

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 16, 2011

MINUTES

PRESENT: Sarah Beekman, Margaret Carballeira, Betty Cleary, Cheryl Cufari, Patricia Franco, Barbara Germain, Bonnie Kerr, Ellen McHale, René Roser, and Carol Clingan, Director.

EXCUSED: Lisa Cardilli, Marion Grimes, Colleen Izzo, and Jean Wildgrube

GUESTS: Kathleen Insero

President Betty Cleary called the meeting to order at 9:35 am.

Barbara Germain moved; Bonnie Kerr seconded approval of the minutes from April 21, 2011 as presented. All approved.

Cheryl Cufari moved; Patty Franco seconded approval of the minutes from May 11, 2011 as presented. All approved.

The **Director's Report** for April and May were distributed before the meeting. Carol reported:

1. Glen Winter, CPA, of T.M. Byxbee Company, completed the field work for the MVLS review. He will send a draft report.
2. The retiree's Excelsior Health Insurance plan is looking at a 27% increase for 2012. There are currently two retirees living out of the CDPHP network. MVLS' broker from Council Services Plus is looking at available substitute plans as well as tracking the expansion of CDPHP's network. A Personnel Committee meeting will be scheduled in August.
3. Member libraries received approval letters but no funds for the 2010 Public Library Construction Grants. A webinar for systems reviewed the new online 2011 application process for Public Library Construction Grants. Systems will be able to review and edit applications. The new application is similar to the old paper one with a few changes (libraries need to show where matching funds are coming from, complete a new "Smart Growth" form, other narratives). Due dates for 2011 are not available. Legislation has been approved by the legislature reducing the match from 50% to 25% in high need areas but that will not be in effect for this year's application.
4. Carol noted the chart reflecting the state tax cap and its effects on member libraries was distributed with the May Director's Report. A workshop to explore library re-chartering to become a district library is scheduled for September 17 with consultant Libby Post.
5. Carol will request an extension for the 5-year Plan of Service due in September. The goals will be extended for another year.
6. The Cultural Data Report requested by NYSCA is a very time-consuming venture for staff. Three years of financial information is needed. Providing information is difficult due to conflicting reporting requirements with the MVLS audit report and the NYSCA form. Ellen noted that the forms are aimed towards groups that provide events with admission, etc.

Barbara Germain reported for the **Directors' Council**. She will be retiring as the Johnstown Public Library Director in the fall. The Directors' Council is nominating Barbara Madonna to fill the remainder of Barbara's term on the MVLS Board of Trustees. Barbara stated member libraries appreciate and are very grateful for the system services. She thanked the MVLS Staff and Board of Trustees for doing a fine job and for treating each member library equally.

During **Privilege of the Floor**, Betty shared newspaper clippings from several member library events including Northville's 25th anniversary and the MVLS Annual Dinner. She also shared letters received from Assemblyman Marc Butler regarding his negative vote on the state budget restoring library aid.

TREASURER REPORT

Margaret Carballeira reported 2011 state aid funds have not been released. An insurance dividend was received. Utilities and building contract costs were higher this winter due to the weather. Most other expenses are routine.

COMMITTEE REPORTS

AUDIT AND FINANCE

Treasurer Margaret Carballeira presented the Financial Statements for April and May 2011 and Payment Schedules for April and May 2011.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2011.
Committee. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$68,698.13 and Payment Schedule #5 for May in the amount of \$70,972.31.
Kerr/Germain. Passed.

AWARDS

Betty Cleary commended the Awards Committee for the presentation of the Library and Trustee awards.

BUILDING & EQUIPMENT

René Roser reported the annual walkabout will take place after the business meeting.

LIBRARY SERVICES

A meeting will be scheduled.

ELECTION OF OFFICERS

On behalf of the nominating Committee, Cheryl Cufari presented the slate of nominees for Board officers.

- President Elizabeth Cleary
- Vice President Colleen Izzo
- Treasurer Margaret Carballeira
- Secretary Patricia Franco

There were no nominations from the floor. The President asked for a motion to accept the slate as presented.

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

The Secretary, Patty Franco, was asked to cast one vote and the motion was unanimously carried.

PERSONNEL

A meeting will be scheduled for August.

JOINT AUTOMATION COUNCIL

Carol reported on the June meeting of the JA Council.

1. Fixes continue to be made from the Polaris upgrade.
2. A PC order is being processed for member libraries.
3. The new web server is being implemented and will host the new MVLS website.
4. A basic Mobile PAC feature is not available though it does not work on all mobile phones.

5. PAC changes include a map-it feature to be "clicked on" showing which library has that particular book/item at its location.
6. The field work on the audit review is complete. A draft report will be forthcoming.

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.

McHale/Kerr. Passed.

COMMITTEE APPOINTMENTS

Betty noted the Committee List was included in board packets.

AT-LARGE MEMBER OF EXECUTIVE COMMITTEE

MOTION: To approve René Roser as the At-Large Member of the Executive Committee.
Kerr/Cufari. Passed.

2011-2012 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet.

MOTION: To approve the Schedule of Meetings for 2011-2012.
Franco/McHale. Passed.

Betty Cleary suggested a meeting be held in Northville. Carol Clingan will schedule one for the fall.

2011 BUDGET UPDATE

Carol Clingan presented a proposed revision of the 2011 Budget reflecting receipt of 2010 state aid this year, and projected state aid budget cuts and including supplemental aid. NYS retirement will be paid in December for a cost saving. New computers were ordered to replace the aging ones. Books and recordings have been purchased to replenish the rotating collections. Green zipper bags have been purchased for delivery. (AV products are shipped through delivery for damage control.) Carol would like the delivery to maintain a 5-day schedule during the winter; funds were provided.

Fuel and utility costs have risen. The parking lot needs some work. She would also like to restore the Continuing Education Grant to library staff to attend NYLA.

Margaret Carballeira commended Carol for her work on the budget revisions.

MOTION: To approve the 2011 Budget revision.
Carballeira/Germain. Passed.

MVLS BUDGET APPLICATION FOR STATE AID

MOTION: To approve the Certification of the 2011-2012 MVLS budget application for state aid.
McHale/Franco. Passed.

LITERACY GRANT

Lois Gordon worked with literacy affiliates in our region to write a grant to provide training for adult literacy tutors and library staff and to provide promotional materials from the Wish You Well Foundation in the amount of \$12,835.

MOTION: To approve the Literacy Grant application to the Wish You Well Foundation for \$12,835. Carballeira/Beekman. Passed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 A.M.

Respectfully submitted,

Patty Franco
Secretary

NEXT MEETING:

Date: Thursday August 18, 2011

Time: 9:30 a.m.

Place: MVLS Service Center

Reminder: No July Meeting

2011
Mohawk Valley Library System
Proposed Budget

	2010 Actual	2010 Budget	2011 Approved Budget	2011 Proposed Revision
MVLS - Discretionary and Grant Income				
3840 - Basic State Aid	689,176.00	684,766.00	\$684,766.00	\$ 592,961.00
3840J - Outreach Grant Previous Yr	69,268.00	0.00	\$0.00	\$ 66,449.00
3840J - Outreach Grant	0.00	72,608.00	\$69,268.00	\$ 62,873.00
3840B4 - Local Services Support Aid Previous yr	3,363.00	0.00	\$0.00	\$ 56,990.00
3840B4 - Local Services Support Aid	0.00	62,273.00	\$62,273.00	\$ 53,924.00
3840SC - Construction Grant -Roof	10,483.00	0.00	\$0.00	\$ -
2401 - Interest and Earnings Investment	1,968.18	13,000.00	\$4,000.00	\$ 4,000.00
3860 - JA Reimbursement	500.00	500.00	\$600.00	\$ 600.00
4950GG - Gates Online Hardware Grt. Phase II	242.00	0.00	\$0.00	\$ -
3840F - Netlibrary	18,560.63	17,400.00	\$19,400.00	\$ 18,239.00
3840F - Dividend Income	1,396.09	1,500.00	\$100.00	\$ 1,200.00
3840SA - Supplemental System Aid Previous yr	65,658.00	0.00	\$0.00	\$ 45,329.00
3840SA - Supplemental System Aid	0.00	0.00	\$0.00	\$ 94,848.00
2705 - Miscellaneous Income	600.00	0.00	\$600.00	\$ 600.00
Total Discretionary Income	861,214.90	852,047.00	\$841,007.00	\$ 998,013.00
MVLS - Categorical Income				
3841CB - Central Book Aid	0.00	64,610.00	\$59,172.00	\$ 55,948.00
3841CBC - Central Book Aid Carryover	0.00	7,987.47	\$0.00	\$ 12,735.00
Central Library Develop Grnt PY				\$ 86,833.00
3841CL - Central Library Development Grant	0.00	94,881.00	\$86,896.00	\$ 82,161.00
3841LL - Local Library Services Aid Previous Yr	3,989.00	0.00	\$0.00	\$ 67,594.00
3841LL - Local Library Services Aid	0.00	73,859.00	\$67,643.00	\$ 63,957.00
3841IG - Institutions Aid Previous Yr	3,650.00	0.00	\$0.00	\$ 3,501.00
3841IG - Institutions Aid	0.00	3,992.00	To be determined	\$ 3,313.00
3841CO - Corrections Previous Yr	5,790.00	0.00	\$0.00	\$ 5,554.00
3841CO - Corrections	0.00	5,772.00	To be determined	\$ 5,255.00
Total Categorical Income	13,429.00	251,101.47	\$213,711.00	\$ 386,851.00
TOTAL INCOME	874,643.90	1,103,148.47	\$1,054,718.00	\$ 1,384,864.00
Expenses				
A-141 - Salaries & Benefits				
141 - Salaries	404,610.03	501,757.00	\$496,176.00	\$ 496,176.00
142 - Benefits	132,238.62	169,206.00	\$185,382.00	\$ 211,382.00
Total A-141 - Salaries & Benefits	536,848.65	670,963.00	\$681,558.00	\$ 707,558.00
A-203 - Capital Expenditures				
203 - Equipment	624.59	0.00	\$750.00	\$ 5,000.00
Total A-203 - Capital Expenditures	624.59	0.00	\$750.00	\$ 5,000.00
A-410 - Library Materials				
410 - Books	1,084.66	2,000.00	\$3,000.00	\$ 6,000.00
412 - Recordings	129.04	0.00	\$0.00	\$ 5,000.00
413 - Serials	375.98	1,000.00	\$1,000.00	\$ 1,000.00

431A · Funds for Electronic use	1,557.05	1,200.00	\$1,200.00	\$ 3,000.00
431NET · NetLibrary MVLS cost \$3000	22,400.00	22,400.00	\$22,400.00	\$ 22,400.00
Total A-410 · Library Materials	25,546.73	26,600.00	\$27,600.00	\$ 37,400.00
A-410 · Library Materials (CBA)				
410CBA · CBA Books	38,790.95	64,610.00	\$59,172.00	\$ 55,948.00
410CBAC · Central Book Aid Carryover	7,987.47	7,987.47	To be determined	\$ 12,735.00
Total A-410 · Library Materials	46,778.42	72,597.47	\$59,172.00	\$ 68,683.00
A-430 · Miscellaneous				
430 · Office and Library Supplies	316.29	750.00	\$750.00	\$ 2,500.00
431 · Telephone	2,574.62	3,200.00	\$3,200.00	\$ 3,200.00
433 · Postage & Freight	913.40	750.00	\$750.00	\$ 1,000.00
434 · Publicity & Printing	0.00	400.00	\$400.00	\$ 400.00
435 · Travel	6,083.30	7,000.00	\$5,000.00	\$ 5,000.00
437 · Professional Fees - Other	5,340.66	10,500.00	\$6,500.00	\$ 11,000.00
438 · Membership Dues	2,343.00	3,000.00	\$2,700.00	\$ 2,700.00
439 · Rental, Maint & Rep Off Equip	6,086.36	6,800.00	\$5,000.00	\$ 5,000.00
Total A-430 · Miscellaneous	23,657.63	32,400.00	\$24,300.00	\$ 30,800.00
A-436 · Contracts				
436A · Contractual - Automation	0.00	69,129.00	\$63,311.00	\$ 59,860.00
436D · Contractual - Delivery Fee	91,319.30	94,000.00	\$88,000.00	\$ 95,000.00
Total 436 · Contractual	91,319.30	163,129.00	\$151,311.00	\$ 154,860.00
A-450 · Building Operation				
450 · Fuel & Utilities	7,768.63	13,000.00	\$11,000.00	\$ 12,000.00
451 · Custodial Supplies	175.65	400.00	\$400.00	\$ 400.00
452 · Repairs to Building & Equip	4,395.49	2,000.00	\$2,000.00	\$ 5,000.00
454 · Insurance	6,430.12	9,400.00	\$7,000.00	\$ 7,000.00
469 · Building Service Contracts	3,972.80	8,000.00	\$6,000.00	\$ 8,000.00
Total A-450 · Building Operation	22,742.69	32,800.00	\$26,400.00	\$ 32,400.00
A-471 · Automotive				
471 · Operation Of Other Vehicles	387.59	750.00	\$600.00	\$ 600.00
473 · Maintenance of Other Vehicles	49.00	750.00	\$700.00	\$ 700.00
Total A-471 · Automotive	436.59	1,500.00	\$1,300.00	\$ 1,300.00
A-490 · Cash Grants to Member Libraries				
490A · LLSA Local Library Services Aid Previous Year	3,990.70	0.00	\$0.00	\$ 67,594.00
490A · LLSA Local Library Services Aid	0.00	73,859.00	\$67,643.00	\$ 63,957.00
490G · Gates Online Hardware Grant Phase II	4,290.00	0.00	\$0.00	\$ -
490B · CLD Central Library Development Aid	0.00	94,881.00	\$86,896.00	\$ 82,161.00
490TA · Trustee Award	200.00	200.00	\$200.00	\$ 200.00
490LA · Library Award	500.00	500.00	\$500.00	\$ 500.00
490OU · Cash Grant-Outreach Mini-grants	370.00	2,000.00	\$0.00	\$ -
490CE Continuing Ed Grant	465.00	1,900.00	\$0.00	\$ 2,500.00
490MIS Miscellaneous Cash Grant	0.00	0.00	\$0.00	\$ -
Total A-490 · Grants to Member Libraries	9,815.70	173,340.00	\$155,239.00	\$ 216,912.00
A-491 · Categorical Expenses				
4911 · Institutions Aid Previous Year	0.00	0.00	\$0.00	\$ 3,501.00
4911 · Institutions Aid	0.00	3,992.00	To be determined	\$ 3,313.00
491C · Corrections Previous Year				\$ 5,554.00

491C - Corrections	0.00	5,772.00	To be determined	\$	5,255.00
Total A-491 - Categorical Expenses	0.00	9,764.00		\$0.00	\$ 17,623.00
TOTAL EXPENSES	757,770.30	1,183,093.47		\$1,127,630.00	\$ 1,272,536.00
NET INCOME/DEFICIT	116,873.60	-79,945.00		-\$72,912.00	\$ 112,328.00