

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

April 16, 2015

MVLS Service Center

MINUTES

PRESENT: Bernard Allanson, Sarah Beekman, Jane Borrelli, Patty Franco, Anthony Gaddy, Bonnie Kerr, Barbara Madonna, and, Eric Trahan Director.

EXCUSED: Cheryl Cufari, Mary France, Janet Sand, Keith Seeber, Rebecca Sokol

GUESTS: Kathy Insero, Sue Rokos

President Sarah Beekman called the meeting to order at 9:30 a.m. Bonnie Kerr moved, Barbara Madonna seconded, approval of January 15, 2015 minutes as presented. All approved.

The **Director's Report** for March was distributed prior to the meeting. Eric reported:

- The *MVLS Annual Dinner Meeting* is Wednesday, May 13, 2015, 5:30 p.m. at the River Stone Manor in Glenville. Board members were encouraged to have library trustees and staff attend.
- A state budget has been announced that includes a 5.8% increase for library aid. This will be approximately a \$30,000 - \$35,000 increase for MVLS. Staff has met to brainstorm ideas for the use of these funds. Sue Rokos presented the 1,000 Books before Kindergarten proposal.
- The NYS Annual Report has been submitted. Copies were provided. It is also located at: <http://www.mvls.info/insidemvls/>

Eric reported the **Director's Council** had a meeting to discuss ILL and Central Library issues. The next meeting is scheduled for Thursday, June 4, 2015 at the Middleburgh Library.

During **Privilege of the Floor** Bonnie Kerr shared library news. Barbara Madonna reported a news article published in the New York Times about the Gloversville Public Library resulted in 109 new donors from 19 states providing \$12,000 towards the library's capital campaign. The Gloversville Reads program was moved to May. Assistant Director, Donna Kuhner has retired.

TREASURER'S REPORT: Eric Trahan presented the financial statements for January, February, and March 2015 and Payment Schedules for January, February, and March 2015.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for January, February, and March 2015.
Madonna/Allanson. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #1 for January 2015 in the amount of \$86,905.07, Payment Schedule #2 for February 2015 in the amount of 83,089.68, and Payment Schedule #3 for March 2015 in the amount of \$178,056.69.
Franco/Kerr. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

No report.

AWARDS COMMITTEE

Bonnie Kerr reported the Committee will meet following the business meeting. There were two Library Recognition Award nominations and three Trustee Award nominations. Awards will be given out at the annual dinner meeting.

BUILDING&/EQUIPMENT

Eric Trahan noted the annual building and grounds inspection will follow the business meeting. There is \$7,500 allocated in the budget for building repairs. The garage floor will be repaired first. The back wall and some bricks need restoration. A contractor has been contacted.

LIBRARY SERVICES

Eric reported the Committee met to discuss the MVLS Mission Statement and Impact Statement. The draft report is posted on the MVLS website at: <http://www.mvls.info/wp-content/uploads/2015/04/MVLS-Mission-Draft.pdf>. Eric will present the revised Mission Statement at the annual meeting. The Plan of Service is an ongoing activity to be completed by 2016.

NOMINATING COMMITTEE

Bonnie Kerr completed the slate of officers for election in June. Two representatives are needed for Fulton County. Sarah Beekman, Bernard Allanson, and Barbara Madonna may be re-elected for a second term. Patty Franco is ineligible for re-election.

Sarah Beekman read the resignation from Cheryl Cufari effective May 31, 2015. Cheryl will continue to be Treasurer. A representative will be nominated to fill Cheryl's unexpired term.

Sarah Beekman presented the following:

MOTION: To accept with regret Cheryl Cufari's resignation effective May 31, 2015.

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

PERSONNEL

Sarah Beekman noted the Board will go into Executive Session to discuss a personnel issue.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met April 8, 2015. The upgrade was successful and these issues are being worked on: The LEAP interface which allows a library to do business through its web browser; the E-resources integration into the circulation records; and vendor processing shelf-ready items. Schenectady libraries are researching the use of credit cards for patrons to pay fines. Michele Largeteau, Joint Automation Manager is out of the office for a personal reason.

UNFINISHED BUSINESS

INTERLIBRARY LOAN

Sue Rokos and Matt Forst have been reviewing the ILL procedures since Val Catlin's retirement. Capital District Library Council (CDLC) works with all types of libraries to fill ILL requests from member libraries. A few of MVLS libraries now request directly from CDLC. The goal is to have all MVLS libraries request directly from CDLC. MVLS and CDLC are currently working on a way to centralize ILL requests for beyond our service areas.

Eric presented the following:

MOTION: To extend the position of employment for Matthew Forst to May 31, 2015.
Madonna/Kerr. Ayes - All. Nays - None.

THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES

The Golf Tournament fundraiser is Monday, June 15, 2015. Golfers are currently being recruited with good reception. The first Foundation Annual Meeting is June 6, 2015 in the McChesney Room at Schenectady County Public Library. It is a public event for member library boards and staff. Rebekkah Smith-Aldrich will speak on library sustainability, funding, and fundraising.

Amendment of The Foundation Bylaws

ARTICLE 3. TRUSTEES & OFFICERS

1.a. The Corporation shall be governed by a Board of Trustees, consisting of fifteen members.

Change to:

1.a. The Corporation shall be governed by a Board of Trustees, consisting not less than 5 and not more than 25 members. The current number will be set by the Foundation Board each year at the Annual Meeting of the board, according to the procedures outlined in section e. below.

ARTICLE 3. TRUSTEES & OFFICERS

1.b The term of office of a Trustee shall be three (3) years, with five (5) terms of office expiring each year. Each Trustee shall hold office until the expiration of the term for which appointed or elected and until a successor has been has been appointed or elected and has taken office. Except as specifically provided elsewhere in these bylaws, no Trustee shall serve longer than three (3) consecutive terms.

Change to:

1.b The term of office of a Trustee shall be three (3) years, with approximately 1/3 of the terms of office expiring each year. Each Trustee shall hold office until the expiration of the term for which appointed or elected and until a successor has been has been appointed or elected and has taken office. Except as specifically provided elsewhere in these bylaws, no Trustee shall serve longer than three (3) consecutive terms.

ARTICLE 3. TRUSTEES & OFFICERS

1.c Three (3) Trustees shall be appointed by the MVLS Board of Trustees before each annual meeting of the Corporation, and two(2) Trustees shall be elected by the MVLS member libraries at the MVLS annual meeting which next precedes the Corporation's annual meeting. At each annual meeting of the Corporation, the Officers shall be elected for that year.

Change to:

1.c A majority of the trustee terms set to expire at any given Foundation annual meeting shall be filled via appointment by the MVLS Board of Trustees before each annual meeting of the Corporation, and the remainder of the expired terms for Trustees shall be elected by the MVLS member libraries at the MVLS annual meeting which next precedes the Corporation's annual meeting. At each annual meeting of the Corporation, the Officers shall be elected for that year.

The above three revisions shall be presented as one.

MOTION: To approve the revisions presented above to The Foundation for Mohawk Valley Libraries Bylaws.
Madonna/Kerr. Ayes - All. Nays - None.

MOTION: To appoint Bonnie Kerr and William Leitch to three (3) year terms.
Allanson/Madonna. Ayes - All. Nays - None.

CLDA GRANT PROPOSAL

MOTION: To approve the 2015 Central Library Development Aid grant proposal as presented.
Kerr/Madonna. Ayes - All. Nays - None.

The Central Library Aid Committee is meeting Monday, April 20, 2015. Planning for the 2016 proposal will be more detailed and itemized.

MERAKI GRANTS

The Meraki mini grants were approved in January to provide libraries with a percentage of the cost to obtain Meraki wireless routers for bandwidth management. The router will also track usage. Five libraries have applied and received grants, with more libraries showing interest.

NEW BUSINESS**ALDS DELIVERY CONTRACT**

The only change to the April 1, 2015 – March 31, 2018 contract proposal is a 2.5% fee increase each year.

MOTION: To approve the April 1, 2015 – March 31, 2018 ALDS Delivery Contract as presented.
Madonna/Borrelli. Ayes - All. Nays - None.

2014 MVLS STATE ANNUAL REPORT CERTIFICATION

MOTION: To approve the 2014 State Annual Report Assurances.
Madonna/Allanson. Ayes - All. Nays - None.

EXECUTIVE SESSION

Sarah Beekman presented the following:

MOTION: To enter into Executive Session at 10:40 a.m. to discuss a personnel matter.
Gaddy/Kerr. Ayes - All. Nays - None.

The business meeting resumed at 10:55 a.m. Sarah Beekman presented the following:

MOTION: To approve with benefits a 3% increase to Eric Trahan's salary effective June 1, 2015 and to extend to May 31, 2016.
Gaddy/Kerr. Ayes - All. Nays - None.

TIME AND PLACE OF NEXT MEETING:

Date: June 18, 2015

Time: 9:30 a.m.

Place: MVLS Service Center

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Patti Franco, Secretary