

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

August 23, 2018

MINUTES

PRESENT: Jane Borrelli, Patty Franco, Anthony Gaddy, Marion Grimes, Katherine Hawkins, Bonnie Kerr, Christina Knee, Barbara Madonna, Joanne Mickle, Keith Seeber, and Eric Trahan, Director.

EXCUSED: Mary Salluzzo, Eleanor Spencer

GUESTS: Kathy Insero, Sue Rokos

President Bonnie Kerr called the meeting to order at 9:30 am.

Marion Grimes moved, Keith Seeber seconded approval of the minutes from June 21, 2018 as presented. All approved.

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

1. Adult Lit Grants: The 2018 amount is \$4,727. Libraries did not apply for the mini grants. Lois Gordon worked with a consultant to develop a job search and computer assistance program for libraries and individuals. Six libraries have signed on. Libraries will receive a maximum of \$1,000. MVLS will need to contribute some funding.
2. A realtor has contacted Eric with an interest in MVLS property.
3. Public Library Construction funds are \$899,000. Seven libraries are working on their applications which are due August 31, 2018 to MVLS. The Library Services Committee will meet Monday, September 17, 2018.
4. Eric attended the NYALS conference. The group exists to help with library advocacy. The last 5-6 years every system funded the group. MVLS fee is \$900. Fees are expected to increase in the coming years as the state advocacy group will have to work harder for library funding due to the financial status of the state.
5. Server Replacement: MVLS will move to the One Drive cloud platform for storing and sharing documents. Staff will be able to view and work with documents virtually. The Business computer will stay local and be backed up daily as there are accounting and personnel files stored on it.

DIRECTORS' COUNCIL will meet September 6, 2018 at the Margaret Reaney Memorial Library in St. Johnsville.

PRIVILEGE OF THE FLOOR

Katherine Hawkins reported the Solar Works in Schoharie has distributed funds to Schoharie County libraries, Iroquois Museum, and a pet hospital. Bonnie Kerr shared news articles of member libraries. Joanne Mickle noted the major renovations for the Scotia Branch. Barbara Madonna reported the Gloversville Public Library Traveling Storytime had great success. It traveled to 8 locations and had 179 children and 128 caregivers participate. She also reported the year-long advocacy work has reached 30 outreach locations. Most patrons hear of the library and services by word of mouth. The library construction project has been extended by a month. September 22 they will begin to move furniture in, and they will be closed October 15 – November 4. An open house will be held November 11. Patty Franco commended Barbara Madonna for doing a great job with the construction project. Keith Seeber reported the Fort Plain Free Library is now using the new front entranceway. They will be starting the next phase which is the children's room.

TREASURER REPORT

Eric Trahan presented the Financial Statements for June and July 2018 and Payment Schedules for June and July 2018. He noted most state aid has arrived and has been distributed accordingly. Budget amendments will be needed to reflect a small increase in state aid.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for June and July 2018.
Madonna/Mickle. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #6 for June in the amount of \$146,104.81 and Payment Schedule #7 for July in the amount of \$167,083.97.
Seeber/Madonna. Ayes - All. Nays - None.

COMMITTEE REPORTS**AUDIT AND FINANCE**

The Committee will meet September 20, 2018 following the business meeting to begin the 2019 budget process.

AWARDS

Bonnie Kerr reported the Committee has met three times and will continue to meet for revisions to the Library Recognition and Harold & Junice Wusterbarth Award Guidelines and applications. They will provide revised documents for board approval at the October business meeting.

BUILDING & EQUIPMENT

Eric Trahan reported the annual June walkabout noted caulking repairs are needed, new signage, and possibly a heating upgrade. Caulking will be done soon.

COMMUNICATIONS No report.

LIBRARY SERVICES

Jane Borrelli reported the committee will meet September 17, 2018 at MVLS to discuss the Public Library Construction Grants.

NOMINATING

The MVLS Board of Trustees has one vacancy in Schenectady County.

PERSONNEL

MOTION: To move into Executive Session at 10:23 am to discuss a personnel matter.
Madonna/Gaddy. Ayes - All. Nays - None.

MOTION: To move into the Business meeting at 10:26 am.
Madonna/ Seeber. Ayes - All. Nays - None.

JOINT AUTOMATION COUNCIL

Eric reported the Joint Automation Council met July 11, 2018. He presented the following policy revisions:

MOTION: To approve the Access to Polaris Policy revision as presented.
Knee/Grimes. Ayes - All. Nays - None.

MOTION: To approve the Workstation Purchase and Support Policy revision as presented.
Madonna/Hawkins. Ayes - All. Nays - None.

JA budget amendments will be needed to reflect actual expenditures. New protocol procedures for system automation aid funding is being developed.

UNFINISHED BUSINESS**21ST CENTURY LIBRARY INITIATIVE**

Wade Abbott has been meeting with the Gloversville Public Library to address its Mission Statement. Amsterdam Free Library is ready to start its Community Engagement meetings. Group meetings will address what the people think of the library, and of its service to the community. Several libraries will begin working with Wade to hold community meetings.

FOUNDATION UPDATE

Bonnie Kerr reported the two golf tournaments raised approximately \$10,000. The Foundation is seeking representatives from the four counties to pursue businesses for donations needed to fund library grants. Bonnie thanked all the participants, volunteers, and libraries for their assistance and donations for the successful tournaments.

NEW BUSINESS

GRANTS

In the past, grants funding Continuing Education grants have been for NYLA Conference attendance. This year, the grant can be used towards continuing education expenses up to \$200 per library.

MOTION: To approve a grant of up to \$200 to member libraries for continuing education or programming.
Borrelli/Mickle. Ayes - All. Nays - None.

Advocacy Grants are available to assist member libraries with local public funding for libraries. Applications are reviewed twice a year.

MOTION: To approve an Advocacy Grant for the Gloversville Public Library in the amount of \$2,000 and the Canajoharie Library & Art Gallery in the amount of \$2,500.
Grimes/Borrelli. Ayes - 9. Nays – None, Abstention – Barbara Madonna.

Dream & Do Grants are provided for Public Service Improvements. The Foundation has approved \$500 for each member library, and Schenectady will receive \$1,000 for a total of \$7,500. Applications are due late September.

MOTION: To accept by application a Dream & Do grant in the amount of \$500 for each member library, Schenectady will receive \$1,000 for a total of \$7,500.
Borrelli/Franco. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:40 A.M.

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday September 20, 2018

Time: 9:30 A.M.

Place: MVLS Service Center