

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

October 18, 2018

Amsterdam Free Library

### MINUTES

**PRESENT:** Jane Borrelli, Patty Franco, Marion Grimes, Katherine Hawkins, Christina Knee, Joanne Mickle, Mary Salluzzo, Keith Seeber, and Eric Trahan, Director.

**EXCUSED:** Anthony Gaddy Barbara Madonna, Eleanor Spencer

**GUESTS:** Kathy Inero, Sue Rokos

Vice President Keith Seeber called the meeting to order at 9:35 am.

Jane Borrelli moved; Katherine Hawkins seconded approval of the minutes from September 20, 2018 as presented. All approved.

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

- The 21<sup>st</sup> Century Library Initiative is progressing. The Amsterdam Free Library is holding a community meeting tonight. The library is in line to receive a community development grant that will provide funding for library construction, renovation and community planning. The Gloversville Public Library will be opening their newly renovated and expanded building on November 11. Wade Abbott is working on ways for other libraries to begin their 21<sup>st</sup> Century Library Initiative.
- Lois Gordon is coordinating a new project with the Upper Hudson Library System and the Southern Adirondack Library System titled *Library Moon Walk*. Programs with health related topics and connections with healthcare organizations will be provided to member library participants. *Genes and Your Health* is the first program to be held at the Schenectady County Public Library on November 1, 2018.

**Directors' Council** – No report.

During **Privilege of the Floor**, Eric Trahan reported the Gloversville Public Library is closed for the return move to their newly renovated building. The soft opening is November 5, 2018. Open House is Sunday, November 11, 2018.

### TREASURER REPORT

Eric Trahan presented the Statement of Financial Position and Payment Schedule for September 2018.

#### Statements of Financial Position:

**MOTION:** To accept for audit the Statements of Financial Position for September 2018.  
Franco/Mickle. Ayes - All. Nays - None.

#### Payment Schedules:

**MOTION:** To approve Payment Schedule #9 for September in the amount of \$96,726.59.  
Borrelli/Franco. Ayes - All. Nays – None.

### COMMITTEE REPORTS

#### AUDIT AND FINANCE

The Committee met after the September meeting to discuss the 2019 Budget and look at the long term forecast. A draft copy of the proposed budget will be distributed prior to the November meeting.

**AWARDS**

Eric Trahan reported the revised guidelines and nomination forms will provide clearer instructions which may lead to more nomination submissions for both awards. The Committee requested more promotional time.

**BUILDING AND EQUIPMENT** No report.

**COMMUNICATIONS**

The Committee held a lively conference call to discuss ways to assist and promote member library announcements and other library communications. A public relations list will be updated. Sue Rokos stated many patrons look at the library's facebook pages for upcoming events, and recommends libraries keep their pages updated. The Committee has asked for suggestions to reach non-tech residents and older adults. Katherine Hawkins stated the teleconference was non effective as she could not hear, understand, or communicate with committee members.

**LIBRARY SERVICES** No report.

**NOMINATING**

Eric Trahan stated Felicia Spivey has been nominated to fill the unexpired term for Schenectady County. There is a vacancy in Montgomery County.

**MOTION:** To appoint Felicia Spivey to fill the term for Schenectady County to end 2020.  
Grimes/Knee. Ayes - All. Nays – None.

**PERSONNEL**

The Union has agreed to pursue a one-year contract.

**JOINT AUTOMATION COUNCIL**

The 2019 Budget was approved by the Council and SALS Board. There is an increase in the Salary line and a need for server replacement. MVLS and SALS have agreed to increase the automation aid to assist in the reduction of a deficit budget.

**MOTION:** To approve the Joint Automation 2019 Budget as presented.  
Mickle/Salluzzo. Ayes - All. Nays – None.

Eric stated the Council will meet November 14, 2018.

**UNFINISHED BUSINESS****THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES**

The 2019 Schenectady Golf Tournament fundraiser will be held May 17, 2019 at the Mohawk Golf Club. The annual appeal letters are being prepared for mailing.

**NEW BUSINESS****SEXUAL HARASSMENT POLICY & TRAINING REQUIREMENTS**

This policy was produced by the Department of Labor and is now a New York State Law to be implemented by October 9. It mandates every employee be trained for sexual harassment prevention in 2019. A model policy was distributed and discussed. MVLS will work with DLD, NYLA and other systems to develop options to assist member libraries with training.

**MOTION:** To approve the Sexual Harassment Policy as presented.  
Grimes/Borrelli. Ayes - All. Nays – None.

**TRUSTEE EDUCATION PROPOSED REQUIREMENTS**

A draft proposal for trustee education requirements was distributed and discussed.

**RESOURCE SHARING DATA & DISCUSSION**

Eric Trahan presented Circulation By Item Branch 2017, ILL Loaning Rate 2017, and MVLS Circulation By Patron Statistical Class 2018 (through September 2018) documents. He stated the numbers will reflect

actual annual borrowing practices of users. Eric noted that geography determines which library is conveniently used by a patron. The documents illustrate the various resource sharing practices that the system promotes, including free direct access, interlibrary loan, rotating collections and e-resources.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

J. Borrelli  
Secretary

**NEXT MEETING:**

Date: Thursday November 15, 2018

Time: 9:30 a.m.

Place: MVLS Service Center