

MOHAWK VALLEY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
September 18, 2014

MINUTES

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

**GUESTS:** Sue Rokos

President Sarah Beekman called the meeting to order at 9:30 am.

Cheryl Cufari moved, Bonnie Kerr seconded approval of the minutes from August 7, 2014 as presented. All approved.

**The Director's Report** for August was distributed before the meeting. Eric Trahan added:

1. Financials are a little late due to Joe Sherry's being out of office with family concerns.
2. The lighting project is almost complete.

**DIRECTORS' COUNCIL** met September 4, 2014 following the workshop in Northville. Barbara Madonna reported a nice round table with updates from member library directors.

**PRIVILEGE OF THE FLOOR**

Patty Franco delivered Betty Cleary's folder of library news articles, and noted that Betty starts chemotherapy today. Bonnie Kerr also shared member library news articles. Sarah Beekman shared information about Middleburgh's 80th Birthday Bash, which made over \$500. Cheryl Cufari noted that the Schenectady Friends' Book Sale is September 27-28. Janet Sand mentioned that The Community Library in Cobleskill/Richmondville is holding its annual Friends Basket Raffle, and Barbara noted that Gloversville's annual basket raffle is also taking place. (Pictures of baskets are available online at both libraries with ticket information). She also stated that the Gloversville's window project is due to start Monday, followed by a ribbon cutting reception mid National Friends' Week. Decisions are still pending regarding where the library will move to during their renovation project, and Gloversville native Joe Persico designated the Gloversville Public Library for his memorial contributions.

**TREASURER REPORT**

Cheryl Cufari presented the Financial Statements for August 2014 and Payment Schedules for August 2014. She noted that all state aid has been received, and MVLS is in a stable position. The Profit and Loss Budget vs. Actual will be evened out once the accounts are adjusted with the budget amendments passed in August. The new account has been opened and the Payment Schedule is normal.

**Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for August 2014.  
Gaddy/Seeber. Ayes - All. Nays - None.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #8 for August in the amount of \$101,991.11.  
Madonna/Franco. Ayes - All. Nays - None.

## COMMITTEE REPORTS

### AUDIT AND FINANCE

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

**AWARDS** No report.

**BUILDING & EQUIPMENT** No report.

### LIBRARY SERVICES

Patty Franco reported the committee met last week and voted on the Public Library Construction Grants. She complimented Lois Gordon on vote development process, and smooth handling of the meeting. Patty Franco presented the following projects being recommended for approval by the board distributing the \$370,586 allotment through the 2014-2017 Public Library Construction Grant.

1. Amsterdam: \$58,070 to replace 3 sections of the roof
2. Fort Plain: \$98,918 for renovation of foundation area which has been required by SHPO- support beams under Greek Revival and hallway; upgrade electrical service; install gas line and storm drainage; HVAC; upgrade network and communications systems including telephone, cabling and router, and Wi-Fi; installation of fire alarm; demolition of ramp in front of the Greek Revival building and shelving.
3. Gloversville: \$150,000 for part of overall renovation – demolish present accessible entrance and replace with elevator tower to provide access to all floors, install interior security cameras
4. Schenectady: \$63,598 for the Phyllis Bornt Family Literacy Center Branch – site preparation; storm drainage; asphalt paving and concrete sidewalk; curbing; and sprinklers

**MOTION:** To accept the Committee's recommendations for Public Library Construction Aid allocating the \$370,586 as presented.  
Committee. Passed. Ayes – Beekman, Borrelli, Cufari, France, Franco, Gaddy, Kerr, Madonna, Seeber. Nay –Sand.

### NOMINATING

**MOTION:** To elect Rebecca Sokol to fill the unexpired term for Montgomery County.  
Kerr/Cufari. Ayes - All. Nays - None.

**PERSONNEL** No report.

### JOINT AUTOMATION COUNCIL

Eric reported the Joint Automation Council met last week and started discussions on the 2015 proposed budget, and proposed budget amendment to the 2014 budget. JA is working with a big initiative on Firewall testing, which becomes very important for security when libraries move to credit card payments on Polaris, as well as Board of Trustee responsibilities. \$6,100 needs to be added to the professional fee line; \$5,000 for hardware maintenance to server upgrades.

**MOTION:** To amend the 2014 JA budget by adding \$11,100.  
Cufari/France. Ayes - All. Nays - None.

## UNFINISHED BUSINESS

### 2013-2014 FAMILY LITERACY AND ADULT LITERACY FINAL REPORTS CERTIFICATION

**MOTION:** To approve the certification of the 2013-2014 Family Literacy and Adult Literacy Final Reports.  
Kerr/Gaddy. Ayes - All. Nays - None

### MVLS BYLAWS AMENDMENT

**MOTION:** To revise the MVLS Bylaws with the following changes:

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.

and

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 and/or emailed to each Board member at least ten (10) days prior to the meeting at which the vote is to be taken.

Kerr/Seeber. Ayes - All. Nays - None

### CONFLICT OF INTEREST POLICY

The Conflict of Interest forms were distributed to Board Members for signing. Next year, forms will be distributed during the Board Reorganization Meeting.

### VAL CATLIN RETIREMENT

Eric presented a temporary job vacancy notice, which allows MVLS time to look more thoroughly at the position, while still providing ILL service to our member libraries, and asked the board to approve the Temporary position.

**MOTION:** To approve the Library Assistant – Part-time Interlibrary Loan Searcher temporary position.  
France/Madonna. Ayes - All. Nays – None.

### EXECUTIVE SESSION

The Board went into Executive Session at 10:10 A.M. to discuss personnel issues.

**MOTION:** To enter into Executive Session.  
Sand/Kerr. Ayes - All. Nays – None.

The business meeting resumed at 10:25 A.M.

## NEW BUSINESS

### TRUSTEE RESIGNATION

Eric reported Debbie Wyngowski, Schenectady County representative and Board auditor has resigned.

**MOTION:** To accept with regret Debbie Wyndowski's resignation and wish her well.  
Cufari/France. Ayes - All. Nays - None.

Sarah reported Betty Cleary, Fulton County representative for over eight years, and past Board President has resigned.

**MOTION:** To accept with regret the resignation of Betty Cleary and to wish her well.  
Madonna/Kerr. Ayes - All. Nays - None.

## **ELECTION OF AUDITOR**

Sarah presented the following:

**MOTION:** To elect Jane Borrelli as Auditor, and Mary France as alternate Auditor effective immediately.

Madonna/Seeber. Ayes - All. Nays - None.

## **FOUNDATION UPDATE**

Eric reported the 501c3 application was submitted today, with an \$850 application fee. Planning for the inaugural event is nearly finalized. *An Evening with Mike Lupica* is tentatively scheduled for November 13, 2014 at SCCC.

## **2015 PLANNING SESSION**

Eric discussed MVLS's three big initiatives from the last two years, being the Foundation; early literacy work; and adult programming tradition, hopefully with the NEH grant funded. He asked board members to think about what opportunities are present to provide different services to member libraries. Eric also reflected on his summer conferences with PULISDO and NYALS, and how MVLS stacks up with the other NYS library systems. Eric asked Board Members to think about his reflections on system funding and services and on the use of language to expand advocacy impact. Further discussion will take place at the October board meeting.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:06 A.M.

Respectfully submitted,

Patty Franco  
Secretary

## **NEXT MEETING:**

Date: Thursday October 16, 2014

Time: 9:30 A.M.

Place: Schoharie Free Library