

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 21, 2019
MVLS Service Center

MINUTES

PRESENT: Jane Borrelli, Patricia Franco, Katherine Hawkins, Christina Knee, Barbara Madonna, Joanne Mickle, Mary Salluzzo Eleanor Spencer, Felicia Spivey, Christine Witkowski, and Eric Trahan, Director.

EXCUSED: Rosemary Barger, Marion Grimes

GUESTS: Lois Gordon, Kathy Insero, Sue Rokos

BUDGET HEARING

President Barbara Madonna called the Hearing on the 2020 Proposed Budget to order at 9:32 AM.

Eric Trahan presented the 2020 Proposed Budget. State aid income is budgeted with a slight increase. Members – e-resources is increased by \$6,000 by members vote. JA Fees is increased by \$6,000. Other Grants & Contributions is decreased by \$10,000 due to the conclusion of the Library Moon Walk grant. Salaries and Benefit expenses were decreased due to staffing changes. Library materials, books, and the Other line is decreased due to grant conclusion. Member library purchases is decreased as it pertains to specific library supplies. Building repairs is decreased by \$1,000. Delivery is increased due to a new service provider contract and JA Fees increased due to the fee structure.

2020 MVLS BUDGET

Barbara Madonna presented the following:

MOTION: To accept the 2020 MVLS Budget as presented.
Hawkins/Knee. Ayes - All. Nays – None.

The budget hearing was adjourned at 9:40 AM.

BUSINESS MEETING

President Barbara Madonna called the meeting to order at 9:45 A.M.

Eleanor Spencer moved, Christine Witkowski seconded, approval of the October 17, 2019 minutes as presented. All approved.

Eric Trahan introduced Lois Gordon, Outreach Coordinator. Lois is retiring December 27, 2019. She presented an overview of her present job duties. Lois noted the importance of libraries getting out into their communities and making connections with various outreach facilities. Targeted populations were the disabled, older adults, under employed and underserved.

The Board thanked Lois for her service, and congratulated her on her retirement.

The **Director's Report** for October was distributed prior to the meeting.

Directors' Council: No report. Eric has suggested a new meeting forum to engage better attendance of member library Directors.

During Privilege of the Floor, Christine Witkowski of Schenectady County Public Library announced Delia Owens, author of *Where the Crawdads Sing* will do an author visit at SUNY

Schenectady in April in accordance with the library's *One County One Book* program. Christine was contacted by John Naples of the Amsterdam Free Library as they are reading the same book for their community project and he hoped they could join forces. Katherine Hawkins shared a news article introducing Kim Zimmer as the new Director of The Community Library, Cobleskill. Christine Knee introduced a new location for the annual dinner.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for October 2019 and Payment Schedule for October 2019.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2019. Franco/Spivey. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$117,507.85. Hawkins/Spencer. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS

Guidelines and award nomination forms have been posted on the MVLS website. Eric distributed forms and information via email.

BUILDING & EQUIPMENT:

Carpets have been cleaned.

COMMUNICATIONS

Katherine Hawkins reported the Committee would like to distribute a list of grants available each year to member libraries. The Committee will work with libraries on strategic planning and budget funding. Katherine wants the Board to have nametags for library visits.

LIBRARY SERVICES: No report.

NOMINATING

Patty Franco presented the following:

MOTION: To accept with regrets Keith Seeber's resignation. Mickle/Franco. Ayes - All. Nays – None.

MOTION: To nominate Jane Borrelli for Vice President and Joanne Mickle for Secretary. Committee. Ayes - All. Nays – None.

The position of Auditor needs to be filled.

PERSONNEL

Will move into Executive Session at the end of the business meeting.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 20, 2019. The hosted database project was reviewed. Ill did a great job with the preparation and actual changeover. Third party vendors had a few issues with credit card payments and Overdrive. Most issues have been cleared. JA staff is working on a few quirks. There will be a meeting to discuss 2021 fees on December 11, 2019.

Karen Bradley's term expires December 31, 2019. Devon Hedges will continue to serve and assume the role of Schenectady County Public Library representative. His term expires December 31, 2020.

Eric presented the following:

MOTION: To appoint Terry Pavoldi to the Joint Automation Council for a three year term to end December 31, 2022.
Hawkins/Salluzzo. Ayes – All. Nays – None.

UNFINISHED BUSINESS

FOUNDATION

The year-end appeal for donations and pledges has been distributed.

DELIVERY

Arnoff Global Logistics is doing very well providing delivery service. They are currently looking for more employees. Eric is supplied with reports of all delivery items. Felicia Spivey commented the delivery timeline has improved.

NEW BUSINESS

Barbara Madonna announced her resignation as Director of the Gloversville Public Library effective December 6, 2019. The Board congratulated her and wished her good luck.

EXECUTIVE SESSION

MOTION: To move into Executive Session at 11:10 A.M. to discuss a personnel issue.
Salluzzo/Borrelli. Ayes – All. Nays – None.

MOTION: To resume the business meeting at 11:32 A.M.
Knee/Salluzzo. Ayes – All. Nays – None.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:33 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 16, 2020**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully Submitted,

Kathy Insero
Recorder