

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 18, 2015

MINUTES

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

EXCUSED: Bernard Allanson, Mary France

GUESTS: Kathleen Insero, Sue Rokos

President Sarah Beekman called the meeting to order at 9:32 a.m.

ELECTION OF OFFICERS

On behalf of the nominating Committee, Bonnie Kerr presented the slate of nominees for Board officers.

President	Sarah Beekman
Vice President	Barbara Madonna
Treasurer	Cheryl Cufari
Secretary	Jane Borrelli

There were no nominations from the floor. Bonnie Kerr presented the following:

MOTION: To accept the slate as presented.
Madonna/Sokol. Ayes - All. Nays - None.

ELECTION OF TRUSTEE

Bonnie Kerr nominated Marion Grimes of Schenectady to fill the unexpired term of Cheryl Cufari.

MOTION: To elect Marion Grimes to fill the unexpired term of Cheryl Cufari representing Schenectady County.
Kerr/Borrelli. Ayes - All. Nays - None.

Bonnie Kerr moved; Anthony Gaddy seconded approval of the minutes from April 16, 2015 and May 13, 2015 as presented. All approved.

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

1. MVLS received a Proclamation from Senator Amedore for community contributions. A Community Service Leadership Certificate of Appreciation from the IRS was also received in recognition of support of the Volunteer Income Tax Assistance programs. Lois Gordon assisted with this program in Schoharie County.
2. Hannah Ahrens is the new Director of the Canajoharie Library & Art Gallery.
3. The MVLS Annual Meeting attendance has declined. New ideas are needed to improve the attendance.
4. A new requirement for the NYS Construction Grants process states that any library receiving \$25,000 or more, must spend 30% utilizing a state certified minority or women owned business.
5. CDLC will now provide ILL service for requests outside of the MVLS/SALS Joint Automation area. Member libraries will deal directly with postage fees.

Barbara Madonna reported the **Directors' Council** met June 4th at the Middleburg Library. The annual member library E-resources contributions were discussed. She stated the round-table format was popular with the directors. System staff discussed various projects. Michele Largeteau, JA Manager, reported on Joint Automation upgrades and issues that are being worked on.

During **Privilege of the Floor**, Bonnie Kerr shared news articles of member library activities. Marion Grimes attended the golf event held by the Foundation for Mohawk Valley Libraries on June 15th. She recognized the Foundation for the successful June events. She congratulated and commended Cheryl Cufari, Bonnie Kerr, Becky Sokol, Eric Trahan and the many volunteers on a successful and pleasurable event.

TREASURER REPORT

Eric Trahan presented the Financial Statements for April and May 2015 and Payment Schedules for April and May 2015. He reported state aid has not been received.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2015.
Kerr/Grimes. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$89,245.93 and Payment Schedule #5 for May in the amount of \$90,216.20.
Gaddy/Madonna. Ayes - All. Nays - None.

COMMITTEE REPORTS**AUDIT AND FINANCE**

The Committee will meet in September to begin the 2016 budget process.

AWARDS

Bonnie Kerr reported the Gloversville Public Library received the Library Recognition Award for the *Art and Gardening for Kids* program. Harriet Berard was awarded the Harold & Junice Wusterbarth Volunteer Service Award for all that she had accomplished for the Community Library in Cobleskill. Bonnie thanked all the libraries for sending in their nominations and noted the libraries are doing wonderful projects in their communities.

BUILDING & EQUIPMENT

The annual walkabout was done April 16th. Issues were found with:

- the garage floor - needs concrete and an epoxy coating.
- the back exterior wall - needs patching and specialized painting due to external insulation.
- the concrete handicap ramp needs an epoxy sealant.
- the exterior brickwork needs repairs.

Eric is waiting for written estimates. After discussion, Keith Seeber presented the following:

MOTION: To approve Eric Trahan be authorized to spend up to \$12,000 on the first three projects.
Seeber/Grimes. Ayes - All. Nays - None.

Eric will stay in contact with the Committee regarding these projects.

LIBRARY SERVICES

The Committee met in March to revise the Mission Statement that was recently approved at the Annual Meeting. The Plan of Service (Five-Year Plan) is due in 2016. Eric reviewed the process that is needed to move forward with the Plan of Service. He will provide an open invitation this fall to member libraries to attend their board meetings and provide information of what MVLS does for member libraries, and what the needs are of each library. MVLS will provide a facilitator to hold focus groups in each county to get information of what library users want and/or need.

MVLS expects to be receiving approximately \$35,000 in increased state aid in 2015. Eric stated these funds will be used for deferred maintenance of the building, the 1,000 Picture Books Before Kindergarten program, website redesign and maintenance, and to hire a facilitator. The goal is to establish an ongoing relationship for marketing and public relations assistance for member libraries. SCPL has hired a Graphics Designer for their marketing and public relations needs. This person may be available to the members through central library services.

NOMINATING

Sarah Beekman stated Janet Sand has resigned from the Board. Representatives are needed from Schoharie and Fulton Counties.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric reported the Council will meet July 8, 2015.

UNFINISHED BUSINESS

THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES

The golf tournament fundraiser held June 15, 2015 grossed over \$18,000 and netted \$7,500. The Foundation will move forward with new fundraisers to raise money to assist member libraries with advocacy and budget votes. Eric will propose to develop an advocacy grant program with a possible semi-annual application process.

NEW BUSINESS

VARIANCE REQUEST

The Community Library, Cobleskill, needs to submit a waiver to the Division of Library Development stating they are producing a new Plan of Service to comply with Minimum Library Standards. This will aid in the release of state aid for the system. Eric presented the following:

MOTION: To approve submitting a variance request to the Department of Library Development stating The Community Library, Cobleskill-Richmondville, is working on their Plan of Service.
Madonna/Seeber. Ayes - All. Nays - None.

REORGANIZATION MOTIONS:

The following Reorganization Motions were presented:

MOTION: To approve NBT as the official bank of the Mohawk Valley Library System.

MOTION: To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.

MOTION: To authorize the President, Vice President, or Treasurer, to sign checks for the Mohawk Valley Library System and the MVLS/SALS Joint Automation System.

The above three motions were approved as one. Gaddy/Sokol. Ayes - All. Nays - None.

COMMITTEE ASSIGNMENTS

Sarah presented the Committee Assignment list.

MOTION: To approve the Committee Assignments as corrected.
Kerr/Gaddy. Ayes - All. Nays - None.

2015-2016 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet.

MOTION: To approve the Schedule of Meetings for 2015 - 2016.
Kerr/Gaddy. Ayes - All. Nays - None.

ANNUAL CASH EXPOSURE

The current cash exposure limits are \$500,000 for Mohawk Valley Library System and \$300,000 for the MVLS/SALS Joint Automation Project.

MOTION: To approve accepting risk for more interest.
Madonna/Sokol. Ayes - All. Nays - None.

CONFLICT OF INTEREST

Conflict of Interest forms were distributed to trustees for disclosure.

POLICY INITIATIVES

Eric reported the governance part of the policy initiatives is complete. Bylaws need to be reviewed and revised regarding voting procedures at the annual meeting.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 11:20 A.M to discuss a personnel issue.
Grimes/Kerr Ayes - All. Nays - None.

The business meeting resumed at 11:24 A.M.

Sarah Beekman presented the following:

MOTION: To acknowledge the level of responsibility inherent in the Administrative Assistant position by increasing the current annual salary by 6% from \$42,839 to \$45,409 per year as of July 1, 2015.
Borrelli/Seeber. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday August 20, 2015

Time: 9:30 a.m.

Place: MVLS Service Center

Reminder: No July Meeting