

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 27, 2014

MINUTES

PRESENT: Gordon Beebe, Sarah Beekman, Jane Borrelli, Cheryl Cufari, Mary France, Patricia Franco, Bonnie Kerr, Barbara Madonna, Janet Sand, Keith Seeber, Debby Wyngowski, and Eric Trahan, Director.

EXCUSED: Betty Cleary

GUESTS: Kathleen Insero

President Cheryl Cufari called the meeting to order at 9:27 am.

ELECTION OF OFFICERS

On behalf of the nominating Committee, Bonnie Kerr presented the slate of nominees for Board officers.

- President Sarah Beekman
- Vice President Barbara Madonna
- Treasurer Gordon Beebe
- Secretary Patricia Franco

There were no nominations from the floor. Bonnie Kerr presented the following:

MOTION: To accept the slate as presented.

Beekman/Wyngowski. Ayes - All. Nays - None.

Mary France moved; Janet Sand seconded approval of the minutes from April 17, 2014 and May 21, 2014 as presented. All approved.

The **Director's Report** for April/May was distributed before the meeting. The annual meeting venue was discussed and the Board decided to continue meeting at the River Stone Manor in Glenville and not alternate counties as done in the past. Eric reported:

1. Sue Rokos and Sharon O'Brien have spent numerous hours at the Fort Hunter Free Library preparing for a new Director. Interviews have begun and Eric is pleased the Fort Hunter Board is working very closely with MVLS through their transition. Picture Book City is being incorporated at the library.
2. Sue Rokos is attending the ALA Conference in Las Vegas. She is serving on the Odyssey Committee to choose award winning audio books.
3. The Public Library Construction Grants were announced in the Gazette newspaper.
4. The Outreach Advisory Committee awarded the NYS Adult Literacy Grant of \$3,800 to the Amsterdam Free Library.
5. Bullet Aid was announced for several MVLS libraries. MVLS will receive \$15,000 from Senator Farley to benefit libraries in the system. A new question on the state annual report is requiring libraries to list the number of wireless users. These funds may aid libraries with wireless access equipment to accomplish this.

Eric Trahan reported the **Directors' Council** met June 5th. Topics of discussion were the annual member library E-resources contributions and the Central Library Aide Expenditure Plan.

During **Privilege of the Floor**, Bonnie Kerr shared news articles of member library activities. Keith Seeber noted the Fort Plain Free Library received its SHPO Certificate. The bidding process and approval is moving forward on the addition. The Fort Plain Free Library tax levy passed. Barbara Madonna noted the Teen Summer Reading Program *Spark a Reaction* has kicked off at the Gloversville Public Library. An adult reading club has started this year. The Fulton County Express is a new media outlet in Gloversville. Their library budget vote passed. Cheryl Cufari noted the NYSCA Book Discussion Programs have begun. Sarah Beekman reported the Middleburgh Library book discussion program on *The Goldfinch*, presented by Audrey Kupferberg was well attended.

TREASURER REPORT

Gordon Beebe presented the Financial Statements for April and May 2014 and Payment Schedules for April and May 2014. He stated budget amendments will be needed by the fall. Cash Grants - Books & Materials line was over the budgeted amount. JA Equipment line was high due to upgrades for member library computers. Expenditures were ordinary. No state aid has been received. \$5,000 was received from the Golub Family Foundation towards the startup of the Foundation for Mohawk Valley Libraries.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2014. Committee. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$94,818.03 and Payment Schedule #5 for May in the amount of \$96,524.11. Kerr/Beekman. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet in September to begin the 2015 budget process.

AWARDS

Eric reported the Fort Hunter Free Library received a \$100 personal award from Marion Grimes for the preschool story hour program started by Grandmother, Martha Griffin.

BUILDING & EQUIPMENT

The annual walkabout was done June 19th. No new building or grounds issues were found.

LIBRARY SERVICES

The Committee met in March and approved amendments to the Public Library Construction Grant Guidelines found on the MVLS web site at: <http://www.mvls.info/wp-content/uploads/2011/03/ConstructionPlan4-06.pdf> The amendment is to replace the indented section (A. through E.) with the following: Committee verifies that all required assurances and documentation are included in library or MVLS applications.

Committee reviews and evaluates applications based on the following system criteria:

- Project results in expected expansion of service to the public through increased and improved building space and capacity including projects to meet Americans with Disabilities Act guidelines.
- Project results in economies due to energy conservation.
- Project results in improved or increased electronic accessibility

Committee may request additional information or revisions to Construction Aid applications. Committee reserves the right to rank all projects equally.

MOTION: To approve the revised Public Library Construction Grant Guidelines. Cufari/France. Ayes - All. Nays - None.

NOMINATING

Cheryl Cufari stated Deborah Peters is unable to serve on the Board. She was elected at the annual meeting.

MOTION: To accept Deborah Peters resignation with regret. Kerr/Beebe. Ayes - All. Nays - None.

Cheryl Cufari reported the Schenectady County Public Library approved Anthony Gaddy to represent Schenectady County on the MVLS Board.

MOTION: To elect Anthony Gaddy to represent Schenectady County on the MVLS Board of Trustees. Cufari/Kerr. Ayes - All. Nays - None.

PERSONNEL

The Committee will meet in Executive Session later in the business meeting.

JOINT AUTOMATION COUNCIL

Eric reported the Council approved an amendment to the JA Agreement that adds the following language to the section on Committees:

- I. **Subcommittees and Advisory Committees:** The JA Council may authorize the formation of subcommittees and advisory committees for the purpose of engaging and informing the members concerning JA operations and possibilities. The PAC Steering and Innovation Committees are current examples.

The reason for making this change to the Agreement is the development of a new committee, the Innovation Committee, which held its first meeting on June 11. The purpose of the committee is to provide a forum for members to discuss potential changes in library technology.

MOTION: To approve the Joint Automation Council Agreement amendment stated above.
Madonna/Kerr. Ayes - All. Nays - None.

MOTION: To approve increasing the Professional Fees line by \$9,900 to pay the cost of firewall and security testing.
France/Sand. Ayes - All. Nays - None.

NEW BUSINESS

REORGANIZATION MOTIONS:

The following Reorganization Motions were presented:

MOTION: To approve NBT as the official bank of the Mohawk Valley Library System.

MOTION: To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.

MOTION: To authorize the President, Vice President, Treasurer, and Cheryl Cufari to sign checks for the Mohawk Valley Library System and the MVLS/SALS Joint Automation System.

The above three motions were approved as one. Madonna/Sand. Ayes - All. Nays - None.

Eric noted the MVLS Bylaws will need to be amended at the August meeting to reflect additional signatories of checks. The exact wording will be sent via mail 10 days prior of the meeting being held.

COMMITTEE ASSIGNMENTS

Sarah presented the Committee Assignment list included in board packets. Jane Borrelli was added as Alternate Auditor and Erica Wing was added to the Joint Automation Council.

MOTION: To approve the Committee Assignments as corrected.
Franco/Beekman. Ayes - All. Nays - None.

2014-2015 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet.

MOTION: To approve the Schedule of Meetings for 2014 - 2015.
Cufari/Beekman. Ayes - All. Nays - None.

NATIONAL GRID RISE PROGRAM

Eric presented the National Grid Rise Program proposal to change the light fixtures in the board room, offices, and exterior doorways to increase cost savings of electricity. Total cost: \$7,843. Rise program: \$5,418 if paid in monthly installments, or \$4,721 lump sum payment.

MOTION: To approve the RISE program lump sum cost of \$4,721 for light fixture changes.
France/Cufari. Ayes - All. Nays - None.

MOTION: To pay the lighting replacement cost of \$4,721 out of the Board Designated Fund Balance for Vehicles, Equipment, and Building.
Cufari/Seeber. Ayes - All. Nays - None.

ADDITIONAL BANK ACCOUNTS

Eric discussed FDIC Rules for insuring only \$250,000 at a banking institution. Currently the CDARS accounts at NBT yield very low interest returns. He suggested looking at other money market accounts at different banking institutions because they return a higher rate of interest.

MOTION: To approve Eric Trahan and Joe Sherry to look at opening Money Market accounts at other institutions.
Seeber/Madonna. Ayes - All. Nays - None.

FOUNDATION FOR MOHAWK VALLEY LIBRARIES

Eric stated the Foundation Committee is meeting today. The Foundation Board will meet July 18, 2014 to organize and list committees. Gordon Beebe, Jane Borrelli, Cheryl Cufari, Marion Grimes, Bonnie Kerr, Barbara Madonna, Gerald Peters, Janet Sand, Rebecca Sokol, and Esther Swanker are current directors of the Foundation. Foundation Board members will serve terms of 1 year, 2 years, and 3 years.

MOTION: To approve the above names as the new Foundation for Mohawk Valley Libraries Board members.
France/Wyngowski. Ayes - All. Nays - None.

THE BARROWS GROUP

The contract with Ron Barrows, of The Barrows Group ended May 31, 2014. Eric stated there are four priorities that need assistance from Mr. Barrows. They are fundraising, the main event, the annual appeal, and raising funds for specific system projects. The following was presented:

MOTION: To approve extending The Barrows Group contract until October 31, 2014.
Sand/Kerr. Ayes - All. Nays - None.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:45 A.M. to discuss personnel issues.
Cufari/Madonna Ayes - All. Nays - None.

The business meeting resumed at 11:14 A.M.

Cheryl Cufari presented the following:

MOTION: To approve with benefits a 4.767% increase to Eric Trahan's salary retroactive to June 1, 2014 and to extend to May 31, 2015.
Cufari/Seeber. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:16 A.M.

Respectfully submitted,

Patty Franco
Secretary

NEXT MEETING:

Date: Thursday August 7, 2014
Time: 9:30 a.m.
Place: MVLS Service Center

Reminder: No July Meeting