

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

January 20, 2011

MVLS Service Center

MINUTES

PRESENT: Sarah Beekman, Margaret Carballeira, Lisa Cardilli, Betty Cleary, Cheryl Cufari, Patty Franco, Barbara Germain, Colleen Izzo, Ellen McHale, René Roser, Jean Wildgrube, and Carol Clingan, Director.

EXCUSED: Marion Grimes

GUESTS: Kathy Insero

President Betty Cleary called the meeting to order at 9:30 a.m.

The minutes of the November 18, 2010 meeting were accepted as submitted.
Germain/Cufari. Passed.

The **Directors Report** was distributed prior to the meeting. Carol reported:

- **State Aid:** There are no actual numbers available. MVLS is owed over \$138,000 in system aid and Central Library and Library aid has not yet been received. There are bills in the State Legislature which would modify language to permit distribution of Supplemental Aid to the systems. NYLA is asking library supporters to contact their state representatives to support this bill.
Before legislation was introduced, System Directors asked the Division of Library Development to request payment from the Division of the Budget for the remaining state aid to libraries and systems, distributing all remaining aid funds according to existing state aid formulas.
- **NYLA Legislative Advocacy Day (formerly NYLA Lobby Day):** Scheduled for Tuesday, March 1, 2011. Schedule of appointments will be announced and MVLS representatives are needed to attend. Trustees were asked to remind library supporters, staff, and fellow trustees to attend or contact their state representatives to advocate for libraries in a bad budget year. MVLS has already sustained more than 18% funding cuts.
- **NYLA Snapshot NY and Petition:** MVLS libraries are strongly encouraged to participate in Snapshot NY again this year during the week of February 13-19. Statistics, photos, and videos will chronicle a day in the life of the library as a statewide advocacy initiative. Online petitions are also expected to be available for library users to sign.
- **Legislative Grants:** A letter was sent to each of our state assemblymen asking for a legislative grant to support delivery services. A form was forwarded and returned to Assemblyman Lopez' office. A request for a grant to refresh and expand the rotating collections was made to Senator Farley.
- **Internet Connection:** Due to ongoing issues with our internet connection with Verizon, JA is switching MVLS to Time Warner, increasing the line to the system. Time Warner may need to install a mast pole for this connection.
- **Furnace:** Crisafulli replaced the relay switch. The furnace is now operating well.

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Barbara Germain reported for the **Director's Council**. She thanked Sue Rokos for organizing the technology workshops made possible by the LSTA Service Improvement Grant.

Privilege of the Floor:

- Betty presented newspaper clippings about activities in MVLS libraries.
- Barbara announced the Johnstown Public Library will hold its 15th annual Storybook Fundraiser March 20, 2011 at the Fulton-Montgomery Community College. Raffle baskets can be viewed at www.johnstownpubliclibrary.info/
- Cheryl Cufari and Jean Wildgrube reported on plans for the One County One Book program in Schenectady. This year's book is ***My Name is Mary Sutter*** by Robin Oliveira. The author will appear in Schenectady on April 9.
- Carol reported the Fort Hunter Free Library expects to move soon to the former Town Hall in the Town of Florida.

Treasurer's Report

Margaret Carballeira presented financial statements for November and December 2010 and Payment Schedules for November and December 2010. She reviewed the year-end statement and noted expenditures were mostly routine. Monies have been transferred as needed to pay bills. She commended Carol for trying to get funds from legislators and assemblyman.

Carol reported the New York State Retirement payment was amortized and paid in December for savings which meant that we paid two bills in one year. Central Book Aid, used for the purchase of adult non-fiction materials, was upfronted by MVLS to Schenectady. The library has stopped ordering materials until state funds are received.

COMMITTEE REPORTS

AUDIT AND FINANCE

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for November and December 2010.
Franco/Wildgrube. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #11 for November in the amount of \$137,139.04 and Payment Schedule #12 for December in the amount of \$120,686.52.
Izzo/McHale. Passed.

Board members asked about the impact of one less day of delivery on the libraries. Libraries have been very cooperative with this change as has the delivery company. Carol thanked libraries who posted information on their websites noting cuts in delivery services and asking their users to contact their state representatives. Beginning January 1st, ILL patrons must agree to pay \$2.75 for return postage for items obtained outside the region.

AWARDS COMMITTEE

Barbara thanked the committee, Betty and Carol Clingan for their work on revising the nomination guidelines documents for both MVLS annual award. Copies were distributed to the board. Barbara reported that the committee goal was to elicit more nominations and while text is longer, it is more useful. The committee recommends renaming the MVLS Trustee Award the Harold and Junice Wusterbarth Volunteer Service Award honoring their volunteer service. Barbara presented the following:

MOTION: To accept the nomination guidelines for the Library Recognition and Harold and Junice Wusterbarth Volunteer Service Awards.
Committee. Passed.

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Patty Franco thanked Barbara and Carol for their great ideas. Colleen Izzo noted the guidelines now broaden the scopes for recognition.

BUILDING & EQUIPMENT

René Roser reported the furnace has been repaired and the handicap ramp heat is working.

LIBRARY SERVICES

No report.

PERSONNEL

Colleen announced that the committee would meet at the conclusion of the business meeting.

JOINT AUTOMATION COUNCIL

A system upgrade will be done at night on March 1 to minimize disruption in Polaris service to libraries. Hopefully it will be completed before libraries reopen on March 2.

NEW BUSINESS

NEW YORK COUNCIL OF NONPROFITS

In January the MVLS Executive Committee approved naming Council Services Plus, an affiliate of the NY Council of Non-Profits (formerly the Council of Community Services) as our broker in dealing with the Capital District Physicians Health Plan. This means that Council Services Plus acts on our behalf on negotiating costs and assisting with employees going on or off the plan. There is no cost to us though fees are included in our CDPHP coverage.

Council Services Plus has assisted us with a review of our overall insurance as well as presenting alternative health insurance plans for our review. They are also working on a CDPHP Medicare Advantage Plan alternative for our Medicare eligible employees on the CDPHP program which would save money on premiums.

Our NYCON 2011 membership was paid by NYSCA.

2010 AUDIT REVIEW

Carol received pricing from T.M. Bixbee for the 2010 audit review at a fee of \$3,400. This price includes the completion of the IRS 990 form. A charge of \$300 to file an additional 990 T form will be added if MVLS qualifies for a federal credit for employee health insurance. The board agreed that it is again seeking an audit review (not a full audit) in 2010.

MOTION: To approve T.M. Bixbee to prepare the 2010 audit review at a cost of \$3,400.
Carballeira/Cardilli. Passed.

The review includes third party verification of end of year bank balances as done last year.

NOMINATING COMMITTEE

Discussion followed about a Nominating Committee. Cheryl and Jean noted that a committee was appointed in June (members are Cheryl, Jean, and Sarah Beekman). Trustee terms for Betty Cleary, Lisa Cardilli, and Ellen McHale expire this year and all are eligible for re-election and there is an additional vacancy for a Montgomery County representative. Current trustees were willing to remain on the board.

A slate of officers is presented at the June MVLS Board meeting. Current officers are asked to contact the committee via email if they do not wish to be reelected to office by **March 1, 2011**.

Minutes January 20, 2011

TIME AND PLACE OF NEXT MEETING:

Date: March 17, 2011

Time: 9:30 a.m.

Place: MVLS Service Center

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Patty Franco, Secretary

MOHAWK VALLEY LIBRARY SYSTEM
LIBRARY RECOGNITION AWARD
GUIDELINES

The Mohawk Valley Library System Board of Trustees invites nominations for this year's Library Recognition Award honoring an MVLS library for an outstanding activity, program or service. The goal of the award is to honor the efforts of a library to improve, expand, or enhance services to its community and the region.

ELIGIBILITY

Any Mohawk Valley Library System member library is eligible to receive the award. Libraries may submit a joint application for collaborative projects and share the award.

Nominations may be submitted by library or system staff, trustees, or Friends of the Library organizations.

Nominated programs or services must have taken place within the last three years.

Previous winners of the award may apply with another project after a one year hiatus.

Unsuccessful applications may be re-submitted for consideration in a subsequent year.

Nominations should include a completed application and support materials (see criteria section).

A winning project may not be re-nominated.

Nominations must be submitted electronically to MVLS by the announced deadline.

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CRITERIA

A completed application is required for consideration by the committee and should contain the following:

1. Clear description of the project including target audience, dates of operation, participants, and community partners (if applicable).
2. Supporting materials about the project that will enhance the Award Committee's understanding of the project. For example, it would be useful to see examples of publicity, flyers, press coverage, evaluations or participant comments, link to or print copy information on your website.
3. An explanation of how the project has improved or enhanced services at your library (or libraries). For example (not all will apply to every nomination):
 - Involved new partners in the community (seniors, day care providers, local agencies, schools, etc.)
 - Provided a new service or program
 - Found a creative way to provide or promote a library service or program, perhaps by collaborating with another library or agency
 - Reached new people (demonstrated via program attendance, increased circulation, new borrower sign-ups)
 - Made a sustained effort to reach an underserved or new customer population (series of programs, developed new or special collections promoted throughout the community, introduced library programs or collections to a special group, perhaps outside the library)
 - Expanded the library's image in the community by increasing partnerships, reaching out to community groups or places where people gather, making use of unique publicity, spotlighting local artists
 - Attracted additional or better support for the library, for example financial support, new users; increased visibility in the community, expanded the library's role in a community event

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MVLS LIBRARY RECOGNITION AWARD page 3

4. The outcomes of your project (for example, attendance, more programs, new audiences for library programs and services).
5. How your community or library benefited from the project.
6. Nominations must include the name of the person submitting the nomination.

SELECTION

The MVLS Awards Committee, appointed annually by the MVLS Board of Trustees, reviews and selects the award recipient based on the application materials. The committee may disqualify a nomination that does not meet the eligibility guidelines or criteria for the award.

The Awards Committee will inform the winning library of the award in advance of the MVLS Annual Dinner Meeting.

The Awards Committee and the MVLS Board of Trustees reserve the right to not present the Library Recognition Award in a given year.

PAST AWARD WINNERS

- *Bibliomaniacs* – The library held a round table book discussion group for tweens and teens.
- *Metamorphosis* – Teen Summer reading program and art activities
- *Teens Making a Change* – The library encouraged the creation of a teen advisory board that became the impetus for teen programming and involvement in library programs.
- *One County One Book* – A countywide read and book discussion involving adults, high school students, seniors and inmates reached thousands of participants.

continued

AWARD ANNOUNCEMENT

The Library Recognition Award is presented annually at the MVLS Annual Dinner Meeting.

The award consists of a framed certificate and \$500 for the library.

The award winning library is asked to give a short presentation at the MVLS Annual Dinner Meeting which provides an overview of the service or program. Photographs and/or other visual aids are encouraged.

MVLS informs local media of the winner of the Library Recognition Award as well as the nature of the activity that earned them the award.

MOHAWK VALLEY LIBRARY SYSTEM
THE HAROLD & JUNICE WUSTERBARTH
VOLUNTEER SERVICE AWARD
GUIDELINES

(Formerly known as the Trustees Award)

The Mohawk Valley Library System invites nominations for this year's ***Harold & Junice Wusterbarth Volunteer Service Award*** honoring an individual, organization, or business for contributions of time and effort promoting libraries or furthering the work of a member library or the system.

ELIGIBILITY

Any individual or organization whose efforts have fostered or promoted public library service in the region is eligible to receive the award.

Nominations may be submitted by library or system staff, trustees, or Friends of the Library organizations.

Staff members from member libraries and the system are not eligible for nomination.

Unsuccessful applications may be re-submitted for consideration in a subsequent year.

Nominations should include a completed application and support materials (see criteria section).

A previous award-winning individual, organization or business may not be re-nominated.

Nominations must be submitted electronically to the Mohawk Valley Library System by the announced deadline.

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MVLS VOLUNTEER SERVICE AWARD page 2

CRITERIA

A completed application is required for consideration by the committee and must contain the following:

1. What is the connection of the nominee to your library? For example, has the individual served as a trustee or Friend of the Library? Has the organization, group or business partnered with the library for programming or a particular service enhancement?
2. Please include a clear description of the contributions made by this individual that fostered library services in your community. For example (not all will apply to every nominee):
 - Is the nominee a long tenured active member of the library board or Friends group?
 - Has the nominee created, implemented, or funded a service or program at the library or in the region?
 - Did the individual write a successful grant to implement a program?
 - Has the nominee demonstrated leadership qualities in a re-chartering, advocacy, fund-raising, or building campaign?
 - Has the nominee taken on a preservation project to conserve genealogical and/or local history resources?
 - Has the nominee spearheaded, re-vamped, or led a fund-raising effort such as a library book sale, or organized an effort to have the library participate in a local community event?
3. How did your library and/or community benefit from the efforts of the nominee?
4. Please include any other information, testimonials, support documentation, etc. that will help the committee to best understand the contributions of the nominee.
5. Nominations must include the name of the person submitting the nomination.

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SELECTION

The MVLS Awards Committee, appointed annually by the MVLS Board of Trustees, reviews and selects the award recipient based on the application materials. The Committee may disqualify a nomination that does not meet the eligibility guidelines or criteria for the award.

The Awards Committee will inform the winning library of the award in advance of the MVLS Annual Meeting.

The Awards Committee and the MVLS Board of Trustees reserve the right to not present the Volunteer Service Award in a given year.

AWARD ANNOUNCEMENT

The Volunteer Service Award is presented annually at the MVLS Annual Dinner Meeting.

The award consists of a framed certificate and \$200 presented to the recipient's affiliated library or system. The award money is intended for library materials, each to contain a bookplate recognizing the award winner as the recipient of the Service Award.

MVLS informs local media of the winner of the Service Award and provides information about the nature of the recipient's service.

ATTACHMENT: Former Trustee Award winners and their affiliations