

Mohawk Valley Library System
Board of Trustees Meeting
September 21, 2023

MINUTES

PRESENT: Rosemary Barger, April Davies, Katherine Hawkins, Susan London, Joanne Mickle, Rebecca Sokol, Mary VanPatten, Kim Zimmer, and Eric Trahan, Director.

EXCUSED: Mary Salluzzo, Haileab Samuel, Christine Witkowski

GUESTS: Sharon O'Brien, Kate Clingan, Mary Carrier, Wade Abbott

Call to Order President Mary VanPatten called the meeting to order at 9:35am.

Staff Update Sharon O'Brien attended the meeting to brief the board on MVLS's new InDemand collection. This floating collection of popular adult fiction and nonfiction titles is a new service that MVLS is providing with Central Library Funding. Circulation has been very good so far, largely because these are already popular titles, and the fact that the books "float" from library to library as patrons take them out and return them gives libraries a constantly-changing collection of titles on their shelves. Right now, this is a new program that Ingram has just started (MVLS is one of two pilot programs in the country), so there are still a few things for them to work out, but the reception has been largely positive.

Consideration of Minutes: Minutes from the July meeting were distributed

MOTION: To accept the minutes from the July 20, 2023 meeting as presented Barger/Hawkins. Ayes – All. Nays – None.

Treasurer's Report Eric presented the Statements of Financial Position and Payment Schedules for July and August 2023. Susan and April asked about the two different e-resources lines, which is something that's addressed under our budget amendments.

Statements of Financial Position and Payment Schedules:

MOTION: To accept for audit the Statements of Financial Position for July and August 2023 and approve Payment Schedule #7 for \$254,003.89 and #8 for \$108,150.48 Davies/Barger. Ayes – All. Nays – None.

JOINING NYLAF For a long time, MVLS has been looking for a safe, NYS-approved investment option for earning more interest. Eric recommends we join the New York Liquid Asset Fund in order to earn more interest on the money we have in money market and CDARS now. Joining NYLAF has the potential to increase our annual interest earnings 10-fold; from the budgeted \$3,500 to \$35,000.

MOTION: To approve MVLS joining the New York Liquid Asset Fund Hawkins/London. Ayes – All. Nays – None.

MVLS INVESTMENT POLICY We need to amend our investment policies and guidelines to include NYLAF as an approved permissible investment, and to update other language. Copies of the updated policy/guidelines are in the board packets.

MOTION: To update the Finance Policy – Investment Policy and Investment Guidelines. Davies/Zimmer. Ayes – All. Nays – None.

2023 BUDGET AMENDMENTS/ FINANCIAL RECORDS & BUDGET PREP 2024

The 2023 Budget Amendments reflect adjustments to the State Aid and Grants income lines to account for actual money received. Various expense lines were adjusted for things like combining the e-resource and e-audio lines, and one-time costs such as Hale Creek Correctional Facility purchasing furniture for their library.

MOTION: To approve the 2023 Budget Amendments as presented. Mickle/Davies. Ayes – All. Nays – None.

PERSONNEL COMMITTEE MEETING – SALARIES & BENEFITS 2024 The Personnel Committee will set up a meeting in October to discuss the MVLS Staff Salaries & Benefits package for 2024.

JOINT AUTOMATION PROPOSED 2024 BUDGET The JA Council has approved this 2024 budget and it now goes to the MVLS and SALS Boards for approval.

MOTION: To approve the 2024 Joint Automation Budget. Davies/Barger. Ayes – All. Nays – None.

PUBLIC LIBRARY CONSTRUCTION GRANTS MVLS has \$885,064 to allocate to our libraries' construction projects. The total amount requested by the seven libraries who applied for Construction Grants is \$1,073,930. The committee met and came up with recommendations for what to award each library. The committee's recommendations are:

Amsterdam requested \$561,419 (75% of their project cost) for ongoing construction and would receive \$442,322 (59.09% of their project cost).

Canajoharie requested \$138,687 (75% of their project cost) for parking and entryway work and would receive \$109,266 (59.09% of their project cost).

Cobleskill requested \$176,500 (50% of their project cost) for HVAC and assorted renovations and would receive \$176,500 (50% of their project cost).

Fonda requested \$72,600 (75% of their project cost) for front and rear entry work and would receive \$57,199 (59.09% of their project cost).

Gloversville requested \$109,150 (75% of their project cost) for phase 2 of their parking and program space work and would receive \$85,995 (59.09% of their project cost).

Northville requested \$8,449 (75% of their project cost) for a security system and would receive \$6,657 (59.09% of their project cost).

Sharon Springs requested \$7,125 (75% of their project cost) to replace their sewer line and would receive \$7,125 (75% of their project cost).

This is what we propose the System's application to the State looks like. If the State approves more for us, we can allocate more to the libraries.

MOTION: To approve the Library Construction Grants for \$885,064 as presented. London/Hawkins. Ayes – 7. Nays – None. Abstentions – 1 (Zimmer).

DREAM & DO FOUNDATION GRANTS Eleven libraries applied for Foundation Dream & Do Grants. The expenditure has been approved by the Foundation board.

MOTION To approve \$5600 for Dream & Do Grants. Mickle/Barger. Ayes – 7. Nays – None. Abstentions – 1 (Zimmer).

ANNUAL MEETING OCTOBER 4 The Awards committee met on September 13th, with libraries able to make presentations about their nominees. Discussion ensued about how to increase participation in the awards applications and make the selections go more smoothly.

The Annual Meeting is also when we do elections for trustees. This year, we have one trustee whose term is up: Joanne Mickle from Montgomery County. Joanne has decided not to seek another term on the board. The board will have 2 vacancies in Fulton County and 1 in Montgomery County.

POLICY UPDATES – LIBRARY COLLECTIONS POLICIES There is more information in the Director's Report. Eric would like the Board to review and make suggestions to the MVLS Library Collections Policy.

The **Director's Report** for July and August 2023 was distributed before the meeting. Eric wanted to highlight director searches in Northville and St Johnsville, which are both progressing. MVLS has been trying to develop more continuing education opportunities for our members - Beth and Mary have sent out surveys to members about what specific CE they are interested in. We've been encouraging collaboration with things like the new InDemand collection and the Library Passport program this summer. We'll also be giving out some more Library Superstar Awards at the Annual Meeting to try and encourage participation in that initiative.

Directors Council Report Kim reports that the directors met in August, where they got updates from MVLS staff. Directors are also discussing the new Schenectady fine-block thresholds although Schenectady wasn't at the last meeting. At the most recent JA Council meeting, they discussed developing a process for setting guidelines for a variety of Polaris settings.

COMMITTEE REPORTS

BUILDING AND EQUIPMENT Katherine feels that the back wall needs caulking along the baseboard.

Privilege of the Floor Kim reports that COB made some rack cards for Library Card Sign-Up Month that they are putting in different places in their community. Mary reports that SUNY Albany's Albany Book Festival is this weekend.

ADJOURNMENT With no further business, the meeting was adjourned at 11:55am.

Next Meeting:

The MVLS 2023 Annual Meeting
Wednesday, October 4, 2023 5:30pm
The Canajoharie Library & Arkeel Museum
2 Erie Blvd, Canajoharie NY 13317

Next Regular Board Meeting:

Thursday, November 16, 2023 9:30am
MVLS Service Center