

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

October 15, 2020

MINUTES

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

EXCUSED: Mary Salluzzo

GUESTS: Wade Abbott, Kathy Insero, Sharon O'Brien

President Jane Borrelli called the meeting to order at 9:32 am.

Katherine Hawkins moved; Christine Witkowski seconded approval of the minutes from September 17, 2020 as presented. All approved.

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

- The CARES Act Grant awarded by the Institute of Museums and Library Services has allocated \$37,000 to MVLS. The grant is based on population. Guidelines have not been released. The project will address digital inclusion and the cost of Covid 19. Member libraries will have input into the project.

Directors' Council

Helen Thomas reported the Council met October 1, 2020. A roundtable format was used to discuss the reopening progress of member libraries, Overdrive cost for members, JA Security Policy renewal, and JA patron purging. There is a slow and gradual increase in activity. Next meeting is scheduled for December.

During **Privilege of the Floor**, Katherine Hawkins stated The Community Library in Cobleskill hosted a Climate Change program presented by NYSERDA in February. She shared flyers for member libraries interested in doing a program. Katherine also shared a book titled *All We Can Say Climate Control: Truth, Courage, and Solutions for the Climate Crisis*. Christine Witkowski, Schenectady County Public Library Friends Group, reported on the Groups strong advocacy efforts towards the Schenectady reopening. The Legislature agreed to open 5 branches with limited hours and to continue curbside service at the Central branch. The Friends Group is forging ahead with their advocacy movement. Information can be found on the Schenectady Friends Facebook page.

TREASURER REPORT

Eric Trahan presented the Statement of Financial Position and Payment Schedule for September 2020. State aid continues to come in. He noted there are two expenses that will need budget amendments. The van repairs for \$1,132, and the rooftop HVAC unit repairs for approximately \$2,675.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for September 2020.
Mickle/Spivey. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #9 for September in the amount of \$97,327.12.
Hawkins/Spencer. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee met after the September meeting to discuss the 2021 Budget and worst case scenarios. 80% of state aid has been received. If state aid stays at 80%, MVLS will have a budget deficit for 2021. A draft copy of the proposed budget will be distributed prior to the November meeting.

AWARDS

Eric Trahan will send forms to the Committee for review. Committee members are Joanne Mickle, Eleanor Spencer, and Christine Witkowski. Eric will contact Sharon Springs and Gloversville libraries to address the presentation of the 2020 awards.

BUILDING AND EQUIPMENT

The rooftop unit is being repaired.

COMMUNICATIONS

Wade Abbott, Community Engagement and Communications Specialist reported he worked with member libraries on press releases, media events, and crisis communication. Schoharie Library's Fairies & Gnomes project went system-wide. He worked on multiple video projects that were very time consuming. He noted the Mohawk Valley Library System *YouTube* page hosted SRP promotional videos, Early Literacy training videos presented by Joyce Laiosa, Fairies & Gnomes videos, and virtual trustee training videos. Wade is currently working on the 21st Library Initiative. This process connects communities with the library to build, enhance and to better meet the needs of the community.

LIBRARY SERVICES

Eric Trahan reported all Public Library Construction funding was allocated because Amsterdam Free Library modified their application. Applications have been submitted.

NOMINATING

Joanne Mickle, Chair of the Nominating Committee, introduced Rebecca Sokol of St. Johnsville. She thanked Dawn Lamphere, Director, Margaret Reaney Memorial Library, St. Johnsville for her assistance.

MOTION: To approve Rebecca Sokol fill the unexpired term of Keith Seeber, representing Montgomery County to expire June 2021.

Mickle/Witkowski. Ayes - All. Nays – None.

MOTION: To accept with regret the resignation of Christina Knee.

Hawkins/Escobar. Ayes - All. Nays – None.

There is currently one Fulton County vacancy and one Schoharie County vacancy.

PERSONNEL

Will enter into Executive session at the end of the meeting.

JOINT AUTOMATION COUNCIL

The eCard is being developed as a self-service online registration option for library users. Users will have to visit the library to complete registration. Patrons who have been inactive for seven years will be purged from the database. The Shield Act is being reviewed. It may require insurance to cover the cost of a data breach.

UNFINISHED BUSINESS**STATE AID**

MVLS has received 80% of state aid. There is no official announcement of funding percentages going forward. Funding for Public Library Construction, Family Literacy, and Adult Literacy may be 80% or 90%.

THE FOUNDATION FOR MOHAWK VALLEY LIBRARIES

Libraries will receive a \$500 Dream & Do Grant this October. Schenectady will receive \$1,000. The Schenectady Golf Tournament was successful although under a different process. Raising sponsorships was not successful due to Covid. There was a profit of \$2,000. The 2020 annual appeal letters are being prepared for mailing. A new element is being added as a social media campaign encouraging donors to stay home and read. Donations will be accepted online.

REOPENING UPDATE

Eric reported every library is opening at their own pace. There is some increase in library usage. Cobleskill is allowing a ½ hour time limit in the library. Returned items are being quarantined for 96 hours at all MVLS and SALS libraries. All public institutions are required to have a Pandemic Response Plan by April 1, 2021.

CENSUS PROJECT UPDATE

No funding has been received. Libraries have chromebooks and “We Count” books. Billboards are up in Montgomery and Schoharie Counties. Schenectady has 5 chromebooks and will get billboards. Fulton County will receive chromebooks through the Dream & Do Grants.

CONSULTANT SEARCH PROCESS UPDATE

Four interviews are scheduled for next week.

NEW BUSINESS

CONTINUING EDUCATION GRANTS 2020

The New York Library Association (NYLA) is having a virtual conference in November. MVLS will reimburse each library \$150 for the cost of one registration.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:40 a.m. to discuss a personnel matter.
Spivey/Escobar. Ayes - All. Nays – None.

MOTION: To return to the business meeting at 11:11 a.m.
Mickle/Escobar. Ayes - All. Nays – None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:12 a.m.

Respectfully submitted,

Joanne Mickle
Secretary

NEXT MEETING:

Date: Thursday November 19, 2020
Time: 9:30 a.m.
Place: MVLS Service Center