

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

September 19, 2013

### MINUTES

**PRESENT:** Gordon Beebe, Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Patricia Franco, Bonnie Kerr, Barbara Madonna, Ellen McHale, Janet Sand, and Eric Trahan, Director.

**EXCUSED:** Mary France, Marion Grimes, Debbie Wyngowski

**GUESTS:** Kathleen Insero, Sue Rokos

President Cheryl Cufari called the meeting to order at 9:35 am. She introduced Glenn Winter, from T.M Byxbee who presented the 2012 MVLS Audit Review Report, MVLS/SALS Joint Automation Project Review Report, and the 2012 MVLS IRS 990 form. A draft report was distributed to trustees and was sent electronically before the meeting. Glenn noted MVLS reports on a cash basis and stated there were no causes of concern. Timing of receipts and disbursements is the reasoning of increases or decreases in operating lines from one year to the next. Bank confirmation reports were requested from NBT.

#### 2012 AUDIT REVIEW

Cheryl Cufari presented the following:

**MOTION:** To approve the MVLS 2012 Review Report as presented.  
Cleary/Kerr. Passed.

Glenn Winter discussed the MVLS/SALS Joint Automation Project Review Report and stated nothing came to the auditor's attention worth noting.

Cheryl Cufari presented the following:

**MOTION:** To approve the MVLS/SALS Joint Automation Project 2012 Review Report as presented.  
Cleary/Madonna. Passed.

Cheryl Cufari stated the Board is pleased with the reports and thanked Glenn Winter. The IRS 990 form will be filed.

Barbara Madonna moved; Bonnie Kerr seconded approval of the minutes from August 8, 2013 as presented. All approved.

The **Director's Report** for August was distributed before the meeting. Eric reported:

1. Basic State Aid and Supplemental State Aid was received at the end of August. The rest of the state aid is expected before the end of the year.
2. The part-time Clerk position will be reduced to twelve hours a week beginning in October.

Sue Rokos presented the **Picture Book City** project being done at the Johnstown Public Library, Middleburgh Library, and Schoharie Free Library. The children's picture book collection will be arranged into neighborhoods by subject and color to allow young children to find books they are interested in and help to develop their pre-literacy skills. Libraries already using this program have seen a notable increase in circulation.

Barbara Madonna reported the **Directors' Council** is meeting in October.

During **Privilege of the Floor**, Betty Cleary shared newspaper articles of events from several member libraries. Barbara Madonna reported the Gloversville Public Library's capital campaign is doing well, the window replacement project has started, and the library is providing a home-schooling program. Janet Sand noted the Cobleskill basket fundraiser is September 28<sup>th</sup>. Sarah Beekman noted the Middleburgh Library will hold a haunted house party October 25<sup>th</sup>. Ellen McHale announced the publication of the New York State Folklife Reader. Gordon Beebe announced and invited all to attend the 110<sup>th</sup> Anniversary Celebration at the Amsterdam Free Library November 3<sup>rd</sup>. Cheryl Cufari reported the noontime programs have resumed at the Schenectady County Public Library.

#### TREASURER REPORT

Ellen McHale reported Basic, Automation, and Supplemental Aid has been received. Budget amendments will be presented under Unfinished Business.

## COMMITTEE REPORTS

### AUDIT AND FINANCE

Ellen presented the Financial Statements for August 2013 and Payment Schedule for August 2013.

#### Statements of Financial Position:

**MOTION:** To accept for audit the Statements of Financial Position for August 2013.  
Committee. Passed.

#### Payment Schedules:

**MOTION:** To approve Payment Schedule #8 for August in the amount of \$94,776.35.  
Cleary/Borrelli. Passed.

The Audit & Finance Committee is meeting today to discuss the 2014 Budget.

### LIBRARY SERVICES

Patty Franco reported a meeting was held September 17, 2013 to discuss and approve amounts for Public Library Construction grants. \$370,586 is available. Patty commended Lois for doing a great job organizing the grants and holding an excellent preliminary meeting.

#### Public Library Construction Grants

Patty Franco presented the following projects being recommended for approval by the board distributing the \$370,586 allotment.

1. Amsterdam: \$42,188 for boiler replacement
2. Cobleskill: \$40,462 for roof slate replacement and ADA access ramp
3. Fort Plain: \$116,012 for construction / renovation to increase space, new furnace, hot water heater, electrical infrastructure, 2 ADA compliant bathrooms, stabilization of cellar w/access, and asbestos / lead survey
4. Gloversville: \$35,000 for parking lot reseal, site work to level new parking area, install retaining wall, add back fill and gravel; as well as adding networking equipment & infrastructure
5. Schenectady: \$136,924 for new Family Center; HVAC, electrical, sprinklers, plumbing, shelving, and furnishings

**MOTION:** To accept the Committee's recommendations for Public Library Construction Aid allocating the \$370,586 as presented.  
Cleary/Borrelli. Passed. Barbara Madonna abstained.

### PERSONNEL

Cheryl stated Eric's evaluation will be due to her in December and presented to Eric in January. The form was revised to include a column for NA. The forms will be distributed at the November meeting.

### JOINT AUTOMATION COUNCIL

Eric reported the Council met September 11<sup>th</sup>. The 2014 Budget will be reviewed in November. Discussions of financial issues are moving forward. Recommendations need to be formalized.

## UNFINISHED BUSINESS

### PERSONNEL MANUAL

Eric Trahan presented the revised MVLS Personnel Manual with outlined changes in August. Information was infused where applicable. Cheryl Cufari presented the following:

**MOTION:** To approve the MVLS Personnel Manual as presented.  
Madonna/Cleary. Passed.

### 2013 BUDGET AMENDMENTS

Eric Trahan presented the 2013 budget amendments which were sent prior to the meeting for review. He noted the state aid amounts were official. The financial statements reflect cash basis reporting for Mohawk Valley Library System.

**MOTION:** To approve the 2013 budget amendments as presented.  
Cleary/Kerr. Passed.

### **FUNDRAISING/FOUNDATION DISCUSSION**

Eric Trahan distributed the summary of Ron Barrow's August presentation regarding fundraising and foundations. After discussion Cheryl presented the following:

**MOTION:** To pursue in principal the process of moving forward towards creating a foundation with a specific proposal to be reviewed at the October meeting.  
Sand/Madonna. Passed. Betty Cleary abstained.

Trustees noted a need for more information and discussion.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:20 A.M.

Respectfully submitted,

Patty Franco  
Secretary

### **NEXT MEETING:**

Date: October 17, 2013

Time: 9:30 AM

Place: Middleburgh Library