

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

January 15, 2015  
MVLS Service Center

### MINUTES

PRESENT: Bernard Allanson, Sarah Beekman, Jane Borrelli, Patty Franco, Anthony Gaddy, Bonnie Kerr, Barbara Madonna, Keith Seeber, Rebecca Sokol, and Eric Trahan, Director.

EXCUSED: Cheryl Cufari, Mary France, Janet Sand

GUESTS: Kathy Insero, Miles Reed, (Daily Gazette), Sue Rokos

President Sarah Beekman called the meeting to order at 9:35 A.M. Bonnie Kerr moved, Jane Borrelli seconded, approval of November 20, 2014 minutes as presented. All approved.

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

- The MVLS Annual Dinner Meeting will be Wednesday, May 13, 2015 at the Riverstone Manor.
- MVLS continues to work with member libraries to provide information on the NYS Tax-Cap, Tax Freeze, and library audits. Six libraries are subject to audits. Four of them have completed the audit or have been contacted by OSC. The audits create considerable work for libraries, and there is the possibility of public relations fallout from the Comptrollers reports.
- The NYLA Advocacy Day is *Wednesday, February 25, 2015*. MVLS will carpool. More information will follow.
- The New York Heritage website is <http://nyheritage.org>. Fort Plain and Northville currently participate in this CDLC project. There are RBDB grants available for libraries to start up. MVLS would like to have more libraries participate.
- The MVLS ILL process and stats are being studied for cost and volume.

Eric introduced Sue Rokos to present the *Take Your Child to the Library Day* nationwide initiative which will take place on Saturday, February 7, 2015. Postcards and posters are being 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 highlight the importance of libraries to families.

Sue reported on the partnership with the miSci Museum's three-year IMLS grant, *miSci @ My Library*, which will provide children's science programming to MVLS member libraries and branches. There will be 3 hands-on programs for youth and families, one starlab portable planetarium program, and temporary STEM tabletop exhibits and books. Museum passes are also available at member libraries.

**Directors' Council:** Met in December and discussed member library issues.

During **Privilege of the Floor**, Bonnie Kerr shared several member library news articles. She noted the Amsterdam Friends is starting a Junior Amsterdam Friends group for 7-12 graders. Rebecca Sokol reported the Margaret Reaney Memorial Library, St. Johnsville, is having its annual Flapjacks and Fairytales event April 12<sup>th</sup>. Patty Franco announced the Gloversville Friends are taking a bus trip to the NYPL. Barbara Madonna stated Gloversville is working on its Capital Campaign. The library started a Genealogy Class, a Spanish Conversation Class, and is preparing for the Community Read project. Eric Trahan reported SHPO approved the Amsterdam roof project and it is moving forward.

**TREASURER'S REPORT:** Eric Trahan presented the Statements of Financial Position for November and December 2014 and Payment Schedules for November and December 2014.

**Statements of Financial Position**

**MOTION:** To accept and file for audit the Statements of Financial Position for November and December 2014.  
Committee. Ayes - All. Nays - None.

**Payment Schedules**

**MOTION:** To approve Payment Schedule #11 in the amount of \$188,857.34 and Schedule #12 in the amount of \$125,527.15.  
Kerr/Gaddy. Ayes - All. Nays - None.

**COMMITTEE REPORTS**

**AUDIT & FINANCE**

Eric Trahan reported the Committee met to finalize the draft Administrative Policies.

**AWARDS**

Bonnie Kerr reported that the nomination and guideline information for the MVLS awards will be distributed in February with a due date of March 31, 2015.

**BUILDING & EQUIPMENT**

Eric Trahan requested the Committee meet to discuss needed repairs to the building.

**LIBRARY SERVICES**

The Committee will meet to discuss the MVLS Mission Statement.

**NOMINATING**

Fulton County has a vacancy. The Johnstown Public Library has been contacted.

**PERSONNEL**

Bonnie Kerr presented the Directors Evaluation form. All completed forms should be sent to Sarah Beekman.

**JOINT AUTOMATION COUNCIL**

Eric reported the term for Devon Hedges has ended. Eric presented the following:

**MOTION:** To reappoint Devon Hedges to the Joint Automation Council.  
Madonna/Borrelli. Ayes - All. Nays - None.

Eric reported Devon Hedges of Cobleskill will be the Chair for 2015.

The Council approved the Joint Automation fees for 2016 to remain at the 2015 level, .09 per item and .11 per circulation transaction.

**MOTION:** To approve the 2016 Joint Automation fees remain at the 2015 level.  
Madonna/Allanson Ayes - All. Nays - None.

Budget amendments for 2014 to reflect actual income and expenditures were approved by the Council. The Travel line was increased by \$555.

**MOTION:** To approve the 2014 Joint Automation Budget amendment as presented.  
Madonna/Franco. Ayes - All. Nays - None.

2015 Budget amendments were approved by the Council. Funds encumbered in 2014 will be spent in 2015. Eric presented the following: add \$38,592 to Software (\$23,867 = LEAP; \$14,725 server SQL), Add \$6,153 to Hardware maintenance (Anise), and add \$215 to Membership.

**MOTION:** To approve the 2015 Joint Automation Budget amendments as presented.  
Kerr/Borrelli. Ayes - All. Nays - None.

## UNFINISHED BUSINESS

### MVLS ADMINISTRATIVE POLICIES & GUIDELINES

Eric Trahan presented the draft copy of Administrative Policies & Guidelines that were reviewed by the Audit & Finance Committee in November. They are available on the MVLS web site at: <http://www.mvls.info/wp-content/uploads/2014/11/Administrative-Policies-Draft-11-14.pdf>

Sarah Beekman presented the following:

**MOTION:** To approve the MVLS Administrative Policies & Guidelines as presented.  
Madonna/Franco. Ayes - All. Nays - None.

### FOUNDATION FOR MOHAWK VALLEY LIBRARIES

Eric Trahan reported the IRS 501(c)3 certificate has been received. The NYS Charities and NYS Sales Tax forms will be filed. The golf tournament fundraiser is scheduled for Monday, June 15, 2015. The members will soon begin requesting sponsorships. A bank account is being opened at NBT. The Foundation has amended the Bylaws. The change needs MVLS approval also.

**MOTION:** To approve Article 3. Trustees & Officers, Section 1d to read "Trustees must reside or must have a place of employment within the territory served by the Mohawk Valley Library System. For the purposes of this section, "place of employment" shall mean the physical address of the trustee's primary workplace."  
Kerr/Seeber. Ayes - All. Nays - None.

### MEMBERSHIPS

Eric Trahan presented the idea of MVLS having membership in the Schenectady County, Fulton-Montgomery County, and Schoharie County Chamber of Commerce. This will be reviewed at the next business meeting. MVLS will not renew membership with the Library Trustee Association.

## NEW BUSINESS

### CENTRAL LIBRARY DEVELOPMENT AID

Eric Trahan reported having several meetings with the Schenectady County Public Library and the Central Library Advisory Committee regarding the CLDA funds and what services SCPL is able to provide with it. After discussion he presented the following:

**MOTION:** To require Schenectady County Public Library submit a written CLDA grant application to MVLS by March 2, 2015 for review by the Central Library Advisory Committee. It will be presented to the MVLS Board of Trustees at the March or April business meeting.  
Madonna/Franco. Ayes - All. Nays - None.

### WIRELESS ROUTER PROPOSAL

Eric Trahan proposed MVLS develop a minigrant program to help libraries upgrade their wireless routers. The *Meraki* wireless router can be programmed to control access and to keep records of public wireless use. This project will pay a portion of the hardware needed. Libraries that already have these routers may get a reimbursement for part of the library's costs that were not already paid through MVLS projects.

**MOTION:** To approve \$10,000 be allocated for the Wireless Router minigrant project.  
Allanson/Gaddy. Ayes - All. Nays - None.

**2014 MVLS BUDGET AMENDMENTS**

Eric reported the amendments are to realign the 2014 budget with actual income and expenses. The proposed amendments were presented to the board in an attachment.

**MOTION:** To accept the 2014 MVLS Budget Amendments as presented.  
Madonna/Franco. Ayes - All. Nays – None.

**2014 AUDIT REVIEW**

**MOTION:** To accept the proposal from T.M. Byxbee for the 2014 Audit review at a cost of \$3,750 (MVLS) and \$2,850 (JA).  
Kerr/Borrelli. Ayes - All. Nays – None.

Eric Trahan suggested going out to bid for the 2015 audit.

**2015 PLANNING**

Eric Trahan stated the Plan of Service is due next year and the MVLS Mission Statement should be reviewed by the Library Services/Planning & Development Committee. The Committee will meet Thursday, February 5, 2015, 9:30 AM at MVLS.

**ADJOURNMENT:**

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

**TIME AND PLACE OF NEXT MEETING**

Date: **Thursday March 19, 2015**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Patty Franco, Secretary