

MOHAWK VALLEY LIBRARY SYSTEM

**BOARD OF TRUSTEES**

April 18, 2013

MVLS Service Center

**MINUTES**

**PRESENT:** Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Mary France, Patty Franco, Marion Grimes, Bonnie Kerr, Barbara Madonna, Ellen McHale, Janet Sand, Debby Wyngowski, and, Eric Trahan Director.

**EXCUSED:** René Roser.

**GUESTS:** Kathy Insero

President Cheryl Cufari called the meeting to order at 9:30 a.m. She welcomed Bonnie Kerr's return after surgery. Eric Trahan introduced MVLS's new Clerk, Sally Rappa.

The March 21, 2013 meeting minutes were accepted with the corrected referencing of the Memorandum of Understanding with the CSEA 2013-2015 Labor Contract. Madonna/Wyngowski. Passed.

The **Director's Report** for March was distributed prior to the meeting. Eric reported:

- This is National Library Week.
- The MVLS Facebook page has a "button" available to send emails to Legislators thanking them for their support of libraries and the \$4 million increase in the state budget.
- Eric continues to work with NBT Bank on the Money Smart Week @ Your Library workshops. Topics such as *Financial Literacy, Planning Your Retirement, and Buying your First Home* will be discussed. They will be in late April and May.
- Sue is attending a collaborative summer reading program workshop today with Upper Hudson Library System and Cornell Cooperative Extension. Libraries can work with 4-H for more science and agriculture programming.
- A part-time Director is being hired at the Amsterdam Free Library to resolve the minimum standards issue. Nicole Hemsley will continue to manage the day-to-day operation.
- A Trustee Training Workshop will be held at the Middleburgh Library Saturday, May 18, 2013 at 10:30 a.m. Eric will send an email to member libraries encouraging them to attend.
- The Hudson Mohawk Library Association is honoring Carol Clingan with the Distinguished Service Award Friday, April 26, 2013. Marion Grimes is attending.
- The Library Trustee Association Trustee Institute will be held May 3-4, 2013 in Buffalo.

There was no **Director's Council** report.

During **Privilege of the Floor** Marion Grimes announced *The Art of Racing in the Rain* author Garth Stein will be at the Schenectady County Public Library April 20, 2013. Betty Cleary shared library news. Bonnie Kerr reported the Margaret Reaney Memorial Library, (St. Johnsville) had a successful Flapjacks and Fairy Tales event. They served over 700 people and raffled over 60 baskets. Fort Plain held a poetry reading event highlighting historical poems. The on-going renovation is very exciting and refreshing. Barbara Madonna reported the Gloversville Public Library budget vote is in May with a 2% tax cap scenario. Plans are to raise the book budget for the first time in 10 years. The trustee vacancy will be filled with a write-in vote.

Gloversville's Community Reads book is *Following Atticus*. The author visit is April 20, 2013. The library has partnered with the schools and animal shelter for programming. The technology class is very well attended. A two-hour workshop focusing on Apps and Ipads is scheduled for May 8. The Gloversville Friends started a scholarship program with the high school as another way to connect with the community. Janet Sand reported the Cobleskill library held a Book Battle with the grade school and middle school. Each student had to read 20 books.

**TREASURER'S REPORT:** Ellen McHale presented the financial statements for March 2013 and Payment Schedules for March 2013. She reported some funding was received for state and federal grants. Expenditures were routine. The financial reporting statement continues to be a work in progress but is near completion.

**Statements of Financial Position:**

**MOTION:** To accept for audit the Statements of Financial Position for March 2013.  
Cleary/Madonna. Passed.

**Payment Schedules:**

**MOTION:** To approve Payment Schedule #3 for March in the amount of \$92,453.38.  
Cleary/Kerr. Passed.

**COMMITTEE REPORTS**

**AUDIT AND FINANCE**

No report.

**AWARDS COMMITTEE**

Marion Grimes thanked Bonnie and Patty for their committee work. She thanked libraries for sending in wonderful nominations. There were two Library Recognition nominations and five Trustee Award nominations. Awards will be given out at the annual dinner meeting. She wrote letters to all the nominators. The Committee suggested leaving the committee members at an uneven number to eliminate ties.

Cheryl Cufari distributed the MVLS Committee List to the Board of Trustees in attendance so that they could choose the committees they would like to serve on.

**BUILDING&EQUIPMENT**

Eric Trahan reported the annual building and grounds inspection will follow the June business meeting.

**LIBRARY SERVICES** No report.

**NOMINATING COMMITTEE**

Ellen McHale reported Montgomery County needs a representative to fill the vacancy left by René Roser who is ineligible for re-election because he has served two full terms. Eric and Sarah Beekman will seek someone to fill this vacancy.

**PERSONNEL**

Cheryl scripted the evaluation process and the hiring process used to employ a new Director. They are both filed at MVLS. Eric presented the job descriptions for part-time clerks. One is for a Clerk Typist – Part-time at approximately 18 hours per week and the other is for a Clerk Typist – Part-time Catalog & Processing Assistant at approximately 10-12 hours per week.

**MOTION:** To approve the two Clerk Typist Job Descriptions.  
Cleary/Borrelli. Passed.

**JOINT AUTOMATION COUNCIL**

No report.

**NEW BUSINESS****CATALOGING FOR E-RESOURCES**

Eric reported MVLS has been purchasing e-books for over a year with no cataloging. This is leading to some confusion by patrons because the items are not shown in the catalog like SALS. MVLS records can only now be seen in our e-book catalog. Eric will address this issue during the budget planning in August. E-book circulation fees are not currently charged to member libraries. Circulation integration will occur in the near future. Eric described the many issues with e-books regarding copyright laws, publishers, library versions pricing, and loan periods.

**FUNDING STRATEGIES DISCUSSION**

Eric reviewed summary notes taken at the March meeting regarding alternative funding plans and the Carol Clingan Advocacy fund. He will contact Carol to get her vision of helping libraries to increase or stabilize local public funding. It was suggested to have a 50-50 raffle at the annual meeting to build up the fund. Eric and the Board will draft guidelines and an action plan to implement funds.

**LIBRARY POLICIES**

Eric reviewed two documents listing the Governance Policies and the Operations Policies. He will hold workshops to assist the MVLS Board and member libraries to review and update their policies with a schedule to assist with periodic reviews. MVLS policies are mostly up to date. Eric will distribute copies of the MVLS Collection Policy for the Library Services Committee to review.

**ANNUAL MEETING**

The Annual meeting is **May 15, 2013** at the River Stone Manor in Glenville. Reservations are due by Friday, May 3, 2013.

**TIME AND PLACE OF NEXT MEETING:*****NOTE DATE CHANGE***

Date: June 13, 2013

Time: 9:30 a.m.

Place: MVLS Service Center

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Patti Franco, Secretary