

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

March 20, 2014
MVLS Service Center

MINUTES

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

EXCUSED: Mary France

GUESTS: Ron Barrows, Kathy Insero, Sue Rokos, Rebekah Sokol

President Cheryl Cufari called the meeting to order at 9:30 a.m.

The minutes of the January 16, 2014 meeting were accepted as submitted.
Kerr/Borelli. Passed.

The **Director's Report** for January and February was distributed prior to the meeting.

Eric reported:

- A good group attended NYLA Advocacy Day in Albany on February 26th. The state budget proposals include Governor Cuomo cutting library aid by \$4 million, the Assembly restoring the Governor's cuts and adding \$2 million to library aid, and the Senate increasing library aid by 4% - 5 % or \$4 million. Continued advocacy to legislators is needed to make sure the increase for state aid is non-negotiable during the final budget formulation process.
- Eric and two other library systems met with Senator Seward March 19th to advocate for more library aid and support. Senator Seward sits on the Conference Committee for the state budget.
- The Library Trustee Institute will be held May 2 & 3 in Tarrytown, NY. Information can be found at www.librarytrustees.org
- CDLC Director Jean Sheviak is retiring. She has served on the Joint Automation Council since 1998. A reception will be held in March.
- Eric is working closely with the Fort Hunter Free Library on their funding and budget initiatives. They have a serious need for new funding to continue serving their library community.

Bonnie Kerr introduced Rebekah Sokol, President of Margaret Reaney Memorial Library who has volunteered to be on the MVLS Foundation Board. Bonnie also introduced Keith Seeber, President of the Fort Plain Free Library as the nominee for the Montgomery County vacancy on the MVLS Board of Trustees.

Cheryl Cufari introduced Ron Barrows. He reported on the MVLS Foundation Committee meetings. Current committee members and prospective committee members were noted. He has started soliciting prospective donors for seed money. Esther Swanker, Eric and Ron met with Jane Golub of the Golub Foundation to obtain information for the application process. The MVLS Foundation registration is being processed by the State Education Department.

Marketing materials were discussed. Member Library presentations will begin in late May. A *Draft Case for Support* was completed. Cheryl Cufari presented the following:

MOTION: To approve the Draft Case for Support for the MVLS Foundation and authorize distribution.
Madonna/Borrelli. Passed.

Ron Barrows noted the word "Draft" will stay embedded until the Foundation is finalized. The next meeting is March 28th.

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

During **Privilege of the Floor** Cheryl noted the staff appreciation break was held February 13th. A thank-you card from the staff was received. Betty Cleary shared library news. Eric shared Senator Farley photos and bumper stickers from NYLA Day. Cheryl Cufari reported that the Schenectady One County One Book choice is *The Dirty Life: a Memoir of Farming, Food and Love* by Kristin Kimball. The author visit fundraiser is March 27th at SCCC. Sarah Beekman stated Middleburgh is having a library mini-golf tournament April 12th. Janet Sand reported Cobleskill is having a teen/tween book battle. Barbara Madonna stated Gloversville's Community Reads book is *Mohawk* by Richard Russo. Several events are scheduled. The library has hired consultant Carson Block to learn how technology is impacting the library, and how the library can move forward.

TREASURER'S REPORT: Eric Trahan presented the financial statements for January and February 2014 and Payment Schedules for January and February 2014.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for January and February 2014.
Cleary/Franco. Passed.

Payment Schedules:

MOTION: To approve Payment Schedule #1 for January in the amount of \$91,623.21 and Payment Schedule #2 for February in the amount of \$86,279.39.
Cleary/Beekman. Passed.

COMMITTEE REPORTS

AUDIT AND FINANCE

Eric reported there were Draft Finance Policies for the Committee to review.

AWARDS COMMITTEE

Marion Grimes reported guidelines and nomination forms have been distributed to member library Directors and Presidents. She stated there are wonderful people doing wonderful things at the libraries and they should be recognized. She pleaded with Trustees to promote these awards at their own library. Forms are on the MVLS website on the front page, and are due March 31, 2014. Eric will send a reminder email to Directors.

BUILDING&/EQUIPMENT

Eric stated the bathroom vertical grab bars will be installed. He is currently seeking a handyman. Bonnie Kerr inquired of the hazardous icy parking lot. It was not plowed because it would have made it more hazardous and it did melt quickly.

LIBRARY SERVICES

Patty Franco commended Lois Gordon for the great organizational work she has done for the construction grants. The Committee requested a cover letter be added with the library's application for requested funding of projects.

NOMINATING COMMITTEE

Bonnie Kerr reported the Committee will meet following the business meeting to produce a slate of officers for the June meeting. She noted with regret, Marion Grimes is ineligible for re-election. On behalf of the Board, Bonnie thanked Marion for graciously serving two terms. Schenectady County will need a representative. Bonnie presented the following:

MOTION: To elect Keith Seeber to fill the unexpired term for Montgomery County. Madonna/Grimes. Passed.

PERSONNEL

Eric's evaluation was finalized and filed.

JOINT AUTOMATION COUNCIL

Eric reported the Joint Automation Council met March 19th. Financials were provided. Budget amendments will be needed for a \$25,000 Security Audit and a \$25,000 LEAP project that were approved by the Council. The security audit will include a hacking test to tell how well the network is prepared for cyber attacks. There is a substantial amount of confidential information on the system and the libraries are doing more financial transactions. The Joint Automation Project will be an early adopter of LEAP, the Polaris web based library software. As an early adopter, we will pay a lower price. The fund balance will pay these expenses to keep JA current with technology. There are 105 computers to configure at SALS to replace Windows XP machines.

UNFINISHED BUSINESS

2014 GOALS

Eric stated the 2014 Goals are near completion.

NEW BUSINESS

PERSONNEL MANUAL

Eric stated MVLS has had several weather related closings and delays, and this has brought to light the issue of the impact on part-time employees. At the union's request, and working closely with the bargaining unit, they have developed the following language to be added to the MVLS Personnel Manual:

Full-time employees will be paid their regular wage when MVLS is closed due to emergencies. Non-full-time, employees are not paid for time not worked when MVLS is closed for an emergency. At the supervisor's discretion and upon mutual agreement, a non-full-time, employee may adjust their schedule to make up for regularly scheduled hours that are not worked due to emergency closure.

MOTION: To approve the above language clarifying emergency closings to be added to the Personnel Manual as presented. Cleary/Wyngowski. Passed.

CDLC APPOINTMENT

Cheryl presented the following:

MOTION: To nominate Eric Trahan as MVLS representative to the CDLC Board of Trustees. Cleary/Grimes. Passed.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:47 am to discuss personnel issues.
Cleary/Kerr. Passed.

MOTION: To resume the Business Meeting at 11:00 am.
Grimes/Cleary. Passed.

TIME AND PLACE OF NEXT MEETING:

Date: April 17, 2014

Time: 9:30 a.m.

Place: MVLS Service Center

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Patti Franco, Secretary