

MOHAWK VALLEY LIBRARY SYSTEM  
BOARD OF TRUSTEES  
September 17, 2015

MINUTES

PRESENT: Bernard Allanson, Sarah Beekman, Jane Borrelli, Marion Grimes, Bonnie Kerr, Barbara Madonna, Keith Seeber, and Eric Trahan, Director.

EXCUSED: Anthony Gaddy, Rebecca Sokol

GUESTS: Kathy Insero

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

Jane Borrelli moved, Barbara Madonna seconded approval of the minutes from August 20, 2015 as presented. All approved.

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

1. MVLS received Basic State Aid, Automation, Supplemental, and Local Library Support Aid. Bullet Aid has been announced. MVLS should receive CLD, CBA, Outreach, Jails, and Corrections Aid soon.
2. Sue Rokos is speaking today at a Regents Testimonial on the importance of Youth Services in Libraries.
3. A Youth Mental Health First Aid Workshop is being held today at the Schenectady County Public Library, organized by Lois Gordon.
4. Lois Gordon will be out of the office for the month of October. Joe Sherry is currently out of the office for a health issue.

**DIRECTORS' COUNCIL** met September 3, in Gloversville. Barbara Madonna reported member library directors held a general updating session that included a discussion of fines owed to other libraries. Karen Bradley introduced Doug Bixler, graphic designer for SCPL, who might be able to assist member libraries with branding and/or websites. Eric Trahan reported on upcoming MVLS Grants. Lois Gordon presented a new project to help member libraries obtain assistive devices for patrons with disabilities.

**PRIVILEGE OF THE FLOOR**

Bonnie Kerr shared member library news articles. Barbara Madonna reported the Gloversville Public Library was unofficially notified of pledges of \$1 million, and \$250,000 towards the renovation project. The library is also applying for a \$2.5 million historic tax credit. Sherry Gennett, Child Services Librarian is retiring. Sue Rokos and Sharon O'Brien will weed the adult collection and children's collection at Gloversville. The Summer Reading Program was successful. Gloversville and Middleburgh is having basket raffles. Sarah Beekman announced the Middleburgh Library has 1-2 concerts a month which helps to fund the library. Keith Seeber reported the Fort Plain Free Library is beginning phase 1 of their construction project in October. A historic marker dedication ceremony is being planned. A part-time clerk with a publicity and programming background has been hired. Fort Plain, Gloversville, and Schenectady will be having book sales.

**TREASURER REPORT**

Eric Trahan presented the Financial Statements for August 2015 and Payment Schedules for August 2015. He noted that some state aid has been received. Budget amendments to be presented will have a 5.81% increase in state funds. The Payment Schedule is routine.

**Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for August 2015.  
Allanson/Grimes. Ayes - All. Nays - None.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #8 for August in the amount of \$130,054.57.  
Kerr/Seeber. Ayes - All. Nays - None.

## COMMITTEE REPORTS

### AUDIT AND FINANCE

The Committee will meet today following the business meeting to begin the 2016 budget process.

**AWARDS** No report.

### BUILDING & EQUIPMENT

Eric Trahan reported the painting of the exterior back wall and brick restoration is complete. The front sidewalk needs to be repaired.

### LIBRARY SERVICES

Jane Borrelli reported the committee met September 11, and voted on the Public Library Construction Grants. She presented the following projects being recommended for approval by the board distributing the \$370,586 allotment through the 2015-2018 Public Library Construction Grant.

1. Middleburgh: \$13,500 to replace the oil boiler with high efficiency propane/gas burners
2. Gloversville: \$214,252 to replace a boiler with energy efficient HVAC system
3. Schenectady: \$142,834 for the Phyllis Bornt Branch Library and Family Literacy Center for all electrical work for interior lighting, wiring, fire sprinkler, RFID security system and camera security system

**MOTION:** To accept the Committee's recommendations for Public Library Construction Aid allocating the \$370,586 as presented.  
Committee. Ayes - All. Nays - None.

### NOMINATING

There are two vacancies in Schoharie County, and one vacancy in Fulton County. Johnstown Public Library nominated Mary Salluzzo to fill the unexpired term for Fulton County.

**MOTION:** To elect Mary Salluzzo to fill the unexpired term for Fulton County.  
Grimes/Madonna. Ayes - All. Nays - None.

**PERSONNEL** No report.

### JOINT AUTOMATION COUNCIL

Eric reported the Joint Automation Council met September 9, 2015. The 2016 proposed budget, and amendment to the 2015 budget were approved. The amendment will fund the Zepheira initiative to enable patrons to search the catalog via the internet. The 2016 Budget is slightly decreased due to no needed capital projects and no fee increase. There is also a downward trend in circulation. A fee increase for 2017 will be discussed at the November meeting.

**MOTION:** To amend the 2015 Joint Automation Budget by increasing the Special Legislative Grant line by \$24,000 for the Zepheira initiative and adding an expense line for Zepheira.  
Allanson/Grimes. Ayes - All. Nays - None.

**MOTION:** To approve the 2016 Joint Automation Project Budget as presented.  
Allanson/Madonna. Ayes - All. Nays - None.

## NEW BUSINESS

### 2015 MVLS BUDGET AMENDMENTS

Eric presented the 2015 budget amendments. (attached) He noted state aid increased by 5.81%, JA fees are decreased in income and expenses, grant book spending is timely, and there is a savings in utilities. Professional Fees is increased to hire a consultant for the Plan of Service focus groups and survey, and website upgrade. Supplies and books were increased to support the 1,000 Books program. A surplus is now shown.

**MOTION:** To approve the 2015 budget amendments as presented.  
Grimes/Kerr. Ayes - All. Nays – None.

**CAPITAL FUND**

Eric Trahan reported there is \$135,000 in the Board Designated Fund Balance for Vehicles, Equipment, and Building. He proposed using funds from this account to pay for recent repairs to the building.

**MOTION:** To pay the building repair cost of \$5,665.90 out of the Board Designated Fund Balance for Vehicles, Equipment, and Building.  
Allanson/Seeber. Ayes - All. Nays - None.

**UNFINISHED BUSINESS**

**FOUNDATION UPDATE**

Eric reported The Foundation for Mohawk Valley Libraries has met with the law firm Whiteman Osterman & Hanna to set guidelines to possibly manage funds for member libraries. Talks are ongoing. The 2<sup>nd</sup> annual golf tournament is scheduled for June 20, 2016. A year-end appeal will be done in November by sending letters for donations.

**MVLS PLAN OF SERVICE**

Eric will contact Member Library Board Presidents to visit their meetings and explain what MVLS does. He will also introduce the MVLS Plan of Service development to them.

**MVLS BYLAWS AMENDMENT**

Eric presented the revised MVLS Bylaws to be considered for approval at the October meeting. (attached) Language was revised for clarity. Red highlights to be removed, and green highlight to be added. Article VIII Related Organizations, Section 3 was added to list The Foundation for Mohawk Valley Libraries as a related organization.

**GOVERNANCE POLICY**

A copy of the Governance Policy was included in packets for review.

**ALTERNATE AUDITOR**

Bonnie Kerr volunteered to be the Alternate Auditor.

**EXECUTIVE SESSION**

The Board went into Executive Session at 11:00 A.M. to discuss personnel issues.

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

The business meeting resumed at 11:08 A.M.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:10 A.M.

Respectfully submitted,

Jane Borrelli  
Secretary

**NEXT MEETING:**

**Date: Thursday October 15, 2015**

**Time: 10:00 A.M.**

**Place: Johnstown Public Library**