

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 17, 2016
Phyllis Bornt Branch Library

MINUTES

PRESENT: Bernard Allanson, Jane Borrelli, Patricia Franco, Anthony Gaddy, Marion Grimes, Bonnie Kerr, Barbara Madonna, Mary Salluzzo, Keith Seeber, Eleanor Spencer and Eric Trahan, Director.

EXCUSED: Joanne Mickle

GUESTS: Kathy Insero, Sue Rokos

Karen Bradley, Director, Schenectady County Public Library, welcomed the MVLS Board of Trustees. She introduced Kaela Wallman, Librarian. Kaela gave a tour and presentation of the new library.

BUDGET HEARING

Barbara Madonna called the Hearing on the 2017 Proposed Budget to order at 9:45 AM.

Eric Trahan presented the 2017 Proposed Budget. The budget is a continuation of the 2016 Budget with one considerable change being salaries and benefits for the Community Engagement Project. Income shows no changes with state aid as it is budgeted at the previous year amounts. Other state grants shows a decrease due to bullet aid not being included and the Ready to Read state project has ended. Income is decreased by \$192,800 due to projects being completed in 2016. Bullet Aid is unknown each year. Expenses were decreased by \$78,300 due to completion of 2016 projects, reallocation of funds for library materials, building operations, contracts, and van maintenance.

The budget hearing was adjourned at 9:55 AM.

BUSINESS MEETING

President Barbara Madonna called the meeting to order at 9:57 A.M.

Marion Grimes moved, Eleanor Spencer seconded, approval of the October 20, 2016 minutes as presented. All approved.

The **Director's Report** for October was distributed prior to the meeting. Eric Trahan also reported the following:

- Library Advocacy Day is **Wednesday, March 1, 2017**. There is a real need for Trustees and Directors to attend and participate with visits to the legislators to advocate for increased library funding.
- Eric is continuing visits to member libraries and Board meetings to assist with policies and trustee training.

The **Directors' Council** is meeting January 5, 2016 following the Best of the Best workshop.

During **Privilege of the Floor**, Bonnie Kerr shared news articles of the annual fundraiser Flapjacks and Fairytales held in St. Johnsville, an author donation at Fort Plain and Fonda's Quilt Barn Trail sign project. Keith Seeber stated Fort Plain plans to begin Phase II of the renovation shortly.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for October 2016 and Payment Schedule for October 2016.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2016.
Franco/Kerr. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$119,879.54.
Gaddy/Franco. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS: No report.

BUILDING & EQUIPMENT: Vestibule to be replaced within a month.

LIBRARY SERVICES: No report.

NOMINATING

Actively seeking to fill two vacancies in Schoharie County.

PERSONNEL: No report.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met November 9, 2016. A change of language was made to the Fines and Fees Policy to distinguish owning library and originating library for fees paid for lost or damaged items.

MOTION: To approve the Fines and Fees Policy language change of *originating library to owning library* for fee collection.
Borrelli/Kerr. Ayes - All. Nays – None.

The JA Security Policy will be presented for approval at the January meeting. The patron residence geolocation project is moving forward with a signed contract for development with CGR for \$40,000.

Karen Bradley's term expires December 31, 2016. Eric presented the following:

MOTION: To reappoint Karen Bradley for a three year term and appoint Mary Salluzzo as the MVLS representative on the JA Council.
Grimes/Seeber. Ayes – All. Nays – None.

Barbara Madonna thanked Jane Borrelli for her service on the Joint Automation Council.

UNFINISHED BUSINESS

2016 MVLS BUDGET AMENDMENTS

Eric Trahan presented amendments to the 2016 Budget to clarify actual income and expenditures. Basic state aid income was reduced by \$4,925, Automation was increased by the same amount. Bullet aid was increased by \$9,500. Expenditures were reallocated for Library Materials, door project, contract costs for trash, lawn care, and vehicle maintenance.

MOTION: To approve the 2016 Budget amendments as presented.
Seeber/Allanson. Ayes - All. Nays – None.

2017 MVLS BUDGET

Barbara Madonna presented the following:

MOTION: To accept the 2017 MVLS Budget as presented.
Franco/Gaddy. Ayes - All. Nays – None.

FOUNDATION UPDATE

The year-end letter seeking donations and pledges has been distributed. MVLS received \$6,000 for Public Service Grants. Discussed Advocacy Grants for member libraries. Planning is ongoing for 2017 fundraisers.

PUBLIC RELATIONS COMMITTEE

a new committee was formed to address member library public relations and marketing to enhance the Community Engagement Project. The Committee will be titled *MVLS Communications*. Members are Tony Gaddy, Chair, Patty Franco, and Sue Rokos. Member library directors and trustees will be invited to serve on the Committee. Non-library individuals will also be invited to serve.

COMMUNITY ENGAGEMENT PROJECT

This is a multi-year project to build awareness and perceive value of public libraries within the MVLS service area.

NEW BUSINESS**PUBLIC RELATIONS SPECIALIST**

A full-time staff position will be produced for an individual with a specialty in communications and a background in libraries. This person will work with the MVLS Communications Committee and all of the member libraries to reach out to their communities for sustainability and funding for libraries. Focus groups and surveys will be used to address the needs and wants of the community.

NYLA CONFERENCE

A sustainability initiative of how a library is effective in the community was trending. Everyday advocacy and community sustainability was discussed.

ADJOURNMENT:

There being no further business, the meeting was adjourned 11:10 A.M.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 19, 2017**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Jane Borrelli, Secretary