

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

January 16, 2014
MVLS Service Center

MINUTES

PRESENT: Gordon Beebe, Sarah Beekman, Jane Borrelli, Betty Cleary, Cheryl Cufari, Marion Grimes, Bonnie Kerr, Barbara Madonna, Janet Sand and Eric Trahan, Director.

EXCUSED: Mary France, Patty Franco, Debbie Wyngowski

GUESTS: Ron Barrows, Kathy Insero, Sue Rokos

President Cheryl Cufari called the meeting to order at 9:30 A.M. She introduced Ron Barrows from The Barrows Group. Mr. Barrows distributed and reviewed the Foundation Committee Report. Eric Trahan reported the Articles of Incorporation document was signed and notarized today to be submitted to the State Education Department. Mr. Barrows noted the provisions of the initial Articles of Incorporation:

- Type of Organization – *Supporting Organization*
- Legal Name – *The Foundation for Mohawk Valley Libraries, Inc.*
- # of Directors – *5 to 15*
- Officers – *President, Immediate Past President, Vice President, Secretary, Treasurer*
- Specific Committees – *Executive, Administration, Programs & Allocations, Development/Community Relations, Finance/Investment, Nominating, Advisory Committee of Member Libraries*

Cheryl Cufari presented the following:

MOTION: To approve the Bylaw provisions as presented and submit the Articles of Incorporation to the New York State Education Department for registration. Grimes/Cleary. Passed.

Barbara Madonna moved, Bonnie Kerr seconded, approval of November 21, 2013 minutes as presented. All approved.

The **Director's Report** for December was distributed prior to the meeting. Eric Trahan also reported the following:

- The NYLA Advocacy Day has been changed to *Wednesday, February 26, 2014*. The day will begin at 10:00 a.m. with a rally at the Legislative Office Building. MVLS will carpool. More information will follow. Cheryl Cufari noted the experience was eye opening for many of the legislators.
- The Hamilton Branch at the Carver Community Center has closed. Everything was moved to the Central Branch.
- Library Services Committee will meet today.
- The Northville and Mayfield school merger was voted down.

Eric introduced Sue Rokos to present the *Take Your Child to the Library Day* initiative which will take place on February 1, 2014. Sue reported the program was started three years ago in Connecticut. The Youth Services Section of NYLA is spearheading the New York State effort as the program is going nation-wide. Postcards and posters have been provided to member libraries. Most libraries are doing drop in family programs on that day. Sue will do a system-wide news release. The postcards will be collected and given to legislative leaders on Advocacy Day to state the importance of libraries to families.

Directors' Council: No Report.

During **Privilege of the Floor**, Betty Cleary shared several member library news articles. Sarah Beekman noted Middleburgh's first annual Health Awareness fundraiser was a success. Cheryl Cufari reported Schenectady County Public Library OCOB choice is *The Dirty Life: a Memoir of Farming, Food, and Love*. The author, Kristin Kimball, will kick off the official programming with a special visit on the evening of March 27, 2014 at SCCC. The fundraiser will be used to subsidize the operating budget.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for November and December 2013 and Payment Schedules for November and December 2013.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for November and December 2013.
Committee. Passed.

Payment Schedules

MOTION: To approve Payment Schedule #11 in the amount of \$190,056.39 and Schedule #12 in the amount of \$200,224.16.
Cleary/Beekman. Passed.

COMMITTEE REPORTS**AUDIT & FINANCE**

Eric Trahan stated .767 was the CPI-W Northeast region number used for the employee salary increase.

AWARDS

Marion Grimes asked all trustees to push and generate nominations for the MVLS awards. She has sent a plea letter to member library directors. The nomination and guideline information will be distributed in February with a due date of March 31, 2014.

BUILDING & EQUIPMENT

Betty Cleary requested vertical handicap bars be installed in the restrooms.

LIBRARY SERVICES

The Committee is meeting after the business meeting to discuss construction grant issues. Eric stated the Library Collection Policy is completed and will be posted on the MVLS website. He noted the Financial Policy will be reviewed next.

MOTION: To approve the Library Collection Policy as presented.
Beekman/Kerr. Passed.

NOMINATING

Bonnie Kerr has contacted Montgomery County member libraries for a trustee to fill a vacancy.

PERSONNEL

Cheryl Cufari has received all the Director evaluations. She will compile and distribute the information to the Personnel Committee and then to the Board. Eric has completed his goals. Cheryl will meet with Eric for a review. Gordon Beebe asked to have a "very good" added to the evaluation.

JOINT AUTOMATION COUNCIL

Eric reported Kathy Naftaly of Glens Falls is the Chair for 2014. The budget amendments for 2013 to reflect actual income and expenditures were approved by the Council. The Supplies line was increased by \$450 and the Membership Fees line increased by \$190. The Professional Fees line was reduced by \$640.

MOTION: To approve 2013 Joint Automation Budget amendments as presented.
Cleary/Kerr. Passed.

The term for Mary Ann Warner has ended. Eric presented the following:

MOTION: To appoint Karen Bradley to the Joint Automation Council.
Cleary/Grimes. Passed.

NEW BUSINESS

2013 MVLS BUDGET AMENDMENTS

Eric reported the amendments are to realign the 2013 budget with actual income and expenses. The proposed amendments were presented to the board in an attachment.

MOTION: To accept the 2013 MVLS Budget Amendments as presented.
Madonna/Grimes. Passed.

2014 MVLS BUDGET AMENDMENTS

Eric reported amendments were needed to increase the expenditures for Consultant & Professional Fees by \$8,000 for the Foundation work, Travel & Conference by \$1,000, and Capital Expenses by \$2,000 as the system needed to replace the server and PIM.

MOTION: To accept the 2014 MVLS Budget Amendments as presented.
Cleary/Sand. Passed.

2013 AUDIT REVIEW

MOTION: To accept the proposal from T.M. Byxbee for the 2013 Audit review at a cost of \$3,400 (MVLS) and \$2,600 (JA).
Cleary/Madonna. Passed.

2014 GOALS

Eric presented the 2014 MVLS Board Initiatives. He will send the Member Library Survey to Directors. Survey results will be presented at the March meeting.

TRUSTEE RESIGNATION

Cheryl Cufari reported Ellen McHale resigned to accept a teaching position in Utica. She presented the following:

MOTION: To accept the resignation of Ellen McHale with deep regret.
Cleary/Beekman. Passed.

MOTION: To appoint Gordon Beebe as Treasurer with great appreciation.
Grimes/Cleary. Passed.

Eric Trahan has contacted Montgomery County Directors to fill the vacancy.

STAFF RECOGNITION

Cheryl Cufari announced the Board will give a staff recognition break-time on Wednesday, February 5, 2014.

ADJOURNMENT:

There being no further business, the meeting was adjourned 10:40 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday March 20, 2014**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,
Kathy Inero, Recorder