

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

September 21, 2017

MINUTES

PRESENT: Patty Franco, Anthony Gaddy, Marion Grimes, Barbara Madonna, Joanne Mickle, Mary Salluzzo, Keith Seeber, Eleanor Spencer, and Eric Trahan, Director.

EXCUSED: Jane Borrelli, Bonnie Kerr

GUESTS: Kathy Insero, Sue Rokos

President Barbara Madonna called the meeting to order at 9:35 am.

Barbara Madonna introduced Glenn Winter, from T.M Byxbee who presented the 2016 MVLS Review Report, and the 2016 MVLS/SALS Joint Automation Project Review Report. A draft report was reviewed by the trustees. Glenn noted MVLS reports on a cash basis and stated there were no material modifications to note. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements.

Glenn Winter discussed the 2016 MVLS/SALS Joint Automation Project Review Report and stated no modifications were needed. The timing of receipts and disbursements shows increases and decreases in the operating lines. He noted the MVLS books agree with the Related Parties accounts for income and expenses. He noted there are no instances or issues that will change the financial statements.

The 2016 MVLS IRS 990 form has been prepared and reviewed by T.M. Byxbee. It was distributed to trustees for review and will be filed with the IRS. No motion is needed to approve the 990 form.

2016 REVIEW

Barbara Madonna presented the following:

MOTION: To approve the 2016 MVLS Review Report and the 2016 MVLS/SALS Joint Automation Project Review Report as presented.
Spencer/Franco. Ayes - All. Nays – None.

Joanne Mickle moved, Patty Franco seconded approval of the minutes from August 10, 2017 as presented. All approved.

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

1. Eric attended a very encouraging meeting on September, 20, 2017 with the Wilkinson Memorial Book Station in Broadalbin to explore their future of becoming a library.
2. NYLA Advocacy Committee had a good discussion session. Senator George Amedore received the most letters from the NYLA Advocacy campaign. Trustees were thanked for writing letters, and were asked to continue advocating for library funding.
3. Amsterdam Free Library received a NYLA Disaster Grant for \$1,500.

PRIVILEGE OF THE FLOOR

Joanne Mickle reported the Canajoharie Library Eclipse Experience was very well attended and a fabulous event for families. Middleburgh and Schenectady also had well attended eclipse events. Barbara Madonna reported the Gloversville Public Library had a fantastic summer of programming. Her annual report included 84 storytimes with over 1,200 in attendance, 46 1-on-1 tech sessions, 318 adult craft programs, Makerspace cart was used by 200, and 55 Spanish classes were held. She noted circulation is down, but there are more hands-on programs being

done. Barbara stated Gloversville has a volunteer who attends community events and advocates for the library by distributing library literature. Keith Seeber reported the Fort Plain Free Library held a successful Gala. He praised Whitney Hubbard, Director, a trustee and others for doing an amazing job. The building project is coming along and all are excited by its progress.

DIRECTORS' COUNCIL No report.

TREASURER REPORT

Eric Trahan presented the Financial Statements for August 2017 and Payment Schedules for August 2017. He reported most state aid has been received.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for August 2017.
Grimes/Gaddy. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #8 for August in the amount of \$109,100.61.
Mickle/Franco. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet today following the Board meeting to look at a multi-year preview.

AWARDS No report.

BUILDING & EQUIPMENT No report.

COMMUNICATION

Committee members are Anthony Gaddy, Chair, Wade Abbott, Patty Franco, Barbara Madonna, Sue Rokos, and Eric Trahan. Eric reported Wade is currently promoting Library Card Sign-Up Month. Wade is looking at ways to promote library calendar happenings. Wade did a presentation of Community Engagement at the September workshop. He is producing a web page to highlight positive library stories and videos to be used for advocacy.

LIBRARY SERVICES

Eric Trahan reported the committee met September 11, 2017 at MVLS to discuss the Public Library Construction Grants. Six applications were received. The Public Library Construction Grant total is \$635,290. All applications were reviewed, accepted and funded at various percentages. President Barbara Madonna opened floor discussion. The following is the Committee's recommendation:

Fort Plain Free Library	\$167,089
Gloversville Public Library	\$310,950
Johnstown Public Library	\$7,500
Schenectady County Public Library	\$111,583
Sharon Springs Free Library	\$3,768
The Community Library, Cobleskill/Richmondville	\$34,400

MOTION: To approve the Construction Grants as presented.
Committee. Ayes - 7. Nays - None. Abstain – Marion Grimes

After much discussion, the following motion was presented:

MOTION: To charge the Library Services/Planning Committee to review the procedure for dispersing Public Library Construction Grants and develop a procedure or process which the Committee may use as a guide to evaluate each application.
Franco/Gaddy. Ayes – All. Nays - None.

UNFINISHED BUSINESS
2017 BUDGET AMENDMENTS

MOTION: To approve the 2017 Budget amendments as presented.
Mickle/Franco Ayes – All. Nays - None.

COMMITTEE REPORTS (continued)

NOMINATING

There are 2 vacancies in Schoharie County and one vacancy in Schenectady.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric reported on the Joint Automation Council meeting. He stated funding of the Joint Automation Project needs to be changed. The fund balance has decreased by over \$100,000, and there is a deficit budget for 2017 and 2018. Currently member library fees are based on the library's collection and circulation. Ebooks are not included in item fees but are included in circulation fees. Total library circulation has decreased, but, the need for automation operations has increased.

UNFINISHED BUSINESS

FOUNDATION UPDATE

Eric reported the next fundraiser is the Foundation Annual Appeal, due to be sent within a month. Library Services Grants will continue.

NEW BUSINESS

MISSION STATEMENT REVIEW

The Mission Statement review will be discussed at the October meeting.

ADJOURNMENT

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

Respectfully submitted,

K. Inero
Recorder

NEXT MEETING:

Date: Thursday October 19, 2017

Time: 9:30 A.M.

Place: **The Community Library - Cobleskill**