

Mohawk Valley Library System
Board of Trustees Meeting
June 16, 2022

MINUTES

PRESENT: Rosemary Barger, Jane Borrelli, April Davies, Katherine Hawkins, Susan London, Helen Thomas, Mary VanPatten, and Eric Trahan, Director. Joanne Mickle, Rebecca Sokol arrived at 9:58am, when the meeting was already underway.

VIRTUAL: Deb Escobar

EXCUSED: Christine Witkowski, Mary Salluzzo

GUESTS: Sharon O'Brien, Mary Carrier, Wade Abbott, Kate Clingan, Km Zimmer (COB)

Call to Order President Jane Borrelli called the meeting to order at 9:51am.

Consideration of Minutes: Minutes from the April 21, 2022 meeting were presented.

MOTION: To accept the minutes from the April meeting as presented.
Hawkins/Barger. Ayes – All. Nays – None.

The **Director's Report** for April and May was distributed before the meeting. Eric wanted to update the Board on where MVLS stands with the goals that were set during our plan of service process. We'll come back to the first goal (empowering libraries with the vision and knowledge for secure futures) later on in the meeting when we talk about recent library budget votes. Our second goal is to empower libraries with skills, tools, and resources for serving all. MVLS recently gave out our summer programming mini-grants to 18 libraries/branches to supplement their Summer Reading Programs. Our third goal is about collaboration, and Eric would like to highlight yesterday's notice about the Foundation Presentation next Tuesday (June 21st). This presentation is another way MVLS is encouraging libraries to share what they're doing that is working with each other. With regards to the fourth goal about communications, we're currently working on the next issue of our MVLS newsletter.

Staff Update Joe Sherry attended the meeting to brief the Board on his role as Finance Manager at MVLS. Joe has worked part-time here since April 2008, and has been doing accounting and finance for over 20 years. He also worked at UHLS and CDLC before his retirement this past March. Joe's daily tasks include reviewing all our accounts and checking balances, recording any bank deposits or transfers, and processing payroll. He noted that responsibilities related to our accounts and banking are divided between himself, Eric, Kate, and Sally so that no one person is solely responsible for these transactions, creating a system of checks and balances. Joe also produces the monthly financials and treasurer's reports for the

Board and for JA.

On a yearly, basis, Joe completes the financial sections of the state annual report, as well as a separate financial report that we submit to the Comptroller's office. He issues 1099s to any independent contractors that MVLS or JA might employ throughout the year. He also assembles all of the materials that we submit to T.M. Byxbee for our annual audit. Joe maintains a grant binder, where he details all of the income and expenses related to each of the different grants that MVLS receives, and he regularly gives updates to the different MVLS employees who manage those grants so that they are kept aware of where they are financially.

Privilege of the Floor Helen shared that Sharon Springs recently handed out 100 packs of seedlings to help community members grow vegetable gardens this summer. Becky reported that St Johnsville held a toddler dance party, complete with a DJ.

Treasurer's Report Eric presented the Statements of Financial Position and Payment Schedules for April and May 2022. He pointed out the \$5000 from the sale of the van on our income line. Susan asked about most of our cataloguing budget being spent already, Eric says that 90% of the cataloguing money is an annual bill that we pay in January.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2022.

Thomas/Barger. Ayes – All. Nays – None.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for \$108,665.33 and Payment Schedule #5 for \$94,476.69

London/Davies. Ayes – All. Nays – None.

COMMITTEE REPORTS

AUDIT AND FINANCE Nothing to report

AWARDS The committee plans to send out awards applications in July.

BUILDING AND EQUIPMENT Periodic Maintenance Proposals – We have proposals to do some of the work that needs to be done on the MVLS building. The 3 aspects of the work we're looking at are:

1. The rear wall needs periodic maintenance that we haven't done in some time.
2. Other exterior things such as removing stains on the building and exterior painting, as well as cleaning the freestanding sign.
3. The railings on the ramp need cleaning and repair.

Susan asks what the total would be – it's just over \$14,000. Katherine suggests looking further into the contractor, and Rosemary would like to ask for references. Katherine asks if we can afford this. Eric reports that with the PPP loan we received, as well as the expected increase in

State Aid, we will have the resources. Discussion ensued about the possibility of getting quotes from other contractors, as well as timing. We don't yet have a schedule from the contractor.

MOTION To obtain references from the contractor and if they are satisfactory, go ahead with this work.

Barger/Davies. Ayes – All. Nays – None.

Eric will reach out to the contractors, get references, and talk to them about starting with the work on the back wall and making further work contingent on our satisfaction with that project.

COMMUNICATIONS Katherine has some concern about the literacy program in Schoharie County so she's going to schedule a meeting with the director to try and create a partnership with them.

LIBRARY SERVICES Committee meeting in early September.

NOMINATING Nothing to report

PERSONNEL Nothing to report

JOINT AUTOMATION COUNCIL There's a meeting coming up July 13.

Susan asks about the note in the Directors Report about Central Book Aid. Eric was trying to point out that when we spend money on electronic resources, they are much more available to people in our entire service area, whereas traditional paper resources tend to disproportionately favor those who live closer to the Central library.

UNFINISHED BUSINESS

STATE BUDGET & LIBRARY PROPOSALS Eric reiterates that we still don't know exactly what our State Aid will be. We're also still advocating for the bill that allows Association libraries to opt into the New York State Retirement System.

FOUNDATION UPDATE The Foundation continues to prepare for their annual golf tournaments, and the deadline for Advocacy grants is coming up in early July.

ANNUAL MEETING & MVLS MEETING SCHEDULE October is the time frame we've set for the Annual Meeting. We're trying to brainstorm ways to entice people to attend and participate in the meeting. We want to encourage the collaboration between library staff and trustees that can happen during an in-person event like this. The awards do that to an extent, but ideally we could expand that sharing beyond just the award winners. In the past, we have charged for some attendees, although we're thinking of moving away from that. Discussion ensued about how we could better encourage collaboration during the annual meeting. Eric proposes we still do some sort of event in the spring, maybe a trustee retreat.

We'll set a meeting schedule in November; Eric proposes moving to an every-other-month schedule. Joanne mentions changing the meeting time, since 9:30am on a Thursday does limit

who you can recruit as trustees, as it more or less eliminates someone with a traditional 9-5 M-F schedule. Eric says maybe moving to a later afternoon time might open it up to other interested potential trustees.

NEW BUSINESS

OPEN MEETINGS LAW RESOLUTION The Resolution is in the Board packets. This is the State's recommended resolution, making it so that trustees who attend virtually will be able to participate in the meeting (although their presence would still not count towards a quorum).

MOTION To accept the Open Meetings Law Resolution
Mickle/London. Ayes – All. Nays – None.

LIBRARY BUDGET VOTES There were 8 MVLS libraries with budget votes this year, which in and of itself is a victory. We're happy to report that several of our other libraries are moving towards a future where they will have an annual budget vote. All of the votes so far have passed, and those that we have data for all passed by a significant margin. Amsterdam went for a big increase (10.42%) this year, which they need. This is also the first year that Cobleskill has gone for a significant increase (4.38%), because they recognized that they need it. Fonda and Fort Hunter had large percentage increases (31.38% and 7.69%, respectively), but their levy per capita amounts are still quite low, at only \$7.34 and \$7.57. It's important that our libraries recognize that they need to make these increases in order to secure their futures. Libraries are afraid to ask for more money, and it's important that they see that their communities support them. Gloversville went for a big increase (9.93%), which passed by a 70/30 margin. Middleburgh has a great per capita number (\$25.87) because every year they ask for a modest (4-5%) increase, which is a great model for our other libraries to see how they can build their budgets. Even with their difficult year, Schoharie was able to pass their budget increase. These budget votes help us put our libraries on the path for financial success.

Executive Session

MOTION: To enter into Executive Session at 11:37am
Davies/London. Ayes – All. Nays – None.

The Business meeting resumed at 11:40am

MOTION: To approve \$2,000 in tuition reimbursement for Mary Carrier for 2022, which includes a payment for the spring semester in the amount of \$1238.28
Davies/Barger. Ayes – All. Nays – None.

ADJOURNMENT With no further business, the meeting was adjourned at 11:41am.

Next Regular Board Meeting:

Thursday, July 21, 2022
MVLS Service Center