mostly on outreach, workshop ideas, and marketing. Eric will distribute the list to trustees for discussion at the November meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Patty Franco  
Secretary

**NEXT MEETING:**

Date: Thursday November 15, 2012

Time: 9:30 a.m.

Place: MVLS