

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

November 16, 2017  
MVLS Service Center

### MINUTES

**PRESENT:** Patricia Franco, Anthony Gaddy, Marion Grimes, Katherine Hawkins, Bonnie Kerr, Christina Knee, Barbara Madonna, Joanne Mickle, Mary Salluzzo, Keith Seeber, and Eric Trahan, Director.

**EXCUSED:** Jane Borrelli, Eleanor Spencer

**GUESTS:** Kathy Insero, Sue Rokos

President Barbara Madonna, welcomed Katherine Hawkins and Christina Knee as Schoharie County representatives to the MVLS Board of Trustees.

### BUDGET HEARING

Barbara Madonna called the Hearing on the 2018 Proposed Budget to order at 9:35 AM.

Eric Trahan presented the 2018 Proposed Budget. The income shows state aid budgeted at the previous year amounts. Other state grants show a decrease due to bullet aid not being included. The increase in Other Grants & Contributions is for Foundation activity. A \$5,000 increase in Members - e-resources is for electronic materials. Expenses were decreased by \$48,500 due to completion of the planning process, reallocation of funds for library materials, State Retirement reduction, contracts, and change in grant activity. Automation has an increase of \$8,500 due to JA budget issues, and Delivery is increased for the year 2 contract amount. Supplies and Materials are decreased due to the change in system projects, and Consultant & Professional Fees are decreased due to the Planning Process completion with D2 Media.

The budget hearing was adjourned at 9:50 AM.

### BUSINESS MEETING

President Barbara Madonna called the meeting to order at 9:52 A.M.

Barbara Madonna presented the following:

**MOTION:** To appoint Katherine Hawkins to fill the Schoharie term to end June 2022 and Christina Knee to fill the unexpired Schoharie term to end June 2020.  
Gaddy/Mickle. Ayes - All. Nays – None.

Patty Franco moved, Marion Grimes seconded, approval of the October 19, 2017 minutes as presented. All approved.

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

- The Central Library Committee meeting was held Tuesday, November 14. Increased funding for additional e-resources to benefit all member libraries was agreed upon. The Central Library grant application will be available at the January meeting.
- NYLA Library Advocacy Day is **Wednesday, February 28, 2018**. Trustees and Directors need to attend and participate with visits to the legislators to advocate for increased library funding. Libraries should share personal stories with the legislators to prove the need for strong libraries.

The **Directors' Council** is meeting January 4, 2018 following the Best of the Best workshop.

During **Privilege of the Floor**, Barbara Madonna reported an anonymous businessman wants to give every child in pre-k through second grade in Gloversville a new book. The Friends of the Gloversville Public Library will wrap them individually and insert a bookplate. The Gloversville library is working with the Fulton County Museum and Historian to do an *Amazing History Race*. Eric stated the Canajoharie Library is seeking a new Director.

**TREASURER'S REPORT:** Eric Trahan presented the Statements of Financial Position for October 2017 and Payment Schedule for October 2017. He reported Bullet Aid and Foundation grants have been distributed.

#### **Statements of Financial Position**

**MOTION:** To accept and file for audit the Statements of Financial Position for October 2017.  
Franco/Kerr. Ayes - All. Nays – None.

#### **Payment Schedules**

**MOTION:** To approve Payment Schedule #10 in the amount of \$205,226.61.  
Kerr/Mickle. Ayes - All. Nays – None.

### **COMMITTEE REPORTS**

**AUDIT & FINANCE:** No report.

#### **AWARDS**

Marion Grimes stated the Committee would appreciate more award nominations from member libraries for the MVLS Trustee award and the MVLS Library Program award. She asked trustees to return to their libraries and remind Directors, staff, and fellow trustees to start considering nominations for submittal. She knows there are wonderful people doing wonderful things at the libraries, and feels they should be honored.

**BUILDING & EQUIPMENT:** No report.

#### **COMMUNICATIONS**

The Committee will meet following the January business meeting on Thursday, January 18, 2018.

**LIBRARY SERVICES:** No report.

#### **NOMINATING**

Actively seeking to fill a vacancy in Schenectady County.

**PERSONNEL:** No report.

#### **JOINT AUTOMATION COUNCIL**

Eric Trahan reported the Council met November 8, 2017. JA Budget Amendments were proposed for the 2017 JA Budget. These amendments were approved by the Council and forwarded to SALS and MVLS Boards for approval.

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

Devon Hedges term expires December 31, 2017. Eric presented the following:

**MOTION:** To reappoint Devin Hedges for a three year term on the JA Council.  
Kerr/Hawkins. Ayes – All. Nays – None.

**JA Fees 2018:** The Finance Committee met on October 4 to discuss the fee structure and strategies for reducing the deficit. Member library fees are not currently funding JA spending needs.

The Committee proposed changing the member fee formula to a calculation that produces a specific proposed budget amount based on each library's previous year circulation and holdings totals. The Council approved sending this proposal for approval by the SALS and MVLS Boards.

**MOTION:** To approve changing the member fee formula to a calculation that produces a specific proposed budget amount based on each library's previous year circulation and holdings total.  
Grimes/Salluzzo. Ayes – All. Nays – None.

There will also be an increased amount provided to JA by MVLS and SALS.

JA Fees 2019: Information and input on 2019 fees will be disseminated to the members through special finance committee meetings scheduled in December, and through each system's directors meetings.

JA Security Policy: Eric presented an amendment to the JA Security Policy regarding confidential data files.

**MOTION:** To approve the amendment to the JA Security Policy as presented.  
Kerr/Salluzzo. Ayes – All. Nays – None.

## **UNFINISHED BUSINESS**

### **FOUNDATION UPDATE**

The year-end letter seeking donations and pledges has been distributed.

## **NEW BUSINESS**

### **2018 MVLS BUDGET**

Barbara Madonna presented the following:

**MOTION:** To accept the 2018 MVLS Budget as presented.  
Gaddy/Franco. Ayes - All. Nays – None.

### **MISSION STATEMENT REVIEW**

The MVLS Mission Statement was reviewed.

### **ADJOURNMENT:**

There being no further business, the meeting was adjourned 11:27 A.M.

### **TIME AND PLACE OF NEXT MEETING**

Date: **Thursday January 18, 2018**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully Submitted,

K. Inero  
Recorder