

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

September 20, 2018

MINUTES

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

EXCUSED: Patty Franco

GUESTS: Kathy Insero, Sue Rokos

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

Eric Trahan introduced Glenn Winter, from T.M Byxbee who presented the 2017 MVLS Review Report, and the 2017 MVLS/SALS Joint Automation Project Review Report. A draft report was reviewed by the trustees. Glenn noted MVLS reports on a cash basis and stated there were no material modifications to note. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements.

Glenn Winter discussed the 2017 MVLS/SALS Joint Automation Project Review Report and stated no modifications were needed. The timing of receipts and disbursements shows increases and decreases in the operating lines. He noted 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 2017 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.

2017 REVIEW

Bonnie Kerr presented the following:

MOTION: To approve the 2017 MVLS Review Report and the 2017 MVLS/SALS Joint Automation Project Review Report as presented.
Madonna/Gaddy. Ayes - All. Nays – None.

Marion Grimes moved, Joanne Mickle seconded approval of the minutes from August 23, 2018 as presented. All approved.

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

1. There will be new minimum standards for libraries in the near future.
2. A new initiative for trustee training is being developed. A survey for input will be distributed. Workshops and online training are being considered.

DIRECTORS' COUNCIL

Barbara Madonna reported the Council met in St. Johnsville on September 6, 2018. Eight Directors attended. MVLS staff shared grant and workshop news. There was a roundtable discussion held.

PRIVILEGE OF THE FLOOR

Library news articles were shared. Joanne Mickle reported Ron and Amy Dievendorf raised \$2,173 for holding two book sales at the Canajoharie Library. Eleanor Spencer shared two brochures for Summer Reading Programs at the Middleburgh Library. Barbara Madonna reported the Gloversville Public Library is hoping to reopen the newly renovated library November 5, 2018. Furniture is being delivered, carpet is getting installed. The library has a good fall lineup of events, a new mission statement, and is working on its Plan of Service. They will hold a sale of used library furniture October 25-26, 2018. Katherine Hawkins reported The Community Library,

Cobleskill, has a new lawn sign to announce closings. The New York Times article *Why Libraries Still Matter* was noted.

TREASURER REPORT

Eric Trahan presented the Financial Statements for August 2018 and Payment Schedules for August 2018.

Payment Schedules:

MOTION: To approve Payment Schedule #8 for August in the amount of \$202,351.56. Grimes/Spencer. Ayes - All. Nays - None.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for August 2018. Madonna/Salluzzo. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet today following the Board meeting.

AWARDS

Bonnie Kerr reported the Committee met four times to review and revise the guidelines and applications for the Library Award and the Harold and Junice Wusterbarth Service Award. Both award applications were simplified. The Committee hopes to encourage more applicants. The award dollar amounts will remain the same. Bonnie distributed notes of the meetings with annual meeting suggestions and other considerations.

Marion Grimes presented the following:

MOTION: To commend Bonnie Kerr for her leadership to make the Awards Committee revisions to the application and guidelines for the Library Award and the Harold and Junice Wusterbarth Service Award. Grimes/Mickle. Ayes - All. Nays - None.

BUILDING & EQUIPMENT No report.

COMMUNICATION

Anthony Gaddy requested a meeting, possibly by conference call, to discuss various communications initiatives.

LIBRARY SERVICES

Eric Trahan reported the committee met September 17, 2018 at MVLS to discuss the Public Library Construction Grants. Six applications were received. The Public Library Construction Grant total is \$899,993. All applications were reviewed, accepted and funded. The applications totaled \$921,078. The Committee decided to reduce all applicants equally by \$3,514. President Bonnie Kerr opened floor discussion. The following is the Committee's recommendation:

Amsterdam Free Library	\$69,427
Canajoharie Library & Art Gallery	\$62,936
The Community Library, Cobleskill/Richmondville	\$115,192
Fort Plain Free Library	\$241,725
Gloversville Public Library	\$68,136
Schenectady County Public Library – Scotia Branch	\$342,577

MOTION: To approve the Construction Grants as presented. Committee. Ayes - 10. Nays - None. Abstain – Barbara Madonna

NOMINATING

Schenectady County Public Library intends to nominate Felicia Spivey to fill the Schenectady vacancy.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric reported on the Joint Automation Council meeting. The 2018 Budget amendments were discussed. The 2018 Budget process produced a \$115,000 deficit budget. Proposed amendments were in the Salary & Benefit line and cataloging fees. A new system aid formula was developed which will increase each system's automation aid to JA by 10%. MVLS is \$110,000 and SALS is \$125,000.

MOTION: To approve the Joint Automation Project 2018 Budget amendments as presented.
Salluzzo/Borrelli Ayes – All. Nays - None.

UNFINISHED BUSINESS

FOUNDATION UPDATE

Eric reported two new trustees will join the Foundation For Mohawk Valley Libraries.

MOTION: To approve Carl Shepard representing Schenectady County and Christina Knee representing Schoharie County to fill unexpired terms to June 2019.
Borrelli/Spencer Ayes – All. Nays - None.

NEW BUSINESS

2018 BUDGET AMENDMENTS

Eric Trahan presented the 2018 Budget amendments. He noted expenses were less than anticipated.

MOTION: To approve the 2018 Budget amendments as presented.
Seeber/Mickle Ayes – All. Nays - None.

TRUSTEE RESIGNATION

Bonnie Kerr resigned from the MVLS Board and thanked fellow trustees for supporting her. Christine Knee presented the following:

MOTION: To thank Bonnie Kerr for all the work she has done for the Board over the years.
Knee/Gaddy Ayes – All. Nays - None.

TRUSTEE NEWSLETTER

A Library Trustee Association newsletter was distributed with the board meeting packet. Barbara Madonna noted the training and webinars available through the Library Trustee Association.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:15 A.M.

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday October 18, 2018

Time: 9:30 A.M.

Place: **Amsterdam Free Library**