

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

June 18, 2020

MINUTES

PRESENT: Rosemary Barger, Jane Borrelli, Deb Escobar, Christina Knee, Joanne Mickle, Mary Salluzzo, Eleanor Spencer, Felicia Spivey, Helen Thomas, Christine Witkowski, and Eric Trahan, Director.

EXCUSED: Katherine Hawkins

GUESTS: Patty Franco, Letah Graff, Kathleen Insero, Sharon O'Brien, Bev Osborne, Sue Rokos, Judi Steiger, Kim Zimmer

Secretary Jane Borrelli called the meeting to order at 9:34 a.m.

ELECTION OF OFFICERS

On behalf of the nominating Committee, Joanne Mickle presented the slate of nominees for Board officers.

President	Jane Borrelli
Vice President	Christina Knee
Treasurer	Cheryl Cufari
Secretary	Joanne Mickle

There were no nominations from the floor. Joanne Mickle presented the following:

MOTION: To accept the slate as presented.
Borrelli/Mickle. Ayes - All. Nays – None,

Jane Borrelli thanked Patty Franco and Barbara Madonna for serving on the Board. Eric Trahan welcomed new trustees Deb Escobar, representing Schenectady County, and Helen Thomas representing Directors Council.

Rosemary Barger stated the May 27, 2020 minutes needed to list Amsterdam in Montgomery County. Rosemary Barger moved, Eleanor Spencer seconded approval of the minutes from April 16, 2020 and May 27, 2020 as revised. All approved.

The **Director's Report** for April/May was distributed before the meeting. Eric noted the reopening of member libraries and the MVLS Reopening Plan will be discussed later in the business meeting. He introduced Sue Rokos, Assistant Director and Youth Services Consultant to present new projects. Due to the impact of the Corona Virus, programming was canceled and libraries were closed. Sue worked with consultant Joyce Laiosa to develop curriculum for the six-part training video series "Virtual Advantage: An Early Literacy and Storytime Series". They also did an online workshop on Felt Board Storytimes, and distributed felt kits to participating libraries. Picture books and Easy Readers were added to Overdrive ebooks and audiobooks with \$2500 in grant funds. The "Welcome to Fairies & Gnomes: Imagine Their Homes!" project originated with Jennie Mosher of Schoharie and will go live June 20, 2020. Sue put together a committee of library staff to develop a website and activities that libraries will use with families over the summer.

Eric Trahan reported the **Directors' Council** has not met. He stated the Directors have had virtual discussions every two weeks since May 7. It is a very challenging time for libraries as they work towards reopening. Helen Thomas stated the Directors are very grateful for informative, sharing, and helpful virtual meetings. Each library has their own issues with these challenging times.

No one spoke during **Privilege of the Floor**.

TREASURER REPORT

Eric Trahan presented the Financial Statements for April and May 2020 and Payment Schedules for April and May 2020.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for April and May 2020.
Salluzzo/Spencer. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #4 for April in the amount of \$102,674.47 and Payment Schedule #5 for May in the amount of \$123,831.78
Barger/Salluzzo. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE No report.

AWARDS

Awards will be presented to Gloversville Public Library (Library Award) and Sharon Springs Free Library (Trustee Award) when the Board can meet and travel to libraries.

BUILDING & EQUIPMENT

The annual walkabout cannot be done. Eric stated there were no building issues.

COMMUNICATIONS No report.

LIBRARY SERVICES

Jane Borelli reported the Committee will meet in August or September to review the Construction Grant applications.

NOMINATING No report.

PERSONNEL

Eric Trahan reported the Board will meet in Executive Session at the end of the business meeting.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council had a virtual meeting in May. There are no new issues at this time. The Council will meet July 8, 2020.

UNFINISHED BUSINESS

REOPENING UPDATE

Eric Trahan reported MVLS has stayed open with reduced hours and staff presence. Libraries are reopening with curb service and will offer other services gradually. Eric presented the MVLS Reopening Plan. After discussion, President Jane Borrelli presented the following:

MOTION: To approve the Mohawk Valley Library System Building Reopening Plan as presented.
Mickle/Knee. Ayes - All. Nays - None.

BUDGET UPDATE

There is no indication of mid-year cuts. If nothing happens by early July, the next deadline is at the end of the year. There hasn't been any new state income projections. State aid will probably arrive late this year. MVLS is in good financial shape thus far.

APPROVAL OF STATE ANNUAL REPORT

MOTION: To approve the Mohawk Valley Library System State Annual Report.
Witkowski/Spencer. Ayes - All. Nays - None.

NEW BUSINESS

REORGANIZATION MOTIONS:

The following Reorganization Motions were presented:

MOTION: To approve NBT as the official bank of the Mohawk Valley Library System.
Witkowski/Barger. Ayes - All. Nays - None.

MOTION: To designate The Daily Gazette as the official newspaper for the Mohawk Valley Library System.
Mickle/Spencer. Ayes - All. Nays - None.

MOTION: To authorize the President, Vice President, or Treasurer, to sign checks for the Mohawk Valley Library System and the MVLS/SALS Joint Automation System.
Spencer/Barger. Ayes - All. Nays - None.

COMMITTEE ASSIGNMENTS

Eric noted the Committee Assignment document and asked for volunteers to fill the committees. The Committee Charges were located on the website for guidance. An updated list will be provided upon completion.

2020-2021 BOARD MEETING SCHEDULE

A schedule of meetings was included in the board packet. Meetings are held the third Thursday of the month. February, July, and December there are no meetings..

MOTION: To approve the Schedule of Meetings for 2020 – 2021.
Barger/Spencer. Ayes - All. Nays - None.

CASH EXPOSURE LIMITS

MOTION: To approve annual cash exposure limits: \$500,000 for MVLS and \$300,000 for MVLS / SALS Joint Automation Project.
Salluzzi/Mickle. Ayes - All. Nays - None.

EXECUTIVE SESSION

President Jane Borrelli presented the following:

MOTION: To move into Executive Session at 10:30 a.m.to discuss personnel issues.
Borrelli/Spencer. Ayes – All. Nays – None.

RETURN TO BUSINESS MEETING

MOTION: To return to the Business Meeting at 10:40 a.m.
Witkowski/Mickle. Ayes – All. Nays – None.

President Jane Borrelli presented the following:

MOTION: To pay part-time employees for actual hours worked starting July 1, 2020.
Escobar/Spencer. Ayes – All. Nays – None.

MOTION: To furlough Sally Rappa starting July 1, 2020 until working hours return.
Spencer/Mickle. Ayes – All. Nays – None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:47 A.M.

Respectfully submitted,

Joanne Mickle
Secretary

NEXT MEETING:

Date: Thursday August 20, 2020

Time: 9:30 a.m.

Place: MVLS Service Center

Reminder: No July Meeting