

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 16, 2016

MINUTES

PRESENT: Bernard Allanson, Sarah Beekman, Jane Borrelli, Patty Franco, Marion Grimes, Bonnie Kerr, Barbara Madonna, Mary Salluzzo, Keith Seeber, and Eric Trahan, Director.

EXCUSED: Anthony Gaddy

GUESTS: Kathleen Insero, Sue Rokos

President Sarah Beekman called the meeting to order at 9:30 a.m.

ELECTION OF OFFICERS

On behalf of the nominating Committee, Bonnie Kerr presented the slate of nominees for Board officers.

President	Sarah Beekman
Vice President	Barbara Madonna
Treasurer	Cheryl Cufari
Secretary	Jane Borrelli

There were no nominations from the floor. Bonnie Kerr presented the following:

MOTION: To accept the slate as presented.
Allanson/Grimes. Ayes - All. Nays - None.

Patty Franco moved; Bonnie Kerr seconded approval of the minutes from April 21, 2016 and May 11, 2016 as presented. All approved.

The **Director's Report** for April/May was distributed before the meeting. Eric opened discussion of annual meeting thoughts or recommendations. Trustees commented the awards presentations were very nice and the food was delicious. Hails Mills Country Club was recommended as a venue for 2017. Eric reported:

1. Advocacy Grants assisted Amsterdam, Fort Hunter, and Schoharie in successful budget votes in May. A new round of grants will be available at the end of June. Canajoharie is currently the only applicant.
2. New York Library Association membership is moving forward for all member libraries. All library directors and trustees will receive all NYLA advocacy information and will get the member discount on all NYLA programs and services.
3. CLDA and CBA funds will be used to enhance e-resources and to provide continuing education offerings for member libraries. A written plan is being developed for Central Book Aid by the Central Library Advisory Committee. The CLDA Plan document is posted on the MVLS website.
4. Policies and procedures to facilitate the acceptance of credit cards at the self-check machines at the Schenectady Library are being developed. Attorney Kathryn McCary is assisting with the PCI compliance documents.
5. The Bornt Branch is the New York State Summer Reading Program launch site for the state of New York. Launch date is June 20, 2016.

Eric Trahan reported the **Directors' Council** met May 5th at MVLS. The annual member library contributions for E-resources were discussed. It will be increased to \$70,000. E-resources circulation has increased 15%. A roundtable event for system staff and library directors to report on various projects was held. Michele Largeteau, JA Manager, reported on Joint Automation upgrades and issues that are being worked on.

During **Privilege of the Floor**, Bonnie Kerr shared news articles of member library activities. She noted the Trustee Institute held in Plattsburgh was very enjoyable. The IRS commended MVLS member libraries for assisting with free tax preparation. Patty Franco noted the Gloversville Public Library and Co-op Extension Container Gardening Event. Barbara Madonna reported the Gloversville Public Library parking lot extension has begun; fundraising has totaled 7 ½ - 8 million dollars; all the books have been removed from the basement and were donated to Discovery Books; the Summer Reading Program is doing great with assistance from a new staff member; school visits have resumed; and the Adult SRP entitled Body & Mind Exercising has started.

TREASURER REPORT

Eric Trahan presented the Financial Statements for April and May 2016 and Payment Schedules for April and May 2016. He reported state aid has not been received.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2016.
Kerr/Madonna. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$94,583.38 and Payment Schedule #5 for May in the amount of \$104,250.47.
Grimes/Borrelli. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet in September to begin the 2017 budget process.

AWARDS

Bonnie Kerr reported the Amsterdam Free Library received the Library Recognition Award for the *Amsterdam Reads* program. Northville Public Library Volunteers were awarded the Harold & Junice Wusterbarth Volunteer Service Award for creating the Northville Public Library and serving over 30 years to enrich the library and its community. She thanked all libraries for submitting great nominations.

BUILDING & EQUIPMENT

The annual walkabout will be done following the business meeting. Eric noted the exterior doors and front hallway need to be addressed.

LIBRARY SERVICES No report.

NOMINATING

MOTION: To accept with regret, Rebecca Sokol's resignation.
Kerr/Madonna. Ayes - All. Nays - None.

Two representatives are needed from Schoharie County and one from Montgomery County.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council will meet July 13, 2016 at MVLS. A full audit is being done for 2015. Eric proposed MVLS pay the overage cost of an audit over the review fee.

UNFINISHED BUSINESS

THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES

The Foundation annual meeting was held June 7, 2016 at the Schenectady County Public Library. An Online Security presentation was highlighted. The Annual Report is available upon request. The first golf tournament fundraiser will be held June 20, 2016 at the Mohawk Golf Club in Schenectady. There will be another fundraising golf tournament held August 6, 2016 in Canajoharie. Bonnie Kerr reported Main Motors will give away a vehicle for a hole-in-one, and Price Chopper donated a \$500 gift certificate for a par 3 for the Canajoharie tournament. She continues to work diligently and feverishly to accomplish a great fundraiser.

PLANNING UPDATE

Information gathering from D2 Media is expected soon. Libraries want more technology, e-resources, and public relations assistance. The end result will be the development of a new Plan of Service for the state.

NEW BUSINESS

REORGANIZATION MOTIONS:

The following Reorganization Motions were presented:

MOTION: To approve NBT as the official bank of the Mohawk Valley Library System.

MOTION: To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.

MOTION: To authorize the President, Vice President, or Treasurer, to sign checks for the Mohawk Valley Library System and the MVLS/SALS Joint Automation System.

The above three motions were approved as one. Grimes/Kerr. Ayes - All. Nays - None.

COMMITTEE ASSIGNMENTS

Sarah noted the Committee Assignment document and asked if revisions were needed. An updated list will be provided upon completion.

2016-2017 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet. The August meeting was changed to **Thursday, August 11, 2016** due NYALS Conference.

MOTION: To approve the Schedule of Meetings for 2016 – 2017 as amended.
Madonna/Franco. Ayes - All. Nays - None.

CASH EXPOSURE LIMITS

MOTION: To approve annual cash exposure limits: \$500,000 for MVLS and \$300,000 for MVLS / SALS Joint Automation Project.
Madonna/Seeber. Ayes - All. Nays - None.

PERSONNEL MANUAL

Eric presented edits for the MVLS Personnel Manual. The CSEA Agreement and NYS Labor Laws language was addressed by Attorney Kathryn McCary.

MOTION: To approve the attached edits for the MVLS Personnel Manual.
Madonna/Salluzzo. Ayes - All. Nays - None.

CONFLICT OF INTEREST

Conflict of Interest forms were distributed to trustees for disclosure.

ADVOCACY GRANT

MOTION: To approve an Advocacy Grant for the Canajoharie Library in the amount of \$850.
Borrelli/Seeber. Ayes - All. Nays - None.

BOARD MEETINGS

The MVLS Board of Trustees meet at a member library in September. Eric proposed meeting at the Bornt Branch in September, and would like to meet at the Fort Plain Free Library at a later date.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:45 A.M to discuss a personnel issue.
Grimes/Madonna. Ayes - All. Nays - None.

The business meeting resumed at 11:10 A.M.

Sarah Beekman presented the following:

MOTION: To approve a salary increase of 3% for Eric Trahan retroactive to January 1, 2016.
Franco/Salluzzo. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:18 A.M.

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday August 11, 2016
Time: 9:30 a.m.
Place: MVLS Service Center

Reminder: No July Meeting