

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 15, 2018
MVLS Service Center

MINUTES

PRESENT: Patricia Franco, Marion Grimes, Katherine Hawkins, Joanne Mickle, Keith Seeber, Eleanor Spencer, Felicia Spivey and Eric Trahan, Director.

EXCUSED: Jane Borrelli, Anthony Gaddy, Christina Knee, Barbara Madonna, Mary Salluzzo

GUESTS: Kathy Insero, Sue Rokos

Eric Trahan, Director, welcomed Felicia Spivey as Schenectady County representative to the MVLS Board of Trustees.

BUDGET HEARING

Vice President Keith Seeber called the Hearing on the 2019 Proposed Budget to order at 9:33 AM.

Eric Trahan presented the 2019 Proposed Budget. The income shows state aid budgeted at the previous year amounts. Bullet aid is not included. The increase in Other Grants & Contributions is for the Library Moon Walk project. A \$5,000 increase in Members e-resources is for electronic materials. Expenses were decreased by \$31,040 due to reallocation of funds for library materials, cash grants, contracts, and changes in grant activity. Building Operations is decreased due to completed projects. Automation has an increase of \$10,700 for JA System allocation and Delivery is increased for the year 3 contract amount. Travel and Conference is decreased to account for unusually high activity in 2018.

The budget hearing was adjourned at 9:45 AM.

BUSINESS MEETING

Vice President Keith Seeber called the meeting to order at 9:48 A.M.

2019 MVLS BUDGET

Keith Seeber presented the following:

MOTION: To accept the 2019 MVLS Budget as presented.
Mickle/Spencer. Ayes - All. Nays – None.

Patty Franco moved, Katherine Hawkins seconded, approval of the October 18, 2018 minutes as presented with corrections to the Communications Committee report. All approved.

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

- Lois Gordon, Sue Rokos, and Eric attended the 2018 NYLA Conference. Sessions highlighted Community Engagement and the need for libraries to embrace service to their communities.
- 2020 Census will collect information electronically only. This is a huge role for libraries.

Directors' Council: No report.

During **Privilege of the Floor**, Patty Franco and Eric Trahan reported the Gloversville Public Library Grand Re-opening held November 11 was a great success and well attended. Author Richard Russo was one of the speakers. Member library news articles were shared.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for October 2018 and Payment Schedule for October 2018.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2018. Franco/Mickle. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$134,393.30. Franco/Spencer. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS

Guidelines and award nomination forms were edited per Committee recommendations and will be posted on the MVLS website.

BUILDING & EQUIPMENT: No report.

COMMUNICATIONS

Eric Trahan reported Wade Abbott, Communications Specialist, has spent a lot of time at the Gloversville Public Library to record the return move and reopening of its Carnegie building. Wade is currently assisting the Amsterdam Free Library with its community meetings for input of library services. Katherine Hawkins inquired of library stories and updates.

LIBRARY SERVICES: No report.

NOMINATING

MOTION: To appoint Rosemary Barger to fill the unexpired term for Montgomery County to end June 2022. Grimes/Mickle. Ayes - All. Nays – None.

PERSONNEL:

Eric reported CSEA contract negotiations will begin next week.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 14, 2018. The Identification Information in Patron Registration Policy and the Fines & Fees Policy revisions were presented and discussed.

MOTION: To approve the Identification Information in Patron Registration Policy and the Fines & Fees Policy as presented. Hawkins/Spencer. Ayes - All. Nays – None.

JA Fees 2020: Directors and Trustees of member libraries are invited to an Information and input meeting on 2020 fees December 12, 2018 at the Clifton Park-Halfmoon Library.

Erica Wing's term expires December 31, 2018. Eric presented the following:

MOTION: To reappoint Erica Wing for a three year term on the JA Council. Grimes/Franco. Ayes – All. Nays – None.

UNFINISHED BUSINESS

FOUNDATION UPDATE

The Foundation will meet November 16, 2018. The year-end appeal for donations and pledges has been distributed.

2018 BUDGET AMENDMENTS

Eric Trahan presented the 2018 Budget amendments. He stated library materials are moving away from print to e-resources. Cash grants are decreased due to a lower volume of applications. Building operations are less than expected. Supplies and travel have increased due to continuing education. Capital expenditures are decreased as the expenditure for a new server was omitted due to the network move to One Drive. (Cloud Server)

MOTION: To approve the 2018 Budget amendments as presented.
Grimes/Franco. Ayes – All. Nays – None.

NEW BUSINESS

MISSION STATEMENT REVIEW

The MVLS Mission Statement will be reviewed at the January business meeting.

ADJOURNMENT:

There being no further business, the meeting was adjourned 10:58 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 17, 2019**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully Submitted,

K. Inero
Recorder