

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

October 15, 2015

Johnstown Public Library

**MINUTES**

**PRESENT:** Sarah Beekman, Jane Borrelli, Anthony Gaddy, Bonnie Kerr, Barbara Madonna, Mary Salluzzo, Keith Seeber, Rebecca Sokol and Eric Trahan, Director.

**EXCUSED:** Bernard Allanson, Marion Grimes

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

President Sarah Beekman called the meeting to order at 10:08 am. She welcomed Fulton County representative Mary Salluzzo to the Board.

Sarah Beekman introduced Glenn Winter, from T.M Byxbee who presented the 2014 MVLS Review Report, and the 2014 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 after analytical procedures and inquiries of management, stated there was no material modifications to note. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements.

Glenn Winter discussed the 2014 MVLS/SALS Joint Automation Project Review Report and stated no modifications were needed to be in conformity. The MVLS books agree with the Related Parties accounts for income and expenses. He noted there are no instances or issues that will change the financial statements.

The 2014 MVLS IRS 990 form has been prepared and reviewed by T.M. Byxbee. It was distributed to trustees for review and will be filed with the IRS. No motion is needed to approve the 990 form.

**2014 AUDIT REVIEW**

Sarah Beekman presented the following:

**MOTION:** To approve the 2014 MVLS Review Report and the 2014 MVLS/SALS Joint Automation Project Review Report as presented.  
Madonna/Gaddy. Ayes - All. Nays – None.

Bonnie Kerr moved; Keith Seeber seconded approval of the minutes from September 17, 2015 as presented. All approved.

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

1. The state determined there would be no need for compliance this year to hire minority and/or women businesses for the construction grants.

**Directors' Council** – No report.

During **Privilege of the Floor**, Bonnie Kerr shared newspaper articles of member library's events. Rebecca Sokol stated the Margaret Reaney Memorial Library in St. Johnsville is presenting the *Engelhardt's and their Pianos* at the Community House. Sarah Beekman reported Middleburg is doing a book discussion of *All the Light We Cannot See*. Barbara Madonna reported Gloversville is doing a basket raffle fundraiser on October 23<sup>rd</sup>.

**TREASURER REPORT**

Eric Trahan presented the Statement of Financial Position and Payment Schedule for September 2015. He noted most of the state aid has been received.

**Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for September 2015.  
Madonna/Borrelli. Ayes - All. Nays - None.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #9 for September in the amount of \$292,561.43.  
Kerr/Borrelli. Ayes - All. Nays – None.

**COMMITTEE REPORTS****AUDIT AND FINANCE**

Eric Trahan reported the Committee met to prepare the 2016 Budget and looked at the long term forecast. There is a budgeted surplus due to state aid increases, a different mechanism for ILL, and no staff replacements. The expectation is that the planning process will identify new services and increased expenditures. The budget will be presented at the Budget Hearing prior to the November meeting. A draft budget will be distributed prior to the Budget Hearing.

**AWARDS** No report.

**BUILDING AND EQUIPMENT**

Eric Trahan reported all exterior repairs are complete.

**LIBRARY SERVICES** No report.

**NOMINATING**

Bonnie Kerr noted there are three vacancies. Fulton County has one, and Schoharie has two. Discussion was held regarding the appointment of the Nominating Committee members. No changes were made.

**PERSONNEL**

The Committee will meet in Executive Session to discuss personnel issues.

**JOINT AUTOMATION COUNCIL**

Eric stated the Council will meet November 4, 2015 at MVLS.

**UNFINISHED BUSINESS****MVLS BY-LAWS & GOVERNANCE POLICY**

Eric Trahan presented the revised Bylaws. A color coded copy of revisions was distributed and reviewed at the September 17, 2015 meeting.

**MOTION:** To approve the Mohawk Valley Library System Bylaws as presented.  
Seeber/Kerr. Ayes - All. Nays – None.

**MOTION:** To approve the Mohawk Valley Library System Board Governance Policy and Committee Charges as presented.  
Borrelli/Gaddy. Ayes - All. Nays – None.

**THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES**

Eric stated the Foundation is a separate supporting organization whose mission is to raise funds for MVLS and the member libraries. The golf tournament held in June raised \$7,500. There are two golf tournaments scheduled for 2016. A year-end appeal will be done in November. The law firm Whiteman Osterman & Hanna has been hired to begin the process of establishing the legal framework for serving as a community foundation for interested member libraries. Although this is a Foundation project, the costs involved in setting it up is beyond the Foundation's current means. He requested in September that MVLS contribute to the legal fees. The Foundation is working to fill three trustee vacancies.

**PLAN OF SERVICE**

Eric has contacted all member library board Presidents to request a visit with their Board of Trustees to inform them of the services Mohawk Valley Library System currently provides. He distributed an outline of the Planning Process. Four libraries have scheduled a visit. He plans to have all visits completed by February. Focus groups in each county will be done by a facilitator for member library staff and trustees. A survey will be produced and distributed for compilation by the 2016 Annual Meeting. The Plan of Service is due to the state by October 1, 2016.

**EXECUTIVE SESSION**

**MOTION:** To enter into Executive Session at 11:13 a.m. to discuss personnel issues.  
Kerr/Sokol. Ayes - All. Nays – None.

The business meeting resumed at 11:20.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:21 a.m.

Respectfully submitted,

Jane Borrelli  
Secretary

**NEXT MEETING:**

Date: Thursday November 19, 2015  
Time: 9:30 a.m.  
Place: MVLS