

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

March 21, 2013  
MVLS Service Center

**MINUTES**

**PRESENT:** Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Mary France, Patty Franco, Marion Grimes, Barbara Madonna, Ellen McHale, Janet Sand, Debby Wyngowski, and, Eric Trahan Director.

**EXCUSED:** Bonnie Kerr, René Roser.

**GUESTS:** Kathy Insero, Sue Rokos, and a Daily Gazette Representative

President Cheryl Cufari called the meeting to order at 9:27 a.m.

The minutes of the January 17, 2013 meeting were accepted as submitted.  
Madonna/Borelli. Passed.

The **Director's Report** for January and February was distributed prior to the meeting. Eric reported:

- Trustee resources are listed on the MVLS website A document used for orientation was available at the meeting.
- A nice group attended NYLA Advocacy Day in Albany on March 5<sup>th</sup>. There is hope of a modest increase in the state budget. The revised advocacy document was given to each Assemblyman and Senator that was visited. Trustees were encouraged to continue to send advocacy emails, as they have a real impact. Eric noted that Assemblyman Santabarbara remembered his letter.
- Staffing issues have been addressed. One person will be hired for 10-12 flexible hours per week for mainly cataloguing and a second person will work approximately 14 hours as support staff.
- Member Library State Annual Reports are being compiled now. Amsterdam is not in compliance with minimum standards due to not having a Director with an MLS degree as is needed with their population chartered to serve count. Nicole Hemsley is doing a wonderful job in the interim. That issue is being addressed by Amsterdam. In order to receive state aid, all member libraries must meet minimum standards.
- The Annual Meeting is scheduled for Wednesday, May 15, 2013 at the Riverstone Manor in Glenville. Invitations are included with meeting materials.

There was no **Director's Council** report.

During **Privilege of the Floor** Betty Cleary shared library news. Ellen McHale asked for flood and recovery news and photos on behalf of the Folklore Society. Barbara Madonna reported the Gloversville Public Library Community Reads book is *Following Atticus*. The library has partnered with the schools and animal shelter for programming. The window replacement is waiting for full approval. After the okay, it will go out to bid. Cheryl Cufari reported that the Schenectady County Public Library One County One Book choice is *The Art of Racing in the Rain*. The NYSCA sponsored book discussion will be held April 13. The author visit is April 20. Janet Sand stated the Cobleskill library is continuing to work with the Historical Society on the building development plan.

**TREASURER'S REPORT:** Ellen McHale presented the financial statements for January and February 2013 and Payment Schedules for January and February 2013. She reported \$7,980 was received for the Adult and Family Literacy Grant. Member libraries paid \$13,701 for e-resources; \$10,360 was collected for JA fees. High expenditures were for JA fees and the Comics Connect Grant. Eric Trahan stated the reformatting of the Financial Statements is still a work in progress. His goal is to show all financial activity including services provided to member libraries. Ellen stated the operating bank balance for February is showing as a deficit, but funds were accessed from the CDARS that matured in March.

**Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for January and February 2013.  
Cleary/Grimes. Passed.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #1 for January in the amount of \$100,383.98 and Payment Schedule #2 for February in the amount of \$92,199.08.  
Cleary/Madonna. Passed.

**COMMITTEE REPORTS**

**AUDIT AND FINANCE**

No report.

**AWARDS COMMITTEE**

Marion Grimes thanked Eric for sending an email to member library directors to encourage nominations for the MVLS awards. She stated there are wonderful people doing wonderful things at the libraries and they should be recognized. Guidelines and nomination forms have been distributed via email to member library directors and presidents; thus far three volunteer nominations have been received. Trustees were asked to promote these awards at their own library. Forms are on the MVLS website on the front page, and are due March 29, 2013.

**BUILDING&/EQUIPMENT** No report.

**LIBRARY SERVICES** No report.

**NOMINATING COMMITTEE**

Ellen McHale reported Montgomery County needs a representative to fill the vacancy left by René Roser who is ineligible for re-election because he has served two full terms.

**PERSONNEL**

Eric's evaluation was finalized in January and filed. Cheryl has scripted the evaluation process and filed it at MVLS. She will also script the hiring process for filing.

**JOINT AUTOMATION COUNCIL**

Eric reported the Joint Automation Council met March 13. He and Sara Dallas continue to work on the agreement issue. An amended agreement will be presented later this year. They are looking at developing numbers for each system's in-kind contribution. The fee structure has also become an issue. E-resources are not currently being counted as circs. JAC would like to hold a focus group to discuss the fee issues with the current process. He presented the following:

**MOTION:** To approve hiring the consultant Carson Block to facilitate a focus group regarding the JA fee structure.  
Madonna/Franco. Passed.

Eric reported JA announced that as of April 8, 2014 Microsoft is ending support of Windows XP and Office 2003. This means that they will no longer be issuing security updates or fixes. Because of this, it would be unsafe to continue to use Windows XP computers after that date. Libraries will need to replace their computers by this time. JA will do three orders this year.

## **NEW BUSINESS**

### **2013 BOARD GOALS UPDATE**

Eric reviewed progress on the 2013 goals. Friends Groups were discussed. Eric's thought is to have Friends Group information sharing sessions twice a year. MVLS will begin providing member library trustees education sessions this spring. These sessions will also include mechanisms for getting feedback on MVLS services. Sarah volunteered Middleburgh as the spring location.

Eric reported the Directors Report has incorporated better information regarding library field visits and continuing education opportunities.

### **FUNDING STRATEGIES DISCUSSION**

The Carol Clingan Advocacy fund and alternative funding plans were discussed.

**MOTION:** To enter into Executive Session at 10:47 am to discuss personnel issues. Cleary/Beekman. Passed.

**MOTION:** To resume the Business Meeting at 11:00 am. McHale/Cleary. Passed.

Cheryl Cufari presented the following:

**MOTION:** To approve the Memorandum of Understanding for the 2013-2015 CSEA Labor Contract as presented. Cleary/Borrelli. Passed.

**MOTION:** To extend the new terms to full time non-union employees. Cleary/Borrelli. Passed.

**MOTION:** To extend the approved salary increase to Sue Rokos and Kathy Insero. Cleary/McHale. Passed.

### **JUNE BOARD MEETING**

The June meeting has been rescheduled for **June 13, 2013**

### **TIME AND PLACE OF NEXT MEETING:**

Date: April 18, 2013

Time: 9:30 a.m.

Place: MVLS Service Center

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Patti Franco, Secretary