

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 15, 2012
MVLS Service Center

MINUTES

PRESENT: Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Patty Franco, Marion Grimes, Bonnie Kerr, Barbara Madonna, Ellen McHale, René Roser, Janet Sand, Jean Wildgrube, and Eric Trahan, Director.

EXCUSED: Mary France

GUESTS: Kathy Insero, Sue Rokos

BUDGET HEARING

Cheryl Cufari called the Hearing on the 2013 Proposed Budget to order at 9:30 AM.

Eric Trahan presented the 2013 Proposed Budget. (attached) Eric noted income and expenditures were decreased and the deficit is trending in the right direction.

State aid revenues are projected at 2012 amounts. Eric noted some 2011 state aid was received in 2012. Therefore, some 2012 revenue may be received in 2013. Adult and Family Literature grants are changing form, which will result in less funding for MVLS. 2013 may also be the last year LSTA will fund the summer reading program. Other grant values will be included as they are received.

Expenditures show a decrease in the e-reader line reflecting the end of the One Click program. The 2012 Salary and Benefits line includes the salary for the new director but two employees left in September. Only one clerk position will be filled in 2013. The Benefits line is increased due to higher health insurance premiums. Book expenses are variable depending on when CBA funds are spent. E-book and e-audio expenses are decreased. The decrease in Cash Grants is due to Bullet Aid received in 2012. The Consultant/Professional fees and Travel lines show a decrease for 2013 due to the Director search and travel for grants.

Eric reviewed the *Finances By Function* and *Finances By Grant* documents that will be used as reporting mechanisms.

The budget hearing was adjourned at 9:44 AM.

BUSINESS MEETING

President Cheryl Cufari called the meeting to order at 9:45 A.M.

Bonnie Kerr moved, Barbara Madonna seconded, approval of October 18, 2012 minutes as presented. All approved.

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

- The 2012 Bullet Aid was received and distributed to member libraries.
- \$98,000 Supplemental Aid was received today.
- Eric reported on the continued development of the 2020 Vision for Library Services as discussed at the NYLA conference.

Barbara Madonna reported the **Directors' Council** did not meet.

During **Privilege of the Floor** Barbara Madonna announced longtime employee, Deborah Bucholtz, is retiring from the Gloversville Public Library. Barbara attended the NYLA Conference presentation by the State Education Department and NYS Archives. Cheryl Cufari noted author Lee Woodruff is at Schenectady County Public Library today. She reported Karen Bradley is the new Director at Schenectady but noted the County decreased the library's 2013 budget by \$250,000. Karen, Cheryl, and Eric are meeting with the County Manager to discuss the Maintenance of Effort and the effect the decrease in funding will have on system state funding. The library is doing a survey and working very hard to address this setback. Cheryl commended Eric for all the assistance he has given to aid them with this problem. Trustees were reminded to send their bios to MVLS for inclusion on the website. Betty Cleary shared news articles about member libraries.

TREASURER'S REPORT: Ellen McHale presented the Statements of Financial Position for September and October 2012 and Payment Schedules for October 2012. She reported expenditures are routine and noted the Bullet Aid was received and distributed to member libraries.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for September and October 2012.
Committee. Passed.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$179,781.51.
Cleary/Wildgrube. Passed.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS: No report.

BUILDING & EQUIPMENT

René Roser reported there were no issues with the building or grounds.

LIBRARY SERVICES: No report.

PERSONNEL

Cheryl Cufari stated Eric's evaluation was due to her by December 20, 2012. The Personnel Committee will meet following the January business meeting. She commended Eric for the assistance he has given to Schenectady.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 14, 2012. The Draft 2013 JA budget was approved by the Joint Automation Council and needs approval by both MVLS and SALS boards. The Ad Hoc Committee is meeting November 19, 2012 to address the in-kind contributions from both systems.

MOTION: To approve the 2013 Joint Automation Project Draft Budget.
Madonna/Wildgrube. Passed.

MOTION: To approve the 2012 Budget Amendments as follows: Transfer \$391.04 from Syndetics to Supplies and transfer \$600 from Travel to Supplies. Madonna/Kerr. Passed.

The JA Staff has had security issues with libraries using unauthorized devices with their staff computers. Eric presented the Network Connections Policy and the Access to Polaris Policy that was approved by the Joint Automation Council.

MOTION: To approve the Network Connections Policy as presented.

MOTION: To approve the Access to Polaris Policy as presented.

MOTION: To approve the revised Workstation Purchase and Support Policy as presented.

The above three motions were approved as one.
Grimes/Kerr. Passed.

NEW BUSINESS

2013 MVLS BUDGET

MOTION: To accept the 2013 MVLS Budget as presented. Committee. Passed.

MVLS PLAN OF SERVICE

Eric Trahan presented a document with revised verbiage for clarification to the MVLS Plan of Service.

MOTION: To approve the revised MVLS Plan of Service. Madonna/Wildgrube. Passed.

PLANNING EXERCISE

Eric Trahan distributed a recap of the initial planning exercise. Trustees were asked to prioritize the list by choosing five top ideas they would like implemented in 2013. Eric will compile the list and distribute to trustees for the next meeting exercise.

EXECUTIVE SESSION

The Board went into Executive Session at 10:50 A.M. to discuss personnel issues.

MOTION: To enter into Executive Session
Kerr/Madonna. Passed.

The business meeting resumed at 11:20 A.M.

TRUSTEE RESIGNATION

MOTION: To accept with regret and best wishes the resignation of Jean Wildgrube from the MVLS Board of Trustees. Grimes/Cleary. Passed.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:25 A.M.

TIME AND PLACE OF NEXT MEETING

Date: Thursday January 17, 2013

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,
Patty Franco, Secretary