

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

January 16, 2020

MVLS Service Center

MINUTES

PRESENT: Marion Grimes, Katherine Hawkins, Christina Knee, Barbara Madonna, Joanne Mickle, Eleanor Spencer, Christine Witkowski, and Eric Trahan, Director.

EXCUSED: Rosemary Barger, Jane Borrelli, Patty Franco, Mary Salluzzo, Felicia Spivey

GUESTS: Kathy Insero, Sue Rokos

President Barbara Madonna called the meeting to order at 9:35 A.M. Christine Witkowski moved, Christina Knee, seconded, approval of November 21, 2019 minutes as presented. All approved.

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

- NYLA Advocacy Day is **Tuesday, February 25, 2020**. MVLS will carpool. Contacting Assemblymen and Senators in the MVLS library districts is very important for library funding. Advocacy Day appointments with legislators can have a big impact. Writing letters asking to increase library funding is encouraged.
- The MVLS Annual Meeting is being organized. Details will be announced.

Katherine Hawkins applauded the *First-Book* give-away at laundromats and food pantries program and the *Write for Your Life* project held at the Hale Creek Correctional Facility.

Directors' Council: Directors gathered at the Johnstown Public Library December 19, 2019. New directors were introduced. Central Library services were presented by Karen Bradley and Devon Hedges.

During **Privilege of the Floor**, Marion Grimes submitted her resignation from the Board due to her relocating to Massachusetts. Marion was wished the best of luck by the board members. Joanne Mickle noted Keith Seeber is doing well. Barbara Madonna presented the following:

MOTION: To accept Marion Grimes resignation with deep regret.
Madonna/Mickle. Ayes - All. Nays – None.

TREASURER'S REPORT: Eric Trahan presented the Statements of Financial Position for November 2019, and December 2019 and Payment Schedules for November 2019 and December 2019. Due to the calendar year being used for a cash basis budget there was a small budget surplus.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for November 2019, and December 2019.
Spencer/Knee. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve November 2019 Payment Schedules #11 in the amount of \$197,444.35, and December 2019 Schedule #12 in the amount of \$149,142.49.
Grimes/Mickle. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT & FINANCE

Eric stated T.M. Byxbee Company has proposed the 2019 review audit for MVLS at a cost of \$3,750, and the Joint Automation Project at a cost of \$2,850.

MOTION: To approve the proposal from T.M. Byxbee for the 2019 financial review for MVLS at a cost of \$3,750, and the Joint Automation Project at a cost of \$2,850.
Hawkins/Witkowski. Ayes - All. Nays - None.

AWARDS

Nomination and guideline information for the MVLS Library Recognition and Harold & Junice Wusterbarth Volunteer Service awards have been announced and will be distributed to Directors and Board Presidents with a due date of March 31, 2020. Information is posted on the MVLS website.

BUILDING & EQUIPMENT No report.

COMMUNICATIONS

Katherine Hawkins has requested identification name tags for trustees. Christine Witkowski stated Wade Abbott videotaped the Repair Café program held at the Schenectady County Public Library. Over 100 people attended with an 85% success for repairs. The next Repair Café is scheduled for March 25, 2020.

LIBRARY SERVICES No report.

NOMINATING

Patty Franco was appointed as Chair of the Nominating Committee. Joanne Mickle, and Felicia Spivey are committee members. Representatives are needed for Fulton, Montgomery, and Schenectady Counties, and the Directors Council. The Committee will present a slate of officers at the June organizational meeting. Barbara Madonna presented the following:

MOTION: To approve Rosemary Barger as Auditor and Eleanor Spencer as Alternate Auditor.
Grimes/Mickle. Ayes - All. Nays - None.

PERSONNEL

Items will be discussed in Executive Session at the end of the business meeting.

JOINT AUTOMATION COUNCIL

The Council met January 9, 2019. Open meetings were held with Directors and Trustees last fall to discuss the JA Budget and fees for 2021. Fees were approved being increased by 3.0%. The Council will discuss telecommunication payments by libraries in 2021.

MOTION: To approve the 2021 fees increase of 3.0%.
Hawkins/Spencer. Ayes - All. Nays - None.

UNFINISHED BUSINESS

FOUNDATION FOR MOHAWK VALLEY LIBRARIES

Advocacy Grants were offered to member libraries. Cobleskill, Fort Plain, and Schoharie have submitted applications.

MOTION: To approve Advocacy Grants for The Community Library, Cobleskill of \$2,130, Fort Plain Free Library, \$2,500, and Schoharie Free Library, \$2,500 to be used for community engagement as a preface to important budget votes.
Hawkins/Witkowski. Ayes - All. Nays - None.

UNION STATUS

The MVLS CSEA unit has voted to dissolve.

NEW BUSINESS

PUBLIC ENGAGEMENT & EDUCATION CONSULTANT

Eric Trahan presented the job description for a Public Engagement & Education Consultant.

MOTION: To approve the job description for a Public Engagement & Education Consultant.
Mickle/Knee. Ayes - All. Nays - None.

2020 CLDA GRANT

Eric Trahan presented the 2020 MVLS CBA Plan and the 2020 CLDA Grant.

MOTION: To approve the 2020 MVLS CBA Plan and Schenectady County Public Library 2020 CLDA Grant Application.
Grimes/Spencer. Ayes - All. Nays - None.

EXECUTIVE SESSION

MOTION: To enter into Executive Session at 10:48 A.M. to discuss personnel matters.
Hawkins/Mickle. Ayes - All. Nays - None.

The Business Meeting resumed at 10:58.

Barbara Madonna presented the following:

MOTION: To approve a 2.75% salary increase to all staff and to continue leave and health benefits as stated in the 2019 CSEA agreement.
Spencer/Hawkins. Ayes - All. Nays - None.

MOTION: To direct Eric Trahan to incorporate items from the Union Agreement into the Personnel Manual.
Witkowski/Knee. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned 11:00 A.M.

TIME AND PLACE OF NEXT MEETING

Date: Thursday March 19, 2020

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully submitted,

Joanne Mickle, Secretary