

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 20, 2014
MVLS Service Center

MINUTES

PRESENT: Bernard Allanson, Sarah Beekman, Cheryl Cufari, Patty Franco, Anthony Gaddy, Bonnie Kerr, Barbara Madonna, Janet Sand, Keith Seeber, and Eric Trahan, Director.

EXCUSED: Jane Borrelli, Mary France, Rebecca Sokol.

GUESTS: Kathy Insero, Sue Rokos

Sarah Beekman welcomed Bernard Allanson to the Board. He is representing Schenectady County.

BUDGET HEARING

Sarah Beekman called the Hearing on the 2015 Proposed Budget to order at 9:27 AM.

Eric Trahan presented the 2015 Proposed Budget. Eric noted it was a balanced budget due to continued staff changes, state retirement rates leveling off, and foundation start-up costs.

Income shows an increase in other grants and contributions, interest, and member library rotating collections. A decrease in income was from JA and sponsorships.

Expenditures show an increase in building repairs, delivery, books, cash grants, and membership fees.

The budget hearing was adjourned at 9:45 AM.

BUSINESS MEETING

President Sarah Beekman called the meeting to order at 9:45 A.M.

2015 MVLS BUDGET

Sarah Beekman presented the following:

MOTION: To accept the 2015 MVLS Budget as presented.
Cufari/Madonna. Ayes - All. Nays – None.

Anthony Gaddy moved, Patty Franco seconded, approval of the October 16, 2014 minutes as presented. All approved.

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

- Eric, Sue, and Lois attended the NYLA Conference in Saratoga. Marketing, advocacy, and library impact on communities were emphasized.
- Eric and Sue attended the Central Library Development meeting to discuss the use of Central Library Development Aid. The goal is to have a definitive budget with a list of member library services.

The **Directors' Council** is meeting in December. Library services will be discussed.

During **Privilege of the Floor**, Bonnie Kerr shared newspaper articles of member library's events. Cheryl Cufari stated the Schenectady County Public Library is having a local author event on Sunday. The author series have been well attended.

TREASURER'S REPORT: Cheryl Cufari presented the Statements of Financial Position for September and October 2014 and Payment Schedules for October 2014. She reported expenditures are routine.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for September and October 2014.
Committee. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$168,106.25.
Kerr/Franco. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE: Will meet following the business meeting.

AWARDS: No report.

BUILDING & EQUIPMENT: No report.

LIBRARY SERVICES: No report.

PERSONNEL

Cheryl Cufari stated Eric's evaluation process will start in January.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 12, 2014. The Polaris upgrade will be done in February. It will include LEAP, a product that is web-based to enable libraries to work on notebooks or iPads, and the integration of e-resources into the Polaris system.

Eric presented the following 2014 Joint Automation Project budget amendments related to the upgrade that were passed by the Joint Automation Council.

MOTION: To approve decreasing the Equipment line by \$3,968, increasing Hardware Maintenance by \$3,090, Membership Fees by \$205, and Fuel and Utilities by \$673.
Cufari/Seeber. Ayes - All. Nays – None.

UNFINISHED BUSINESS

FOUNDATION UPDATE

Eric stated foundation issues are ongoing. Board members are needed from Fulton and Schoharie counties. The Mike Lupica event was held November 13th. Bonnie Kerr gave plaudits' to the SCCC Culinary School for providing a great venue. Mr. Lupica spoke at each table and with each student. He was a very dynamic speaker.

Eric reported the event proved positive as it got people involved. Approximately \$8,000 was collected through ticket sales, contributions, and pledges. The startup costs for the foundation

were significantly more. Ron Barrow's contract has expired. There is a good base to build on, with luck, the Foundation will receive more income and less expenses. The Foundation hopes to grant funds to member libraries next year.

Ron Barrows updated the Board via conference call. He thanked the Board and stated he will work pro bono on the prospective sponsorships for the golf event. After receipt of 501c3 status, the Foundation could send solicitation letters for startup funds to prospective donors. The Golf Committee is meeting November 21, 2014. Strategies for future events are needed. Mr. Barrows will continue as needed.

NEW BUSINESS

EXECUTIVE SESSION

MOTION: To move into Executive Session at 10:18 A.M. to discuss personnel issues.
Kerr/Cufari. Ayes - All. Nays – None.

The Business Meeting resumed at 10:37 A.M.

President Sarah Beekman presented the following motions to become effective January 1, 2015:

MOTION: To approve the CSEA members request to increase the 2015 base salaries by 2.3%.

MOTION: To approve Pamela Lombardi be reclassified to Library Assistant.

MOTION: To approve Sharon O'Brien be promoted to Librarian II.

The above three motions were approved as one.

Gaddy/Seeber. Ayes - All. Nays – None.

MOTION: To approve extending the 2015 base salary increase of 2.3% to exempt employees.
Cufari/Kerr. Ayes - All. Nays – None.

2014 BUDGET AMENDMENTS

Eric presented the 2014 budget amendments. (attached) MVLS received \$15,000 in Bullet Aid. He would like to use these funds for technology assistance. Changes are noted.

MOTION: To approve the 2014 budget amendments as presented.
Madonna/Kerr. Ayes - All. Nays – None.

NYSCA LIT TAP GRANT

Lois Gordon is writing an application for the NYSCA Lit Tap Invitational Grant for approximately \$7,500. This grant will be used to purchase iPads for libraries to lend in conjunction with book discussion programs. A docking product that will reset them to defaults after each use will also be included.

MOTION: To approve the application for the NYSCA Lit Tap Invitational Grant.
Franco/Madonna. Ayes - All. Nays – None.

TRUSTEE VACANCY

There is currently a vacancy for Fulton County. Eric will contact the Johnstown Public Library.

2015 PLANNING

Eric opened discussion of future planning by reviewing the topics from the September and October meetings. The goal is to define both library and system services using language that is meaningful and impactful to the general public. Through these sessions, the trustees have identified three threads that will inform the mission statement, marketing and advocacy efforts.

- Libraries are Education
- Libraries Empower Communities
- Libraries & Systems Promote Efficiency & Collaboration

Discussion will continue at the January meeting, after which the Library Services committee will work on a new MVLS mission statement. Since Board and Governance policies are on the MVLS policy development schedule for spring 2015, the plan is to have the MVLS Mission Statement and By-Laws in good shape before then.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:02 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 15, 2015**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Patty Franco, Secretary