

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 17, 2011
MVLS Service Center

MINUTES

PRESENT: Sarah Beekman, Jane Borrelli, Margaret Carballeira, Betty Cleary, Cheryl Cufari, Marion Grimes, Barbara Madonna, René Roser, Janet Sand, Jean Wildgrube, and Carol Clingan, Director.

EXCUSED: Patty Franco, Ellen McHale, Bonnie Kerr.

GUESTS: Kathy Insero

BUDGET HEARING

Betty Cleary called the Hearing on the 2012 Proposed Budget to order at 10:00 AM.

Carol Clingan presented the 2012 Proposed Budget. (attached) It has been reviewed and recommended by the Audit and Finance Committee.

State aid revenues are projected at 2011 amounts.

Expenditures show a decrease in the salary line reflecting no staff increases, an estimated salary for the new director for 9 months, and elimination of the part time cataloging positions. The Benefits line is increased due to higher retirement payment. Health insurance through CDPHP rises only about 1% for the coming year. CDPHP Medicare Advantage program cost actually decreases by \$.60 per month. Most retirees have switched to the CDPHP program but will pay the added cost if the Excelsior program was selected; out of area retirees will be kept on the Excelsior program since we do not have an alternative. PC's will be replaced as needed through the MVLS capital fund rather than through our operating budget. The budget eliminates contributions to audio visual/dvd rotating collections (member library contributions will be used), book expenses are reduced. The Member library continuing education grant was eliminated. The MVLS contribution to NetLibrary (Recorded Book downloadable audiobooks) was eliminated though the system will contribute to Overdrive content in advance through the 2011 budget. Other reductions were based on actual 2010 and projected 2011 expenditures.

There were no questions.

The budget hearing was adjourned at 10:10 AM.

BUSINESS MEETING

President Betty Cleary called the meeting to order at 10:12 A.M.

Barbara Madonna moved, Cheryl Cufari seconded, approval of October 20, 2011 minutes as presented. All approved.

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

- The 2011 Voters Guide was shared and is available online at www.nyla.org. Once again, Senate was shown to be very supportive of library efforts; the Assembly less so.

- Overdrive (downloadable ebooks) will be launched in January. Central Library funds fund the yearly access fee. All MVLS libraries will contribute towards content to be available to MVLS users of the service; this will make a minimum \$50,000 available for content purchases.
- An ebook reader pilot program will be funded through our current LSTA grant. Sue is working on expanding the program beyond the announced 6 library participation due to interest. Nooks have been purchased and training will be scheduled soon. The Nooks are for circulation to library borrowers.
- The insurance claim for flood damaged materials has been received (about \$3200). Hartford Insurance was very helpful in speedily processing our claim.
- Barnes & Noble is hosting a book fair to benefit the Middleburgh and Schoharie libraries December 10, 2011. They are also enabling people to purchase gift cards to benefit the two libraries. Publicity materials and details will be distributed to all libraries.

During **Privilege of the Floor** Carol Clingan announced this is her last meeting and thanked the board for their support. Betty Cleary shared news articles about member libraries.

Janet Sand announced a memorial service for Christine Dickerson will be held at the Community Library in Cobleskill on Saturday at 1:00 pm.

Carol reported Laura Flynn is retiring from the Fort Plain Free Library, and Nicole Hemsley is the acting director in Amsterdam.

Barbara Madonna reported the **Directors' Council** met and discussed ebooks.

TREASURER'S REPORT: Margaret Carballeira presented the Statement of Financial Position and Payment Schedules for October 2011. She reported expenditures are routine.

Statements of Financial Position

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

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$77,864.42. Madonna/Carballeira. Passed.

COMMITTEE REPORTS

AUDIT & FINANCE

Margaret reported the Committee met prior to the Business meeting to review the 2012 Proposed Budget. The Committee recommends the Proposed Budget as presented.

Carol has been contacted by Tom Gessick from TM Byxbee on next year's financial work. A discussion of continuing with an audit review or full audit followed.

MOTION: To approve having TM Byxbee perform an audit review for 2011. Madonna/Wildgrube. Passed.

AWARDS: No report.

BUILDING & EQUIPMENT: No report.

LIBRARY SERVICES: No report.

PERSONNEL: No report.

JOINT AUTOMATION COUNCIL

Carol Clingan reported the Council met November 9, 2011. The Draft 2012 Budget was presented. MVLS asked \$3500 financial services reimbursement to cover the 2 hours per week of Joe Sherry's time in preparing financial statements for the project. The budget did not pass since it failed to receive 7 favorable votes though it did receive a majority approval of those present. SALS Board met Tuesday and reviewed the proposed budget and forwarded a memo to the MVLS board (attached), stating that the inclusion of a \$3500 line item expenditure for financial services constitutes a modification to the original agreement. A lengthy discussion followed. MVLS trustees understood SALS' objection but do not share that opinion. However, the board believed that a negotiation of the project in light of the changes in technology and the project need to occur. Concerns were specifically raised regarding assessing the true cost, including the value of in kind contributions of the project. Carol will draft a response to the SALS board.

The Board did not wish to impede the JA Project from having a budget.

MOTION: To pass the 2012 Joint Automation Project Draft Budget with a stipulation the \$3500 will be negotiated.
Cufari/Wildgrube. Passed.

Cheryl Cufari, Michael Burnett, and Sue Rokos will represent MVLS in this negotiation.

SEARCH COMMITTEE

Betty Cleary presented the draft job description for the Executive Director. She reported that all libraries were represented at the member meetings which went very well.

Betty Cleary moved, Cheryl Cufari seconded to enter into Executive Session to discuss personnel issues at 11:12 A.M.

Betty Cleary moved, Barbara Madonna seconded to resume the business meeting at 11:30 A.M.

Betty Cleary presented the following:

MOTION: To approve the Executive Director job description.
Committee. Passed.

Elissa Kane was commended for her work assisting the Committee.

OLD BUSINESS

CSEA CONTRACT

The Memorandum of Understanding was presented. (attached) with revisions to be inserted into the Union Contract.

MOTION: To approve the Memo of Understanding as presented.
Committee. Passed.

Staff bonuses will be paid in December. Betty noted that Carol will also receive a bonus.

Betty Cleary thanked Carol for negotiating on behalf of the Board.

NEW BUSINESS

2012 MVLS BUDGET

MOTION: To accept the 2012 MVLS Budget as presented.
Committee. Passed.

MVLS SERVICE CENTER

Carol asked that the MVLS Service Center be closed Thursday, December 22, 2011 because of limited staff availability with all staff to utilize their accrued leave time for the day.

MOTION: To approve closing the MVLS Service Center Thursday, December 22, 2011.
Staff will use their own time.
Carballeira/Sand. Passed.

MVLS INTERIM DIRECTOR

MOTION: To appoint Sue Rokos as the MVLS Interim Director effective December 16, 2011 with a salary supplement of \$1,000 per month.
Cufari/Madonna. Passed.

CDLC BOARD REPRESENTATION

MOTION: To appoint Sue Rokos as the MVLS representative on the CDLC Board effective January 2012.
Madonna/Grimes. Passed.

JOINT AUTOMATION COUNCIL APPOINTMENT

Terry Pavoldi from the Middleburgh Library is unable to continue on the Joint Automation Council.

MOTION: To appoint Eric Trahan to the Joint Automation Council.
Beekman/Wildgrube. Passed.

OUTREACH ADVISORY COMMITTEE

MOTION: To approve new members of the Outreach Advisory Committee: Thom Georgia of Amsterdam, Carol Young of Hale Creek, and Donna Kuhner of Gloversville.
Grimes/Beekman. Passed.

On behalf of the Board, Betty Cleary thanked Carol Clingan for doing an outstanding job as Director for MVLS, and stated it was "a good run". She wished her well for the future. Jeanne Wildgrube stated it was a joy to work with her and thanked Carol for being very efficient.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:45 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 19, 2012**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,
Kathy Insero, Recorder