

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

June 13, 2013

**MINUTES**

**PRESENT:** Gordon Beebe, Jane Borrelli, Betty Cleary, Cheryl Cufari, Patricia Franco, Marion Grimes, Bonnie Kerr, Barbara Madonna, Ellen McHale, Janet Sand, Debby Wyngowski, and Eric Trahan, Director.

**EXCUSED:** Sarah Beekman, Mary France

**GUESTS:** Kathleen Insero, Sue Rokos

President Cheryl Cufari called the meeting to order at 9:30 am. She welcomed new trustee Gordon Beebe, representing Montgomery County.

**ELECTION OF OFFICERS**

On behalf of the nominating Committee, Ellen McHale presented the slate of nominees for Board officers.

- President Cheryl Cufari
- Vice President Sarah Beekman
- Treasurer Ellen McHale
- Secretary Patricia Franco

There were no nominations from the floor. The President asked for a motion to accept the slate as presented. The Secretary, Patty Franco, was asked to cast one vote and the motion was unanimously carried.

**MOTION:** To accept the slate as presented.  
Committee. Passed.

Marion Grimes moved; Barbara Madonna seconded approval of the minutes from April 18, 2013 and May 15, 2013 as presented. All approved.

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

1. The CSEA Agreement has been completed and signed. Copies will be provided by CSEA.
2. The Outreach Advisory Committee is meeting June 14, 2013 to discuss and award the NYS Adult Literacy Grant. Applications were accepted for Adult Basic Literacy, Digital Technology, or Workforce Skills. Gloversville and Schenectady have submitted applications.
3. He will speak to the Wilkinson Memorial Book Station in Broadalbin to encourage moving forward to becoming a chartered library.
4. The legislative session is ending soon in Albany. Eric encouraged trustees to contact their legislators to pass the Maintenance of Effort legislation as it will impact MVLS's future budgets.

Barbara Madonna reported the **Directors' Council** has met. Topics of discussion were the Joint Automation fee structure, the e-book collection and member library contributions.

During **Privilege of the Floor**, Betty shared newspaper clippings from several member library events. Barbara Madonna reported the Gloversville Public Library's windows replacements have gone out to bid. She was interviewed by Susan Stamberg of NPR in Washington D.C. about Carnegie, his library project and the Gloversville Public Library. Barbara noted Summer Reading programming has begun in libraries. Gloversville had a very successful and lively book discussion with 25 in attendance.

## **TREASURER REPORT**

Ellen McHale presented the Financial Statements for April and May 2013 and Payment Schedules for April and May 2013. She stated \$3,000 was received in May for the GE Science program. Miscellaneous income was from the annual dinner. Expenses for roof maintenance, and building and grounds were routine. The JA equipment line was high due to member library computer purchases.

### **Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for April and May 2013.  
Committee. Passed.

### **Payment Schedules:**

**MOTION:** To approve Payment Schedule #4 for April in the amount of \$88,170.92 and Payment Schedule #5 for May in the amount of \$91,997.79.  
Cleary/Madonna. Passed.

## **COMMITTEE REPORTS**

**AUDIT AND FINANCE** No Meeting.

### **AWARDS**

Marion Grimes was commended for doing a nice job of introducing the awards at the annual dinner. Marion thanked Patty Franco and Bonnie Kerr for their assistance selecting recipients and presenting the awards.

### **BUILDING & EQUIPMENT**

The annual walkabout was postponed to August due to weather.

**LIBRARY SERVICES** No Meeting.

### **NOMINATING**

All vacancies are filled.

### **PERSONNEL**

The Committee will meet in Executive Session later in the business meeting.

### **JOINT AUTOMATION COUNCIL**

Eric presented the informational document used at the meeting held in Clifton Park for member libraries regarding Joint Automation fees. It stated what fees provided, how much services cost, and how fees are calculated. In-kind contributions from the two systems is reflected, showing MVLS is currently providing about 2/5 of the total, although MVLS is 1/3 of total circulation and holdings. Surveys are due June 14, 2013 from member libraries. The Council is looking at the issues for the 2015 fees which need to be determined by January 2014. Barbara Madonna stated libraries want more transparency with the JA budget. All Council meetings are open meetings.

## **NEW BUSINESS**

### **Reorganization Motions:**

The following Reorganization Motions were presented:

**MOTION:** To approve NBT as the official bank of the Mohawk Valley Library System.

**MOTION:** To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.

**MOTION:** To authorize the President, Vice President, or Treasurer to sign checks for the Mohawk Valley Library System and the MVLS/SALS Joint Automation System.

**The above three motions were approved as one.** Cleary/Madonna. Passed.

**COMMITTEE ASSIGNMENTS**

Cheryl presented the Committee Assignment list included in board packets. No changes were needed.

**MOTION:** To approve the Committee Assignments as presented.  
Grimes/Cleary. Passed.

Eric noted there are seven trustees on the Library Services/Planning & Development Committee. If they meet it could be considered a Board meeting as it is a quorum.

**2013-2014 BOARD MEETING SCHEDULE**

A schedule of meetings was included in the board packet. **August 8, 2013** was scheduled due to a scheduling conflict. The October meeting will be held at the Middleburgh Library.

**MOTION:** To approve the Schedule of Meetings for 2013-2014.  
Madonna/McHale. Passed.

**2012 MVLS STATE ANNUAL REPORT CERTIFICATION**

**MOTION:** To approve the certification of the 2012 State Annual Report.  
Cleary/Madonna. Passed.

**NON-UNION PERSONNEL**

After discussion, a policy for non-union part-time personnel status will be drafted and presented in August.

**ADVOCACY FUND**

After discussion of the Carol Clingan Advocacy Fund issues, Eric will contact Ron Barrows to present the Board with fundraising and sustainability ideas for continuation of the advocacy fund.

**MVLS POLICY MANUAL**

Eric will develop a policy manual for MVLS. The Collections Policy will be addressed first. He will provide the Library Services Committee with a packet of information and his suggestions.

**EXECUTIVE SESSION**

**MOTION:** To enter into Executive Session at 10:35 A.M. to discuss personnel issues.  
Cleary/Madonna Passed.

The business meeting resumed at 10:38 A.M.

Barbara Madonna presented the following:

**MOTION:** To approve with benefits a 4% increase to Eric Trahan's salary retroactive to June 1, 2013 and to extend to May 31, 2014.  
Madonna/McHale. Passed.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:47 A.M.

Respectfully submitted,

Patty Franco  
Secretary

**NEXT MEETING:**

Date: Thursday August 8, 2013  
Time: 9:30 a.m.  
Place: MVLS Service Center

**Reminder: No July Meeting**