

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

January 21, 2021

MINUTES

PRESENT: Rosemary Barger, Jane Borrelli, Deb Escobar, Katherine Hawkins, Joanne Mickle, Rebecca Sokol, Eleanor Spencer, Mary Salluzzo, Felicia Spivey, Helen Thomas, Christine Witkowski, and Eric Trahan, Director.

EXCUSED:

GUESTS: Sharon O'Brien, Heather Dickerson, Kim Zimmer (COB), Judi Steiger (FTH – joined late)

President Jane Borrelli called the meeting to order at 9:31 am.

Katherine moved; Joanne seconded approval of the minutes from November 19, 2020 as presented. All approved.

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

- Heather Dickerson, Public Service Consultant, was introduced.
- State aid: we received 80% of aid in most aid categories in 2020. The Governor says we are expected to receive 95% of that aid, but not until the end of 2021. The Governor has proposed aid at that 95% figure for next year's budget. We will be in good shape if what the Governor has proposed materializes. These proposals are based on NYS receiving federal aid.
- Maintenance of Effort: Central Libraries and Library Systems are supposed to demonstrate that local aid to libraries is maintained. If local aid is less than 95% of what it was in previous years, 25% of state aid to the Central Library and to MVLS can be cut. SCPL will fail maintenance of effort this year. MVLS will be applying for a waiver, and have been in contact with State Ed and SCPL.
- Advocacy Day will be Friday, Feb 26, 2021 and will be virtual. All are encouraged to participate in advocacy activities and send emails to representatives when asked.

During **Privilege of the Floor**, Katherine Hawkins offered copies of a book about African Americans in Schoharie County to member libraries. Helen Thomas commented that the book is owned by SHS and that since the historical nature of the material may no longer be culturally appropriate, it should be approached with a critical eye.

TREASURER REPORT

Eric Trahan presented the Statement of Financial Position and Payment Schedule for November 2020 and December 2020. Eric noted some details about LSSA and LLSA.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for November and December 2020.
Spencer/Thomas Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #11 for November in the amount of \$280,966.48 and Payment Schedule #12 for December in the amount of \$111,374.74.
Berger/Thomas. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT AND FINANCE

We have received a proposal for our annual review of financial statements from TM Byxbee at a cost of \$3,750 for MVLS and \$2,850 for JA

MOTION: To approve TM Byxbee to conduct the MVLS and JA annual audits at the costs above.
Thomas/Escobar – Ayes – All. Nays - None

AWARDS

Eric will be visiting the February SHS board meeting and will be presenting the 2020 award.

Eric asked if there were any changes to the award process for 2021 before sending application info out to the members. Chris Witkowski inquired about the duties of the committee. The committee would like to use the same form as last year. Eric will put forms together for the committee to review, and will send out to members once approved.

BUILDING AND EQUIPMENT

Financial reports from December 2020 reflect the replacement of the heat exchanger and a circulator pump on the boiler. We also had a small roof leak that was repaired.

COMMUNICATIONS

Katherine recommends that all member directors be included on emails to the board regarding meeting packets and schedules and would like to see more directors attend board meetings. Board meeting minutes should also be shared with member directors. Jane commented that the board information is available online.

Directors' Council

Helen Thomas reported the Council met on January 7. Advocacy, eMagazines, and state required pandemic response plans were discussed. A roundtable format was used to discuss the reopening progress of member libraries. Many libraries have returned to curbside only service. Next meeting is scheduled for February 4.

LIBRARY SERVICES

No report.

NOMINATING

The committee needs to be named for 2021. 3 trustee seats expire in May. All 3 are eligible for re-election. Due to the resignation of Christina Knee, the Board is lacking a VP. Deb Escobar, Felicia Spivey, and Rosemary Barger volunteered to serve on the Nominating Committee.

MOTION: To approve Katherine Hawkins as MVLS Board Vice President, with a term to expire June 2021. Witkowski/Mickle. Ayes - 10. Nays – None. Abstentions – 1 (Hawkins).

There is currently one Fulton County vacancy and one Schoharie County vacancy on the Board.

PERSONNEL

Matters will be discussed in Executive session later in the meeting.

JOINT AUTOMATION COUNCIL

Fees for 2022 need to be approved. An open meeting for member libraries was held in December, and the JAC has approved the proposal. The proposal is to hold fees for 2022 at the same overall amount as 2021 (\$726,055), and to use 2019 data to compute fees. The overall effect is that member bills in 2022 will be exactly the same as they are for 2021.

MOTION: To approve keeping JA fees the same as 2021 for 2022, and to use 2019 data to compute fees. Berger/Thomas. Ayes - All. Nays – None.

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

The Foundation just finished the annual appeal. The amount raised through the annual appeal increased.

Payroll Protection Plan Loan

Our application to have our PPP loan forgiven will be submitted in the next few months. We are not likely to apply for a PPP loan in the next round, as requirements have changed.

NEW BUSINESS

Advocacy Grants 2020

Applications were received from the Cobleskill (\$1947), Schoharie (\$2500) and Sharon Springs Libraries (\$1400) for a total of \$5847.

MOTION: To approve the Advocacy Grants for COB, SHO, SHS in the amounts above.
Escobar/Barger. Ayes - 10. Nays – None. Abstentions – 1 (Thomas).

Central Library Plan Approvals

Both the Central Library Development Aid and Central Book Aid plans are proposed to remain as they were for 2020. Actual amounts will depend on the aid received from the state. Katherine asked if the plans were overly ambitious. Eric stated that the plans are a continuation of how the funds have been spent in previous years.

MOTION: To approve the CLDA and CBA plans.
Thomas/Mickle. Ayes - All. Nays – None.

MVLS Treasurer

Cheryl Cufari, who has been the MVLS Treasurer for several years, wishes to move on. This is an opportunity to consider making the Treasurer a paid position, as is required for many of our libraries. While it is not required of MVLS, we would be modelling best practices. Eric asked whether the Board would like to move in that direction and provided a draft job description. Rosemary commented that having a paid position would guarantee that someone would be available to take care of everything that is necessary. Helen concurred that finding a volunteer can be difficult. Eric explained that the responsibilities would change. Currently the Treasurer essentially only signs checks. This would expand the responsibilities.

Motion: To accept the Treasurer job description
Thomas/Mickle Ayes – All Nays – none.

Discussion was held about our Administrative Associate position. We filled the positions, and the person hired resigned shortly after beginning work. Further discussion about this position will be held in executive session.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:48 a.m. to discuss personnel matters.
Spencer/Thomas. Ayes - All. Nays – None.

Regular Session was resumed at 11:00

MOTION: To affirm the appointment of Katharine Clingan as MVLS Administrative Associate.
Witkowski/Thomas. Ayes - All. Nays – None.

MOTION: To elect Sally Rappa as MVLS Treasurer for the period of February 1 – June 2021 as described in the approved position description.
Mickle/Thomas. Ayes - All. Nays – None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:07 a.m.

NEXT MEETING:

Date: Thursday March 18, 2021
Time: 9:30 a.m.
Place: MVLS Service Center