

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

January 17, 2013  
MVLS Service Center

### MINUTES

**PRESENT:** Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Patty Franco, Marion Grimes, Barbara Madonna, Ellen McHale, René Roser, and Eric Trahan, Director.

**EXCUSED:** Mary France, Bonnie Kerr, Janet Sand

**GUESTS:** Kathy Insero, Sue Rokos

President Cheryl Cufari called the meeting to order at 9:30 A.M.

Marion Grimes moved, Sarah Beekman seconded, approval of November 15, 2012 minutes as presented. All approved.

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

- NYLA Library Advocacy Day is Tuesday, March 5, 2013. MVLS will carpool. Eric encouraged trustees to announce the date at their libraries and to invite member library trustees and friends to attend.
- The tentative date for the MVLS Annual Dinner Meeting is Wednesday, May 15, 2013. Further information will be forwarded.

**Directors' Council:** No Report.

During **Privilege of the Floor** Betty Cleary and Cheryl Cufari shared news articles about member libraries. Cheryl reported the staff appreciation celebration was very good. She shared a thank you card received from the staff. Cheryl complimented Sue Rokos and Carol Clingan for presenting a great 2012 Best of the Best workshop. Schenectady County Public Library is having an author visit April 20, 2013 with Garth Stein, writer of *The Art of Racing in the Rain*, the chosen book for the One County, One Book program. More programming and events will be scheduled. The Gloversville Public Library is having a jazz program this week.

**TREASURER'S REPORT:** Ellen McHale presented the Statements of Financial Position for November and December 2012 and Payment Schedules for November and December 2012. She reported the final 10% of LLSA was received and distributed to member libraries. Operating expenditures were routine and the Central Library Development Aid was distributed to Schenectady. Delivery was higher due to a new contract earlier in the year. Eric Trahan noted the December Profit and Loss statement showed expenses slightly under revenue as opposed to the budgeted \$100,000 deficit. Staff vacancies, utilities, and less building repairs contributed to this amount. CBA funds also show a surplus.

### Statements of Financial Position

**MOTION:** To accept and file for audit the Statements of Financial Position for November and December 2012.  
Committee. Passed.

**Payment Schedules**

**MOTION:** To approve Payment Schedule #11 in the amount of \$146,890.89 and Schedule #12 in the amount of \$176,302.87.  
Cleary/Madonna. Passed.

**COMMITTEE REPORTS**

**AUDIT & FINANCE:** No report.

**AWARDS:** Marion Grimes asked all trustees to push and generate nominations for the MVLS awards. She was very proud and pleased being a past recipient. Eric stated he would email nomination forms and guidelines to directors. A hard copy will be mailed to member library Presidents. The information will be distributed in February with a due date of March 29, 2013.

**BUILDING & EQUIPMENT**

René Roser reported there were no issues with the building or grounds. He did note there were a few slippery spots in the driveway.

**LIBRARY SERVICES:** No report.

**NOMINATING**

Sarah Beekman and Cheryl Cufari presented the following:

**MOTION:** To elect Deborah Wyngowski to fill the unexpired term for Jean Wildgrube from Schenectady County pending approval of the Schenectady County Public Library Board of Trustees.  
Beekman/Madonna. Passed.

**PERSONNEL**

The Personnel Committee will meet following the business meeting.

**JOINT AUTOMATION COUNCIL**

Eric Trahan reported the Council met January 9, 2013. The 2014 fees were approved to remain at the 2013 levels. Circulation fees will need to be addressed because some circulations are not being counted as they are now done outside the Polaris system. The Ad Hoc Committee met to address the in-kind contributions from both systems. The process is ongoing. There will be changes to the Agreement as it needs to be reviewed every two years.

**NEW BUSINESS****2012 AUDIT REVIEW**

**MOTION:** To accept the proposal from T.M. Byxbee for the 2012 Audit review at a cost of \$3,400.  
Madonna/Franco. Passed.

**2012 MVLS BUDGET AMENDMENTS**

Eric reported the amendments are to realign the budget with actual 2012 income and expenses.

**MOTION:** To accept the 2012 MVLS Budget Amendments as presented.  
Madonna/Grimes. Passed.

**2013 MVLS BUDGET AMENDMENTS**

Eric reported the 2013 Budget amendments better clarify the actual budget and relationship between Joint Automation, member libraries, and MVLS. Joint Automation fees and equipment purchases will be paid by MVLS and then billed to MVLS libraries. This shows a clearer automation structure for the system. Delivery fees are increased, library materials are accurately reported, and there is a carryover for Corrections books.

**MOTION:** To accept the 2013 MVLS Budget Amendments as presented.  
McHale/Cleary. Passed.

**JOINT AUTOMATION REPRESENTATIVE**

**MOTION:** To reappoint Michael Burnett to the Joint Automation Council for another term.  
Grimes/Beekman. Passed.

**GRANT APPROVALS**

**MOTION:** To approve and authenticate the Mohawk Valley Library System LSTA Summer Reading Program Mini grant for \$6,000.  
Cleary/Borrelli. Passed.

**MOTION:** To approve and certify the NYS Family Literacy Grant *Summer Reading @ the Library* for years 2013 – 2016 in the amount of \$9,000 each year pending NYS Budget approval.  
Beekman/Franco. Passed.

**MOTION:** To approve and certify the NYS Adult Literacy Grant for years 2013 – 2016 in the amount of \$5,000 each year pending NYS Budget approval.  
McHale/Cleary. Passed.

**PLANNING EXERCISE**

Eric Trahan reviewed the Goals and Activities list constructed from the previous brainstorming sessions. He added Resource Sharing to the list of goals. MVLS workshops will focus on trustee training, friends groups, library policies, literacy, advocacy, and continued technology training.

**LIBRARY AWARENESS BROCHURES**

Eric presented library awareness flyers and brochures from the American Library Association and OCLC, (Online Computer Library Center) that had very good factual information of how libraries benefit New York State and the country. Eric presented a flyer he produced showcasing Mohawk Valley Library System member library values and statistics. He asked trustees for comments. Trustees in attendance commended Eric and stated copies should be given to legislators and member libraries for advocacy.

**EXECUTIVE SESSION**

The Board went into Executive Session at 10:35 A.M. to discuss personnel issues.

**MOTION:** To enter into Executive Session.  
Cleary/Madonna. Passed.

The business meeting resumed at 11:00 A.M.

**ADJOURNMENT:**

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

**TIME AND PLACE OF NEXT MEETING**

Date: **Thursday March 21, 2013**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Patty Franco, Secretary