

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

October 16, 2014

Schoharie Free Library

**MINUTES**

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

**EXCUSED:** Anthony Gaddy

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

President Sarah Beekman called the meeting to order at 9:35 am. She introduced Glenn Winter, from T.M Byxbee who presented the 2013 MVLS Review Report, and the 2013 MVLS/SALS Joint Automation Project Review Report. A draft report was sent electronically to trustees before the meeting. Glenn noted MVLS reports on a cash basis and stated there was nothing material to change or note. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements. JA reimbursement lines have been reformatted to acknowledge actual system activity. Bank confirmation reports were requested from NBT.

Glenn Winter discussed the 2013 MVLS/SALS Joint Automation Project Review Report and stated no modifications were needed to be in conformity. Related parties accounts for income and expenses agree with the MVLS books. He noted there are no subsequent activities that will materially change these financial statements.

The 2013 MVLS IRS 990 form has been prepared and reviewed by T.M. Byxbee. It will be sent to trustees for review and filed with the IRS. No motion is needed to approve the 990 form.

**2013 AUDIT REVIEW**

Sarah Beekman presented the following:

**MOTION:** To approve the 2013 MVLS Review Report and the 2013 MVLS/SALS Joint Automation Project Review Report as presented.  
France/Madonna. Ayes - All. Nays – None.

Sarah Beekman stated the Board is pleased with the reports and thanked Glenn Winter. Eric Trahan commended Joe Sherry for doing a tremendous job preparing for the audit.

Sarah welcomed Rebecca Sokol to the Board. She is representing Montgomery County.

Barbara Madonna moved; Cheryl Cufari seconded approval of the minutes from September 18, 2014 as presented. All approved.

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

1. Matthew Forst was hired for the temporary part-time ILL position. He started October 14, and is working two hours per day. Val is training him to continue ILL services.
2. Eric, Val, and Matt met with CDLC and UHLS to discuss ILL's process, delivery, and volume and ways to move towards greater efficiency.
3. Eric is working with the Fort Hunter Free Library for sustainability. They are starting the process of getting community input.

**Directors' Council** – No report.

During **Privilege of the Floor**, Bonnie Kerr shared newspaper articles of member library's events. Janet Sand stated Cobleskill raised close to \$4,000 with their basket raffle. Sarah Beekman reported Middleburg's Zombie Room was featured on Channel 13 news. They held a 5K run at Minekill Park and the Peacemakers quilt show raised about \$3,000. Rebecca Sokol stated the Margaret Reaney Memorial Library in St. Johnsville is displaying a meloharp that was purchased by the trustees. It was manufactured in St. Johnsville in the 1890's.

Barbara Madonna reported Gloversville is kicking off Friends Week with a fundraiser. 30 baskets have been donated for the raffle. Autographed books by Joe Persico are being bid on through a silent auction. A cocktail reception to honor large donors and Richard Russo is scheduled. A reception to admire the new windows will be held Thursday with several politicians in attendance. The book/bake sale netted \$1,500.

### **TREASURER REPORT**

Cheryl Cufari presented the Payment Schedule for September 2014. The Statement of Financial Position is delayed due to Joe Sherry being out of the office.

#### **Payment Schedules:**

**MOTION:** To approve Payment Schedule #9 for September in the amount of \$229,119.77.  
Franco/Borrelli. Ayes - All. Nays – None.

### **COMMITTEE REPORTS**

#### **AUDIT AND FINANCE**

Eric reported the Committee met to prepare the 2015 Budget and look at long range planning. The budget will be presented at the Budget Hearing prior to the November meeting. He will schedule a meeting to finalize Administrative Policies for board approval. He noted the Ramapo System is having a Risk Assessment Analysis done by the Comptrollers Office.

#### **BUILDING AND EQUIPMENT**

Barbara Madonna volunteered to be Chair of the Committee.

#### **LIBRARY SERVICES**

Eric explained the Library Services Committee duties. Besides rating the Public Library Construction Grants, the Committee also works on service related policies and the plan or service.

#### **NOMINATING**

Cheryl nominated Bernard Allanson of Schenectady to fill the unexpired term of Deborah Wyngowski. Mr. Allanson volunteered for the Friends Group and served as President.

**MOTION:** To elect Bernard Allanson to fill the unexpired term of Deborah Wyngowski representing Schenectady County.  
Kerr/Cufari. Ayes - All. Nays – None.

#### **PERSONNEL**

No report.

#### **JOINT AUTOMATION COUNCIL**

Eric presented an overview of the Joint Automation 2015 Budget. It is a deficit budget for the second year. He noted the salary and benefits line was increased due to the vacancy being filled in 2013, and a 3% increase in the salary line. JA staff is included with the SALS payroll and benefits. Equipment and software expenditures are higher due to needed server upgrades. Software and software maintenance increased with the upgrade to Polaris in February.

**MOTION:** To approve the Joint Automation 2015 Budget as presented.  
Madonna/France. Ayes - All. Nays – None.

Sharon O'Brien attended the Polaris Users Group Conference. Our vendor, Polaris Library Systems was recently purchased by Innovative Interfaces (III, or triple 1). There will be no short-term changes to the software. The new LEAP product that allows for some library business to be done on a web-based interface will become available to our libraries after February 2015.

## UNFINISHED BUSINESS

### FOUNDATION

Eric stated the process is moving forward. Policies are being produced. Board members are needed from Fulton and Schoharie counties. The application has been submitted to the IRS and was received. All financial activity is going through MVLS books in the interim. Budget amendments will be done in November.

### MIKE LUPIKA EVENT

The event is Thursday, November 13<sup>th</sup> at the Schenectady County Community College. Schedule and ticket information is included in board packets. The cost for Mike Lupica to speak at the inaugural foundation event is \$10,000 plus expenses. Other expenses to be incurred are for printing, food for social hour, and SCCC auditorium. Sponsorships and ticket sales should cover expenses. The event is registered and tickets can be purchased on Brown Paper Tickets.com, tickets@mvls.info or by contacting Eric at MVLS. A Facebook page is being produced. The Open Door bookstore is selling books for Mr. Lupika to sign. Member libraries will receive posters and fliers next week.

### STAFF RETIREMENT

Val Catlin is retiring. Her last day is October 31, 2014.

## NEW BUSINESS

### 2015 PLANNING

Eric reviewed the information presented at the September meeting. MVLS will continue to have three main initiatives:

1. Foundation development
2. Early Literacy
3. New and existing adult program offerings

Continuing the review of the September session, the board discussed the need to develop language to effectively communicate the impact of libraries and of MVLS services. The trustees will work with Eric to develop a template "elevator speech" to describe what MVLS does. Developing ways to help our members develop similar local impact statements will be ongoing.

Concerning the proposed 2015 budget, several building maintenance needs will be included, as well as placeholder money to allow for specific new initiatives and services.

### ADJOURNMENT

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Patty Franco  
Secretary

### NEXT MEETING:

Date: Thursday November 20, 2014  
Time: 9:30 a.m.  
Place: MVLS