

# MOHAWK VALLEY LIBRARY SYSTEM

## BOARD OF TRUSTEES

January 17, 2019

MVLS Service Center

### MINUTES

**PRESENT:** Rosemary Barger, Jane Borrelli, Patty Franco, Katherine Hawkins, Christina Knee, Barbara Madonna, Joanne Mickle, Mary Salluzzo, Keith Seeber, Eleanor Spencer, Felicia Spivey, and Eric Trahan, Director.

**EXCUSED:** Anthony Gaddy, Marion Grimes

**GUESTS:** Kathy Insero, Sue Rokos

Vice President Keith Seeber called the meeting to order at 9:30 A.M. Introductions of trustees were done. Barbara Madonna moved, Jane Borrelli, seconded, approval of November 15, 2018 minutes as presented. All approved.

Eric Trahan introduced Lois Gordon, Outreach Coordinator to present the Library Moon Walk Grant project funded by the National Library of Medicine. MVLS partnered with the Southern Adirondack Library System and the Upper Hudson Library System to include participation of 23 libraries. Library staff can do webinar training on their own time. Community health providers are invited to connect and network for programming. Lois shared the Library Moon Walk website and discussed some of the information that can be found using the links. Hoping to “reach the moon” patrons and staff can record their steps, miles or time exercising to reach 239,000 miles.

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

- NYLA Advocacy Day is **Wednesday, February 27, 2019**. MVLS will carpool. Contacting Assemblymen and Senators in the MVLS library districts is very important for library funding. Advocacy Day appointments with legislators can have a big impact. Trustees are encouraged to attend or write letters asking to increase library funding.
- The MVLS Annual Meeting is proposed for the second Wednesday in May. Details will be announced.

**Directors’ Council:** Met January 10, 2019. MVLS staff discussed upcoming programs and workshops. Library Moon Walk project was updated and NYSCA reorganization ideas are being collected. Summer Reading Planning Workshop will be February 7, 2019. Sue Rokos and other system Youth Services staff was commended for providing great program ideas. Central Library Plan, JA budget, and 2020 automation fee increase was discussed. Notes of the Directors’ Council meeting can be found on the MVLS website at: <http://www.mvls.info/insidemvls/directors-council/>

During **Privilege of the Floor**, Joanne Mickle shared library news articles. She noted the Fort Plain Free Library started a stamp collecting group, its sidewalk fundraiser is a great project, and the construction project is in Phase III. Barbara Madonna reported the Gloversville Public Library’s renovation is complete except for the punch list. The community is thrilled and have started reserving rooms and space. Gloversville will hire new staff soon. Rosemary Barger reported the Amsterdam Free Library is getting a new front door.

**TREASURER'S REPORT:** Eric Trahan presented the Statements of Financial Position for November 2018, and December 2018 and Payment Schedules for November 2018 and December 2018. Due to the calendar year used for a cash basis budget there was a small budget deficit.

**Statements of Financial Position**

**MOTION:** To accept and file for audit the Statements of Financial Position for November 2018, and December 2018.  
Madonna/Salluzzo. Ayes - All. Nays – None.

**Payment Schedules**

**MOTION:** To approve November 2018 Payment Schedules #11 in the amount of \$221,828.24, and December 2018 Schedule #12 in the amount of \$207,427.54.  
Madonna/Knee. Ayes - All. Nays - None.

**COMMITTEE REPORTS**

**AUDIT & FINANCE**

Eric stated T.M. Byxbee Company has proposed the 2018 review audit for MVLS at a cost of \$3,750, and the Joint Automation Project at a cost of \$2,850.

**MOTION:** To approve the proposal from T.M. Byxbee for the financial review for MVLS at a cost of \$3,750, and the Joint Automation Project at a cost of \$2,850.  
Madonna/Spencer. Ayes - All. Nays - None.

**AWARDS**

Nomination and guideline information for the MVLS Library Recognition and Harold & Junice Wusterbarth Volunteer Service awards will be distributed to Directors and Board Presidents with a due date of March 29, 2019. Information is posted on the MVLS website. Bonnie Kerr was credited for suggesting an earlier informal announcement.

**BUILDING & EQUIPMENT** No report.

**COMMUNICATIONS**

Wade Abbott produced a video for the “coming home” process for the Gloversville Public Library. He spoke with staff, volunteers, contractors, and workers to help tell the story. MVLS now has a You Tube Channel. Wade is working with the Library Moon Walk project.

Keith Seeber shared the Library Trustee Association newsletter. He noted the policy database. Eric Trahan stated it was a good resource for libraries when they review their policies. The 2020 census is a hot topic for library funding. Libraries will be assisting people with online census registration.

**LIBRARY SERVICES** No report.

**NOMINATING**

Patty Franco was appointed as Chair of the Nominating Committee. Marion Grimes, Joanne Mickle, and Christina Knee are committee members. The term for Anthony Gaddy of Schenectady County will expire. Anthony is eligible for re-election. The Committee will present a slate of officers at the June organizational meeting.

**PERSONNEL** No report.

**JOINT AUTOMATION COUNCIL**

The Council met January 9, 2019. Fees for 2020 will increase by 3.0%. The JA Project currently has a deficit budget. Geo-fencing security audit has been done for prevention of out of country access. Quipu E-card preliminary work is complete. It is a tool for patron registration geographic area address information of township, school district, and MVLS served or unserved areas. Gloversville is now using this software.

**MOTION:** To approve the 2020 fees increase of 3.0%.  
Madonna/Spencer. Ayes - All. Nays - None.

### **UNFINISHED BUSINESS**

#### **FOUNDATION FOR MOHAWK VALLEY LIBRARIES**

Working to develop a new restaurant fundraiser with LT's Grill in Niskayuna. The Foundation will receive 10% of sales February 8-20, 2019 when patrons provide a coupon noting the Foundation. The Mohawk Golf Tournament is scheduled for May 17, 2019. The Canajoharie Golf Tournament has not been finalized.

### **NEW BUSINESS**

#### **2019 CLDA GRANT**

Eric Trahan presented the 2019 CLDA Grant with no changes from 2018. Central Library Advisory Committee is hoping to include more e-resources. The Committee will develop a budget and policy for item use.

**MOTION:** To approve the Schenectady County Public Library 2019 CLDA Grant Application.  
Madonna/Salluzzo. Ayes - All. Nays - None.

#### **CSEA AGREEMENT**

A one year agreement to the 2016-2018 contract to continue with verbal understanding. The two updates are continuation of summer hours for Friday during July and August and a 2.75% increase in 2019 salaries.

**MOTION:** To approve a one year extension to the 2016-2018 CSEA Agreement and to include continued summer hours and a 2.75% increase in salaries.  
Madonna/Franco. Ayes - All. Nays - None.

#### **EXTENSION OF UNION BENEFITS TO EXEMPT EMPLOYEES**

**MOTION:** To approve extending Union Benefits to Non-Union employees for 2019. Including summer hours continuation and a 2.75% salary increase  
Madonna/Borrelli. Ayes - All. Nays - None.

#### **MISSION STATEMENT REVIEW**

Eric Trahan distributed copies of the MVLS Mission Statement. He noted best practice is to review once a year. His goals and thoughts include using less formal words, more emphasis on enhancing member libraries serving communities, and develop more direct relationship with Plan of Service and evaluation mechanisms.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned 11:32 A.M.

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

Date: Thursday March 21, 2018

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Jane Borrelli, Secretary