

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

August 11, 2016

MINUTES

PRESENT: Bernard Allanson, Jane Borrelli, Patty Franco, Anthony Gaddy, Marion Grimes, Barbara Madonna, Joanne Mickle, Mary Salluzzo, Keith Seeber, and Eric Trahan, Director.

EXCUSED: Bonnie Kerr

GUESTS: Kathy Insero, Sue Rokos

Barbara Madonna introduced Glenn Winter, from T.M Byxbee who presented the 2015 MVLS Audit Report, and the 2015 MVLS/SALS Joint Automation Project Audit Report. A draft report was reviewed by the trustees. Glenn noted MVLS reports on a cash basis and after analytical procedures and inquiries of management, stated there were no material modifications to note. He did note Bank Statements should be signed by the Executive Director after being reviewed. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements.

Glenn Winter discussed the 2015 MVLS/SALS Joint Automation Project Audit 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 2015 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.

Mr. Winter commended Financial Manager Joe Sherry and staff for providing excellent detail and description entries and reports.

Vice President Barbara Madonna called the meeting to order at 9:47 am.

2015 AUDIT

Barbara Madonna presented the following:

MOTION: To approve the 2015 MVLS Audit Report and the 2015 MVLS/SALS Joint Automation Project Audit Report as presented.
Grimes/Borrelli. Ayes - All. Nays – None.

TRUSTEE CHANGES

Trustee Resignation

MOTION: To accept with regret Sarah Beekman's resignation.
Franco/Seeber. Ayes - All. Nays – None.

The Board thanked Sarah for her service on the Board and serving as President. Barbara Madonna will serve as President.

Montgomery County Vacancy

MOTION: To elect Joanne Mickle to fill the unexpired term for Montgomery County.
Seeber/Franco. Ayes - All. Nays – None.

Vice President Nomination

MOTION: To elect Keith Seeber to fill the Vice President position.
Grimes/Gaddy. Ayes - All. Nays – None.

Jane Borrelli moved, Patty Franco seconded approval of the minutes from June 16, 2016 as presented.
All approved.

The **Director's Report** for June and July were distributed before the meeting. Eric Trahan reported:

1. MVLS received Basic State Aid, Automation, Supplemental, Local Library Support Aid, CLD, CBA, Outreach, and Jails.
2. Bullet Aid has been announced.
3. Libraries are working on their Public Library Construction Grants. The Library Services Committee will meet in September.

DIRECTORS' COUNCIL will meet September 8, 2016 at the Canajoharie Library.

PRIVILEGE OF THE FLOOR

Keith Seeber shared member library news articles provided by Bonnie Kerr. He noted the Fort Plain Free Library is nearing completion of phase 1. Marion Grimes thanked Bonnie Kerr and her team for all of the preparation work for the successful Foundation Golf Tournament held in Canajoharie. It was very much appreciated. Barbara Madonna reported the Gloversville Public Library may move in the fall and start its renovation project.

TREASURER REPORT

Eric Trahan presented the Financial Statements for June and July 2016 and Payment Schedules for June and July 2016.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for June and July 2016.

Borelli/Franco. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #6 for June in the amount of \$97,498.58 and Payment Schedule #7 for July in the amount of \$91,828.64.

Gaddy/Franco. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet September 15, 2016 following the Board meeting to begin the 2017 budget process.

AWARDS No report.

BUILDING & EQUIPMENT

Eric Trahan reported the three exterior entry doors need replacement and the front reception area windows need replacement.

LIBRARY SERVICES

Eric Trahan reported the committee will meet 3:00 P.M. September 14, 2016 at MVLS to discuss the Public Library Construction Grants. Several applications are expected.

NOMINATING

There are 3 vacancies on the MVLS Board of Trustees in Schoharie County. Active effort is ongoing to find members.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric reported the Joint Automation Council ongoing projects include:

1. Ebook integration into the Polaris catalog.
2. Leap, a software to enable library staff to remotely do library service.
3. Statistical Class Reform of geographic jurisdiction information.

UNFINISHED BUSINESS

FOUNDATION UPDATE

Eric reported the Foundation raised \$1,500-\$1,800 from the Canajoharie Golf Tournament and \$8,500 from the Schenectady Golf Tournament. Barbara Madonna thanked everyone for their work on the two fundraisers.

PLANNING PROCESS

The Plan of Service is due to DLD in 2016. Eric continues to communicate with member library boards to present MVLS services and discuss library future needs. He will communicate more with SCPL staff.

NEW BUSINESS

2016 BUDGET AMENDMENTS

Eric Trahan presented the 2016 Budget Amendments. He noted state aid, Bullet Aid, and Foundation Grants were increased to reflect actual amounts received. Expenditures also reflect actual amounts to be expended.

MOTION: To approve the 2016 Budget Amendments as presented.
Borrelli/Seeber. Ayes - All. Nays - None.

FOUNDATION GRANTS

The Foundation has supported two grant projects: the Advocacy Grants awarded each winter and summer, and the Library Public Services grants awarded each fall. In 2016 there is more funding available for the Library Public Services grants. The new grant amounts will be \$400 per library, and Schenectady will get \$800.

MOTION: To approve a total of \$6,000 for grants to member libraries. Each library will receive \$400, and Schenectady will receive \$800. Libraries will need to submit their Bylaws and/or Constitution with the application.
Allanson/Franco. Ayes - All. Nays - None.

FAMILY AND ADULT LITERACY GRANT FINAL REPORTS

These 3-year grants provided Adult and Family Literacy services through MVLS. The Adult Literacy Mini-grants support digital literacy, workforce skills, adult literacy classes and one-on-one sessions offered to the public. The Summer Reading Program workshops, Picture Book City, and 1,000 Books Before Kindergarten projects were funded by the Family Literacy grant.

MOTION: To approve the Family and Adult Literacy Grant Final Reports.
Grimes/Seeber. Ayes - All. Nays - None.

FREE DIRECT ACCESS PLAN

Eric presented the revised Free Direct Access Plan which will be submitted to DLD with the Plan of Service. The Plan is a description of the services that libraries provide to users from outside their local service areas. All member library boards will be asked to review and approve before the plan takes effect.

NEW PROJECT IDEA – LIBRARY IMPACT

As an outgrowth of the planning process Eric presented ideas for a new initiative to help member libraries engage their communities, build mission centered services, communicate library impact and build community support. This proposed project will be discussed with the members this fall, with implementation planned for 2017.

PLAN OF SERVICE 2017-2021

The MVLS Plan of Service 2017 – 2021 draft document was presented. Trustees will review for discussion at the September business meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:16 A.M.

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday September 15, 2016
Time: 9:30 A.M.
Place: **Fort Plain Free Library**