

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

October 20, 2016

Fort Plain Free Library

MINUTES

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

EXCUSED: Anthony Gaddy

GUESTS: Kathy Insero, Whitney Hubbard

President Barbara Madonna called the meeting to order at 9:38 am. She introduced Whitney Hubbard, Director of the Fort Plain Free Library. Whitney welcomed the MVLS Board of Trustees. She commended Keith Seeber, Fort Plain Free Library President, and the Mohawk Valley Library System staff for all the amazing assistance provided to her and the library. She noted Phase II of the renovation will begin soon.

Bernard Allanson moved; Jane Borrelli seconded approval of the minutes from September 15, 2016 as presented. All approved.

The **Director's Report** for September was distributed before the meeting. Eric reported:

- The MVLS van was refurbished with a timing belt, water pump, and valve replacement.
- New York Library Association Conference will be held in Saratoga November 3-5, 2016. A MVLS reimbursement grant is available for registration for each library.

Directors' Council – Barbara Madonna reported a workshop for Circulation Policies and Processing was held October 13, 2016. It was very helpful and gave Directors a chance to discuss standardizing some procedures. Eric stated MVLS is summarizing and producing a document for library use for best practices. A roundtable workshop will be held at MVLS December 1, 2016 titled Directors & Boards: the critical partnership.

During **Privilege of the Floor**, Bonnie Kerr shared the Margaret Reaney Memorial Library annual fundraiser Flapjacks & Fairytales was held Sunday, October 16, 2016. The funds are used for winter heating of the building. Patty Franco noted the Gloversville Public Library Friends Group received \$8,000 from the theater group opening night ticket sales. Barbara Madonna reported the Gloversville Public Library is getting close to moving to a new venue in preparation for its \$8 million renovation. She stated Gloversville applied for the MVLS Do and Dream grant to use for making the move as easy as possible for library users. Gloversville is also providing more outreach to schools and daycare centers.

TREASURER REPORT

Eric Trahan presented the Statement of Financial Position and Payment Schedule for September 2016. He noted most of the state aid has been received. Bullet aid was distributed to member libraries.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for September 2016.
Franco/Mickle. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #9 for September in the amount of \$290,244.87.
Kerr/Spencer. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT AND FINANCE

Eric Trahan reported the Committee met after the September meeting to discuss the 2017 Budget and look at the long term forecast. The 2017 budget will be presented at the Budget Hearing prior to the November meeting. A draft budget will be distributed prior to the Budget Hearing. Eric stated the budget is an approximately \$1.7 million balanced budget.

AWARDS No report.

BUILDING AND EQUIPMENT

Eric Trahan reported the van was repaired. The front entranceway is being replaced at a cost of \$8,600 to be code compliant with crash bars. The windows will be more energy efficient.

LIBRARY SERVICES No report.

NOMINATING

Bonnie Kerr noted there are two vacancies from Schoharie County.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

A purge of old patron records is planned. The 2017 Budget was approved by the Council and SALS Board. A scheduled fee increase of .11 per transaction and .10 per item is included. Zepheira, a linked data system and Skyriver, a cataloging database, are two new expense items. They are funded by MVLS and SALS.

MOTION: To approve the Joint Automation 2017 Budget as presented.
Spencer/Franco. Ayes - All. Nays – None.

Eric stated the Council will meet November 9, 2016 at MVLS. Michele, Diane and Eric are working to develop a patron residence geolocation program with the Center for Governmental Research (CGR). It is hoped that this will result in a more unified way of dealing with patrons that live outside of MVLS/SALS.

UNFINISHED BUSINESS

COMMITTEE ASSIGNMENTS

Trustees were asked to review the Committee listing and to revise as needed.

THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES

The annual appeal letters are being prepared for mailing. Thirteen libraries have applied for the Library Services Grant of \$400. Schenectady will receive \$800. Eric Trahan will notify libraries of approval and distribute checks October 31, 2016.

MVLS PLANNING PROCESS SUMMARY

Eric Trahan presented the MVLS 2016 Planning Process Summary. He explained how the process worked and reported the results of the survey. MVLS will address communication, service enhancements, and promote community engagement and sustainability.

MOTION: To approve the MVLS Planning Process Summary as presented.
Grimes/Kerr. Ayes - All. Nays – None.

PLAN OF SERVICE

Eric noted the state is near approval of the MVLS Plan of Service and Free Direct Access document. The majority of member library boards have approved the MVLS Plan of Service.

NEW BUSINESS

MARKETING PROPOSAL

Eric Trahan presented the MVLS Acquisition Marketing Plan. The initiative is to inspire more people to use and value their public libraries. MVLS will do mass communications by PSA announcements on radio stations to raise the awareness of library services and impacts. This will be discussed further in November. MVLS may form a new committee to provide input on these activities.

COMMUNITY ENGAGEMENT PROJECT

Eric Trahan proposed the MVLS Community Engagement, Library Impact and Sustainability Project. Activities will include community engagement, service expansion, communicating impact, and ongoing sustainability over a three-year period. Stories of library happenings will be gathered to communicate impact to communities and legislatures.

MINIMUM STANDARDS

Eric reported state minimum standards are being reviewed by the New York State Education Department and may be revised in the future.

ADJOURNMENT

On behalf of the Board of Trustees, Barbara Madonna thanked Whitney Hubbard and Keith Seeber of the Fort Plain Free Library for the invitation to visit the library. A tour of the Phase I renovation was provided.

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

Respectfully submitted,

Jane Borrelli
Secretary

NEXT MEETING:

Date: Thursday November 17, 2016
Time: 9:30 a.m.
Place: Phyllis Bornt Branch Library