

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

September 16, 2010

MINUTES

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

EXCUSED: Marion Grimes

GUESTS: Kathy Insero

President Betty Cleary called the meeting to order at 9:30 A.M.

Barbara Germain moved, Colleen Izzo seconded, to approve minutes from June 17, 2010 MVLS Board meeting as presented. All approved.

The **Director's Reports** for June, July, and August was distributed before the meeting. Carol also reported:

- 50.7% of all library aid was released for payment by the State Budget Office and MVLS received \$689,176 this week. This is Basic System Aid. However, Budget office has announced that 1.1% of all local assistance aid will be held back in a lockbox account to cover a projected state deficit if Federal Medicaid Assistance Percentage funds are not received from the federal government. If state revenues exceed the needed amount, the withheld funds will be released.
- Advocacy is needed to ask legislators to return to Albany to approve new Article VII language directing how library aid can be distributed. This has a direct impact on whether MVLS will receive Supplemental System Aid this year.
- After conferring with the Division of Library Development, Lois Gordon has contacted Summit Shock Institution regarding ongoing problems with the security of materials and the lack of a certified librarian at the facility. MVLS will suspend working with the facility until problems are resolved.
- Liability and auto insurance has been changed. John Wisniewski, Global Underwriters Agency Inc. quoted policies that save more than \$2000 a year. The new policies are through Hartford Insurance.
- As part of our membership in the NY Council for Non-Profits (NYCON, formerly the Council of Community Services) Carol met with a representative from NYCON to review MVLS insurance policies. We are particularly interested in health insurance options but have requested a quote for Directors and Officers Insurance through a council sponsored program. Actual plan rates for health insurance have not been released though a more than 15% increase is expected from both carriers. NYCON will advise on health insurance options once actual costs are known.
- A new copier has been leased saving MVLS \$150 per month. The copier also faxes and permits faxing from networked computers, alleviating the need to replace the current fax machine.
- Joint Automation Agreement Review committee met earlier in the week to revise language in the agreement.

Barbara Germain reported for the **Directors' Council**. She thanked MVLS staff for the coordination and support to member libraries with the LSTA Summer Reading Program grant, Science in the Summer, and NYSCA. Programs were well attended and appreciated. Lois and Carol were very helpful with library applications for Public Library Construction grants.

Betty Cleary read a letter from Robin Kappler resigning from the Board. A trustee is needed from Montgomery County. Emails and letters were sent to member libraries.

Barbara Germain presented the following:

MOTION: To accept Robin Kappler's resignation with deep regret.
Germain/Izzo. Passed.

Privilege of the Floor:

Betty Cleary shared several library news articles. Patty Franco reported the Gloversville Public Library was able to negotiate a 10 year lease with the city enabling the library to apply for a construction grant. Cheryl Cufari and Jean Wildgrube described author visits held by the Schenectady County Public Library held in the past few months. Barbara Germain announced a four-part series of financial programs presented by SEFCU and the Fulton-Montgomery Cooperative Extension at the Johnstown Public Library. Margaret Carballeira discussed Schoharie Free Library's success with programming for parents on getting ready for college which has brought new people into the library. She also noted the library had a very successful yard/book sale.

TREASURER'S REPORT: Margaret Carballeira presented the Statements of Financial Position and Payment Schedules for June, July, and August 2010. Receipt of basic state aid put MVLS in a much better financial position. Joe Sherry developed a schedule for CDARS investments to protect system funds. Margaret explained the CDARS program. She thanked Carol for researching the various insurance policies resulting in savings to MVLS.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for June, July and August 2010.
Committee. Passed.

Payment Schedules

MOTION: To approve Payment Schedule #6 for June \$79,106.80; #7 for July \$71,778.63; and #8 for August in the amount of \$77,645.34.
Franco/Cufari. Passed.

Budget Change

As a result of the audit review, the amount CBA Carryover amount was adjusted to \$7,987.47.

COMMITTEE REPORTS

AUDIT & FINANCE

No Report

AWARDS

Barbara Germain reported that the committee is revising nomination criteria for the MVLS Trustee and Library Recognition Awards to increase the number of nominations for the awards.

BUILDING & EQUIPMENT

René Roser reported the building was in good shape.

LIBRARY SERVICES

Patty Franco reported on the review of the 2011 NYS Public Library Construction Grants. MVLS' share of the 4 million statewide funds is \$368,713. The grant funds up to 50% of the library's project. She thanked Lois Gordon for working very closely with the libraries and providing the

committee with very organized and complete applications and summary. A list of libraries projects and the cost was distributed. The following projects are recommended for approval by the board:

Fort Hunter \$8,857– renovate new space; install insulation; new roof over entrance; install sidewalk; new sign, carpet and computers; move shelving and collection.

Frothingham (Fonda) \$4,900 –roof replacement

Gloversville \$28,983 – replace lighting with historically appropriate and energy efficient lighting, field testing to determine method of restoration of building exterior.

Northville \$18,720 – replace vinyl siding on 1930's building and canopies and gables of 1998 addition; infill posts of handicapped accessible ramp, infill window area, insulate wall and add river rock veneer.

Schenectady- Central \$307,253 – new children's room addition-2 story including mezzanine-doubles space for collection, programming and meeting; individual and group study; HVAC; and computer area. Will be handicapped accessible from ground floor.

MOTION: To accept the Committee's recommendations for Public Library Construction Aid allocating the \$368,713 as presented.
Committee. Passed.

PERSONNEL

No report.

JOINT AUTOMATION COUNCIL:

Carol Clingan reported the Council met on Tuesday. Tom Gessick, CPA, of T.M. Byxbee, presented the 2009 audit review that was later approved by the Council. The Council charged Executive Committee with investigating making JA project into separate legal entity; asked the two central libraries to provide vetting process for adding links to database pages; and discussed the workstation support policy.

The 2011 JA budget was approved by the Joint Automation Council and needs approval by both MVLS and SALS boards.

The JA Budget reflects 10% reduction in state aid and fees of 10¢ per circulation and \$.08 per item. Included in the budget is both revenue and expense for replacement of the airconditioning unit in the computer room. SALS is applying for this project through state Construction Aid. The JA project will provide the 50% matching funds. JA staff laptop replacements will be staggered to reduce and control expenditures.

MOTION: To approve the 2011 Joint Automation Project Budget as presented.
Germain/Beekman. Passed.

A copy of the JA Public Library Construction application was provided and discussed.

MOTION: To approve the JA 2011 Public Library Construction grant application to replace air conditioning in the computer room at the Southern Adirondack Library System for the Joint Automation Project.
McHale/Germain. Passed.

NEW BUSINESS

CENTRAL BOOK AID EXPENDITURES

MOTION: To certify the 2009 Central Book Aid was completely expended by March 31, 2010. Germain/Wildgrube. Passed.

MVLS BUDGET APPLICATION

MOTION: To approve the MVLS Budget Application to the State Education Department. Franco/Wildgrube. Passed.

STATE PENSION

Carol discussed amortization of MVLS payment to the NYS Retirement System to help cope with increased costs for the plan both in 2011 and 2012. This would permit the system to reduce the payment this year with an approximate \$1,100 annual payment to repay the difference over ten years. MVLS will consider paying the NY State Retirement System bill in December to maximize savings if our cash position permits this.

MOTION: To approve amortizing the 2011 payment to NYS Retirement System. Wildgrube/Izzo. Passed.

ADJOURNMENT:

There being no further business, the meeting was adjourned: 10:25 AM.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday October 21, 2010**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Patty Franco, Secretary