

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 17, 2010

MINUTES

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

EXCUSED: Patricia Franco, Marion Grimes, Colleen Izzo, Robin Kappler

GUESTS: Tom Gessick, Kathleen Insero, Sue Rokos

President Betty Cleary called the meeting to order at 9:30 am. She welcomed Schoharie County representative Sarah Beekman and introductions were made.

Tom Gessick, from T.M Byxbee presented the 2009 Audit Review. He discussed the report and stated overall there were no significant changes from 2008, and clarified that the report notes that the 2008 report was an audit and this year a review. He also answered questions on the IRS 990 form.

MOTION: To approve the 2009 Audit Review as presented.
Cufari/Wildgrube. Passed.

ELECTION OF OFFICERS

On behalf of the Nominating Committee, Betty Cleary presented the slate of nominees for Board officers.

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

MOTION: To accept the slate as presented.
Germain/Cardilli. Passed.

Barbara Germain moved; Ellen McHale seconded approval of the minutes from April 15, 2010 as presented. All approved.

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

1. State Budget: There is no approved State Budget yet. Carol encouraged libraries and trustees to contact their state representatives to restore funding. The Executive Budget proposed additional cuts to library aid; the Senate budget had restored all of the proposed cut and the Assembly restored 40%. Since the state legislature is developing the budget piecemeal with weekly extender bills, there is a danger that the executive budget cuts could be sustained. There are some non-budgetary library bills in the legislature which have passed the Senate and

are tied up in Assembly Ways and Means: Allow systems to apply for local government efficiency grants, Allow systems to competitively bid services; Permit libraries to contract with BOCES for internet services; Lower match for construction grants to 25% in high need areas. The last is particularly significant for Mohawk Valley libraries

2. A Voters Guide is being developed by the New York for Better Libraries Public Action Committee ranking state legislators on their support of library issues. The PAC has been a major lobbying force for library funding.
3. Copies of the 2010 edition of the Handbook for Library Trustees of New York were distributed to Directors and Trustees at each member library. Libraries may purchase additional copies for a fee of \$5. The handbook is also available electronically on the MVLS website or at <http://www.nysl.nysed.gov/libdev/pltrust/handbook/handbook.pdf>.
4. Fort Hunter Free Library plans to relocate to the former Town of Florida Town Hall.
5. MVLS will be requesting Minimum Standard documents from member libraries. The standards require libraries to have written by-laws, a long range plan, an annual report to their communities, and a community survey.

Barbara Germain reported for the **Directors' Council**. She thanked Sue Rokos for providing Summer Reading Program ideas and resources. Each participating library will receive a monetary grant for programming through LSTA funds. Lois Gordon was thanked for organizing the NYSCA Book Discussion grant. Lois is also working with SEFCU to provide workshops on financial issues. Barbara thanked MVLS staff for organizing the Annual Dinner and stated it was a great event to get together with all member library trustees and staff. She noted the MVLS Annual Report was a great "read" and highlighted the new statistical format.

During **Privilege of the Floor**, Barbara Germain distributed a flyer from the Johnstown Public Library to promote the Summer Reading Program in elementary schools and noted community funding of the program. Betty shared newspaper clippings from several member library events. She noted the Amsterdam Free Library raised \$11,000 with the windmill fundraiser. Carol circulated a handout from the Cyber Crime seminar provided by NBT, attended by Kathy Insero and Sue Rokos. Betty called the trustees' attention to the NYLA Conference being held in Saratoga in November. Margaret Carballeira reported the Schoharie Free Library Budget passed. A targeted mailing to library supporters was a factor in their success.

TREASURER REPORT

Margaret Carballeira reported state aid funds have not been released. An insurance dividend was received. Most expenses are routine.

COMMITTEE REPORTS

AUDIT AND FINANCE

Treasurer Margaret Carballeira presented the Financial Statements for April and May 2010 and Payment Schedules for April and May 2010.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2010.
Committee. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$76,876.13 and Payment Schedule #5 for May in the amount of \$72,025.29.
McHale/Cardilli. Passed.

AWARDS

Betty commended the Committee for doing a great job and thanked Barbara for a very nice presentation at the Annual Dinner. Barbara reported the Committee will meet to review and revise the awards.

BUILDING & EQUIPMENT

René Roser reported the annual walkabout to take place after the business meeting and invited new trustees to join the committee in the annual tour. René noted there is an ongoing problem with replacing lighting ballasts. Carol met with an engineer from Reed Engineering representing a National Grid program on energy efficient lighting. He found MVLS had already made improvements to the lighting fixtures that are energy efficient so was not eligible for the program. The boiler needs a return valve and gauge replaced. Preventive maintenance was done on the roof with drains cleared and some repairs needed.

JOINT AUTOMATION COUNCIL

Carol reported on the May meeting of the JA Council. She presented the Workstation Purchase and Support Policy requiring libraries to purchase staff and public computers through JA or meet defined minimum requirements defined by JA and sets support deadlines (attached). Older equipment is more prone to virus and malware attack and is more difficult to repair. Carol noted that one library had objected to the policy and she had advised libraries that as long as equipment is working, this is not a requirement to buy a new workstation.

MOTION: To approve the Workstation Purchase and Support Policy.
Germain/Wildgrube. Passed.

Joint Automation funds are tight this time of the year due to database subscription purchases and group computer orders that will be reimbursed in the coming months. In light of state aid cuts, JA is reviewing expenditures and working to reduce expenditures. The project has been working with a deficit budget for the past two years. It is necessary to raise fees in 2011.

The following was presented:

MOTION: To approve a circulation fee increase of .01 for a total of .10 per circulation in 2011.

Libraries should plan for a probable increase in fees again in 2012.

A survey has been sent to member libraries to identify use, value and satisfaction with Joint Automation Services. This information will be used to guide budget decisions in the coming year.

UNFINISHED BUSINESS

MVLS LOAN POLICY

Betty presented an amendment to the MVLS Loan Policy to include printers, barcode readers, receipt printers, equipment needed to efficiently run the circulation desk. This program is basically an interest free loan to libraries.

MOTION: To approve amending the MVLS Loan Policy to include peripheral equipment.
Germain/McHale. Passed.

NEW BUSINESS

Reorganization Motions:

The following Reorganization Motions were presented:

MOTION: To approve NBT as the official bank of the Mohawk Valley Library System.
Carballeira/Wildgrube. Passed.

MOTION: To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.
Cufari/Wildgrube. Passed.

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.
Germain/Wildgrube. 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.
Germain/Wildgrube. Passed.

2010-2011 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet.

MOTION: To approve the Schedule of Meetings for 2010-2011.
McHale/Wildgrube. Passed.

TOBACCO FREE MVLS PROPERTY

Carol reported that Sue Rokos was approached by the Tobacco Free Coalition regarding the MVLS property becoming tobacco free. A fact sheet was distributed. Sue has forwarded information to all member libraries. The Coalition provides signs.

MOTION: To designate MVLS property to be tobacco free.
Germain/Cardilli. Passed.

JOINT AUTOMATION REVIEW COMMITTEE

Barbara reported the Joint Automation Agreement was overdue for a review and potential changes. Both SALS and MVLS will appoint four people to serve on this

committee. She recommended Carol Clingan, Michael Burnett, Andy Kulmatiski and Colleen Izzo to represent MVLS.

MOTION: To appoint Carol Clingan, Michael Burnett, Andy Kulmatiski, and Colleen Izzo to represent the Mohawk Valley Library System on the Joint Automation Review Committee.
Germain/Cufari Passed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50 A.M.

Respectfully submitted,

Kathy Inero
Recorder

NEXT MEETING:

Date: Thursday August 19, 2010

Time: 9:30 a.m.

Place: MVLS Service Center

Reminder: No July Meeting

MVLS/SALS Joint Automation Project
Workstation Purchase and Support Policy
Draft May 11, 2010

Statement

The JA Council oversees and administers the automation project used by 58 libraries in eight counties. Therefore, public and staff computer workstations connected to the JA networks, network equipment, and software and hardware in each library building must meet certain standards for the security and privacy of all patron records and to keep the networks running efficiently and effectively.

The use of standard equipment speeds up installation, permits ease of troubleshooting problems, reduces repair and maintenance time, and simplifies training.

Purchasing equipment cooperatively reduces the costs of installation; this will help keep automation fees as low as possible.

Effective December 31, 2010, all PCs must be purchased via JA or meet the minimum requirements defined by JA. Only equipment that has been certified by JA can be connected to either the public or staff networks.

Member libraries are strongly encouraged to consult with JA staff before purchasing PCs from any outside source.

Regulations

1. JA will control access to the networks via MAC address filtering in the routers or via DHCP.
2. JA staff will provide a recommended minimum configuration for a computer workstation and disseminate it as necessary. These configurations will be sent at least annually to the member libraries.
3. JA staff will provide a price quote memo for computer workstations. JA staff will solicit bids from at least three vendors to insure cost effectiveness.
4. JA staff will facilitate group purchases of computer workstations.
5. JA staff will only support computer workstations that are purchased through the JA or are certified by JA staff.
6. JA staff will determine when they can no longer support or maintain a computer workstation because of its age, operating system or configuration. These requirements will be defined annually and disseminated to the member libraries.
7. JA staff has the right to refuse to maintain hardware or software modified without prior JA approval.

8. Hard drives have confidential information and nontransferable software licenses; therefore they must be destroyed or completely erased when the computer is decommissioned.

No longer supported by JA:

Item*	Deadline
Public and staff computer workstations, network equipment, software and hardware purchased before 2005	July 31, 2010
MPC 365	December 31, 2010
MPC 375	December 31, 2011