

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

August 7, 2014

### MINUTES

**PRESENT:** Sarah Beekman, Jane Borrelli, Cheryl Cufari, Patricia Franco, Anthony Gaddy, Bonnie Kerr, Janet Sand, Keith Seeber, and Eric Trahan, Director.

**EXCUSED:** Betty Cleary, Mary France, Barbara Madonna, and Debby Wyngowski.

**GUESTS:** Kathy Insero

President Sarah Beekman called the meeting to order at 9:30 am. She introduced and welcomed Anthony Gaddy, new trustee representing Schenectady County.

Bonnie Kerr moved, Cheryl Cufari seconded approval of the minutes from June 27, 2014 as presented. All approved.

The **Director's Report** for June and July were distributed before the meeting. Eric Trahan reported:

1. Basic State Aid and Supplemental Aid has been received. In previous years charts were provided with amounts of all aid to be received. This year the supplemental aid also came early.
2. National Grid light replacement project will begin within the next two months.
3. Lois Gordon is applying to the National Endowment for the Humanities for a very large grant focusing on food and its history to enhance member library programming. This project will replace the LSTA grant funding that the system can no longer access.
4. With state funds being received, cash investments will be discussed under new business.
5. Eric attended the PULISDO conference. He will share knowledge of the comparison of the 23 New York state public library systems.
6. Eric, Sue, and Sharon will review the staff workflow, as Val Catlin has indicated retirement in the near future. Val has been employed for over 35 years.

**DIRECTORS' COUNCIL** will meet September 4, 2014 following the workshop in Northville.

### PRIVILEGE OF THE FLOOR

Bonnie Kerr shared a news article giving Eric Trahan accolades for serving on the Canajoharie School Board.

### TREASURER REPORT

Eric Trahan presented the Financial Statements for June and July 2014 and Payment Schedules for June and July 2014.

### Statements of Financial Position:

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

### Payment Schedules:

**MOTION:** To approve Payment Schedule #6 for June in the amount of \$94,823.77 and Payment Schedule #7 for July in the amount of \$90,406.51. Kerr/Franco. Ayes - All. Nays - None.

## COMMITTEE REPORTS

### AUDIT AND FINANCE

The Committee will meet September 18, 2014 following the Board meeting to begin the 2015 budget process.

**AWARDS** No report.

**BUILDING & EQUIPMENT** No report.

### LIBRARY SERVICES

Patty Franco reported the committee will meet early September at MVLS to discuss the Public Library Construction Grants. Several applications are expected. Lois Gordon will contact the committee members to schedule.

**NOMINATING** No report.

**PERSONNEL** No report.

### **JOINT AUTOMATION COUNCIL**

Eric reported the Joint Automation Council discussed the next Polaris system upgrade, security issues, and ebook circulation. New servers will be purchased because JA staff has concerns about the "cloud". So far, JA staff has done an excellent job with security. Polaris Version 5.0 is scheduled to be released in early October. Polaris Version 5.0 will be applied to the training server sometime in early December 2014. Plans are to upgrade the production circulation system to Polaris Version 5.0 on February 10, 2015. E-resources circulation will be integrated and circulation fees will be increased to .11 cents for each circulation.

## **UNFINISHED BUSINESS**

### **MVLS BYLAWS AMENDMENT**

President Sarah Beekman proposed an addition to the MVLS Bylaws.

#### **ARTICLE V** Duties of Officers Section 6.

*The board may, at its sole discretion, by majority vote at any meeting, confer signing authority on additional trustees. Any signing authority so approved will terminate at the next reorganizational meeting of the board, unless it terminates before that meeting as the result of board action.*

President Sarah Beekman proposed a revision to the MVLS Bylaws.

#### **ARTICLE X** Amendments Section 1.

Amendments to these Bylaws may be made by majority vote of the Board at a regular or annual meeting, provided the changes shall have been submitted at an earlier regular meeting of the Board and a copy of the proposed changes mailed to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Amend to:

*Amendments to these Bylaws may be made by majority vote of the Board at a regular or annual meeting, provided the changes shall have been submitted at an earlier regular meeting of the Board and a copy of the proposed changes mailed **and/or emailed** to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.*

Copies will be mailed to trustees to be considered at the September meeting.

### **MVLS CASH MANAGEMENT**

Eric reviewed the Cash Management Practices document which explains the current practice, the problems, and issues to consider regarding MVLS bank accounts and interest being earned. After discussion, Bonnie Kerr presented the following:

**MOTION:** To approve formal limits to MVLS cash exposure in any one bank. Until the 2015 reorganizational meeting, the MVLS limit will be \$500,000 and the JA limit \$300,000. Deposits in any one banking institution will not exceed those limits for more than 30 days. Deposit limits will be adjusted and approved each year at the reorganizational meeting.  
Kerr/Cufari. Ayes - All. Nays - None.

**MOTION:** To approve opening a new, higher interest money market account at NBT (currently paying 0.7%)  
Cufari/Beekman. Ayes - All. Nays - None.

## **NEW BUSINESS**

### **TRUSTEE RESIGNATION**

Eric reported Gordon Beebe, Montgomery County representative and Treasurer has resigned.

**MOTION:** To accept with regret Gordon Beebe's resignation and wish him well in his future endeavors.  
Kerr/Sand. Ayes - All. Nays - None.

### **ELECTION OF TREASURER**

Bonnie Kerr presented the following:

**MOTION:** To elect Cheryl Cufari as Treasurer effective immediately.  
Kerr/Franco. Ayes - All. Nays - None.

**FOUNDATION UPDATE**

Eric reported the 501c3 application is complete and the attorney is reviewing it. There is an \$800 fee to file. The Foundation Board is meeting Friday, August 8, 2014. They will discuss the development of policies and start planning for the inaugural event to be held this fall.

**MVLS 2014 BUDGET AMENDMENTS**

Eric presented the 2014 Summer Budget Amendments. Changes include increases in state aid, member library bullet aid, Foundation income/expenses, reallocation of grant funds, grounds expenditures and the lighting project.

**MOTION:** To approve the 2014 budget amendments as presented.  
Cufari/Gaddy. Ayes - All. Nays - None.

**CONFLICT OF INTEREST POLICY**

Eric presented the revised MVLS Conflict of Interest Policy which is much more detailed. It spells out known conflicts and procedures. The policy now states if a person has a conflict of interest, they can have no input and must leave the room when discussion incurs.

**MOTION:** To approve the Conflict of Interest Policy as presented.  
Sand/Gaddy. Ayes - All. Nays - None.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:45 A.M.

Respectfully submitted,

Patty Franco  
Secretary

**NEXT MEETING:**

Date: Thursday September 18, 2014  
Time: 9:30 A.M.  
Place: MVLS