

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 19, 2015
MVLS Service Center

MINUTES

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

EXCUSED: Anthony Gaddy, Rebecca Sokol.

GUESTS: Kathy Insero, Sue Rokos

BUDGET HEARING

Sarah Beekman called the Hearing on the 2016 Proposed Budget to order at 9:32 AM.

Eric Trahan presented the 2016 Proposed Budget. It is a surplus budget. It is expected that ideas developed in the planning process will produce costs that will necessitate budget amendments that will reduce the budgeted surplus.

Income shows no changes with state aid being budgeted at the previous year amounts. Other state grants shows a decrease because bullet aid is not included in the proposed budget.

Expenditures show a decrease in salaries and benefits due to staff changes and lower state retirement rates. There is a significant increase for health insurance. Building repair is decreased due to larger projects being completed in 2015. Consultant and Professional Fees are increased for the planning process and the anticipation of website consultation. The delivery contract is in the second year of a three year contract with annual increases applied each year. Supplies and Materials is decreased due to the 1,000 Books Before Kindergarten materials purchased in 2015.

The budget hearing was adjourned at 9:50 AM.

BUSINESS MEETING

President Sarah Beekman called the meeting to order at 9:50 A.M.

2016 MVLS BUDGET

Sarah Beekman presented the following:

MOTION: To accept the 2016 MVLS Budget as presented.
Kerr/Seeber. Ayes - All. Nays – None.

Jane Borrelli moved, Barbara Madonna seconded, approval of the October 15, 2015 minutes as presented. All approved.

The **Director's Report** for October was distributed prior to the meeting. Eric Trahan also reported the following:

- Schenectady County Public Library will be submitting the 2016 CLDA Grant Application in early January for approval. The Marketing workshop presented by

Doug Bixler was held November 5th with good reviews. There will be another workshop held at SCPL in March.

- SCPL began using the *Zinio* electronic magazine service about a year ago. There are currently 40-50 titles available. The cost to open it up to member libraries is \$4,600. MVLS will pay the first year, and member libraries will be asked to contribute next year. It will be implemented by early December.
- Sharon O'Brien has contributed much assistance to the opening of the Bornt Branch and to the implementation of enriched EDI ordering. SCPL is working with vendors to have all purchased materials arrive catalogued and processed for shelving. The JA staff and Sharon are working extensively with SCPL on this project.
- Several libraries will submit applications for the Advocacy Grants which are competitive. The Carol Clingan Advocacy Fund and The Foundation for Mohawk Valley Libraries will fund these grants.

Eric introduced Sue Rokos to present the 1,000 Books Before Kindergarten program. Each library in Fulton, Montgomery, and Schoharie counties will receive 10 bags with 10 books in each bag. There are now 5 bags at each library and they have become very popular. The bags will rotate like the rotating collections do now. Baby book bags with 5 books in each bag will be added soon. These books have logo stickers on the front, but are not fully processed; they circulate with the bags. A \$10 replacement fee is charged for lost or damaged books.

The **Directors' Council** is meeting January 7, 2016 following the Best of the Best workshop.

During **Privilege of the Floor**, Barbara Madonna announced the Gloversville Public Library received \$1,000,000 from the Littauer Foundation. There are more applications for grants pending. Sherry Gennett, Children's Librarian has retired. Promotions were made within the library. Sue Rokos and Sharon O'Brien assisted in weeding over 2,000 items to prepare for the move. Gloversville held a wreath-making fundraiser and the weekly Spanish classes are becoming popular. Bonnie Kerr shared newspaper articles of member library's events. Keith Seeber reported the Fort Plain Free Library is doing great programs and keeping Whitney very busy. The library has done phase 1 of the asbestos removal and expects to break ground soon for the construction project.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for October 2015 and Payment Schedule for October 2015. He reported expenditures are routine. The Adult and Family Literacy funds have not been released.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2015. Grimes/Allanson. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$110,226.82. Grimes/Kerr. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE

Eric will seek proposals for a full audit of 2015 records.

AWARDS: No report.

BUILDING & EQUIPMENT: No report.

LIBRARY SERVICES: No report.

NOMINATING

Actively seeking to fill three vacancies: one in Fulton County and two in Schoharie County.

PERSONNEL

Negotiations issues will be discussed in Executive Session.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 4, 2015. The Polaris upgrade will be done in December. It will include the integration of e-resources into the Polaris system. The year-end group order for computers was completed. There are now additional options: *All-in-One* machines (with no PC tower) and Macs for staff use. Libraries need to be aware that Macs are not fully functional with Polaris, and JA cannot provide hardware service on Macs.

Erica Wing's term expires December 31, 2015. Eric presented the following:

MOTION: To reappoint Erica Wing for a three year term on the JA Council.
Madonna/Borrelli. Ayes - All. Nays – None.

UNFINISHED BUSINESS

FOUNDATION UPDATE

The year-end letter seeking donations and pledges has been sent. Board members are needed from Fulton and Schoharie Counties.

PLAN OF SERVICE DEVELOPMENT

Eric Trahan is visiting member libraries to provide information on the system and its services. He is also seeking input on additional services libraries may need. Eric will attend member library board meetings upon request.

NEW BUSINESS

EXECUTIVE SESSION

MOTION: To move into Executive Session at 10:42 A.M. to discuss personnel issues.
Borrelli/Madonna. Ayes - All. Nays – None.

The Business Meeting resumed at 10:55 A.M.

ADJOURNMENT:

There being no further business, the meeting was adjourned 10:56 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 14, 2016**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Jane Borrelli, Secretary