

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

August 20, 2020

MINUTES

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

EXCUSED: Christine Knee

GUESTS: Kathy Insero, Sharon O'Brien

President Jane Borrelli called the meeting to order at 9:37 A.M.

Rosemary Barger moved, Katherine Hawkins seconded approval of the minutes from June 18, 2020 as presented. All approved.

The **Director's Report** for June and July was distributed before the meeting. Eric Trahan reported:

- System-wide online programming has been doing very well. The MVLS YouTube site is hosting the Virtual Advantage Early Literacy Series presented by Joyce Laiosa. Other libraries and systems across the state and beyond have viewed this series. The Fairies and Gnomes: Imagine Their Homes project, which was started in Schoharie and has been embraced by most member libraries, also features popular video content hosted by MVLS.
- Schoharie Free Library is changing their service area from the Village of Schoharie to the Schoharie Central School District to make the library more sustainable. Cathy Caiazzo, Director is retiring. The Schoharie library posted a job description for a new Director with a MLS degree.

Helen Thomas reported the **DIRECTORS' COUNCIL** is meeting virtually in three week intervals. A roundtable format is being used. Each Director reports what their library is currently doing, their plans moving forward, and how the process is working. Attendance has been very good. Services vary at each library. A few are open to the public, most are doing curbside, some have reduced hours, or different open days. Libraries have been posting information on their websites. Two libraries closed for cleaning and sanitizing amid COVID scares but reopened after negative test results. MVLS has provided very helpful information regarding the corona virus. Some libraries are having trouble reporting to DLD on their construction grants.

PRIVILEGE OF THE FLOOR

Christine Witkowski stated her concern with the Schenectady library and branches just doing curbside service at this time. Publicity of the library and their services during this pandemic is minimal. Helen Thomas of Sharon Springs reported her library submits its activities and news to the weekly newsletter. Several trustees noted libraries are giving away free books outside of their library and some are asking for a small donation. Large book sales are not being done now and were a great source of library funding.

TREASURER REPORT

Eric Trahan presented the Financial Statements for June and July 2020 and Payment Schedules for June and July 2020. He noted Basic State Aid has arrived at 80% funding. LSSA, LLSA, and Outreach funding should be distributed to systems soon.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for June and July 2020.
Hawkins/Barger. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #6 for June in the amount of \$84,902.59 and Payment Schedule #7 for July in the amount of \$101,553.71.
Barger/Hawkins. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet September 17, 2020 following the business meeting to begin the 2021 budget process.

AWARDS

Award certificates need to be presented to Regina Gilbert, at Sharon Springs Free Library and the Gloversville Public Library.

BUILDING & EQUIPMENT No report.

COMMUNICATIONS No report.

LIBRARY SERVICES

Jane Borrelli reported the Committee will meet in September to discuss the Public Library Construction Grants.

NOMINATING

Joanne Mickle reported there are currently vacancies in Fulton and Montgomery counties.

PERSONNEL No report.

JOINT AUTOMATION COUNCIL

Eric Trahan reported the Council met July 8, 2020. The next meeting is scheduled for September 9, 2020. The 2021 Budget will be discussed.

UNFINISHED BUSINESS

REOPENING UPDATE

Eric Trahan reported MVLS staff is working mostly at home. There is staff in the office on an alternating schedule. Most libraries are at various stages of opening. Cobleskill and Fort Plain are doing only curbside service due to ongoing construction projects. Middleburgh is opening Monday. Wade Abbott will provide information to the media outlets on the reopening status and services of member libraries.

AID AND BUDGET UPDATE

There is no clarity as to the final 2020 funding. Systems are preparing 2021 Budgets and are looking at a significant cut of at least 20%. MVLS has applied for the PPP loan.

CENSUS UPDATE

MVLS resubmitted applications to receive funds for census outreach assistance to Montgomery and Schoharie counties.

FOUNDATION UPDATE

Eric Trahan reported the Canajoharie Golf tournament has moved to a “virtual” tournament. The Mohawk Golf Course tournament will be smaller and held September 25, 2020. Sponsorship is minimal due to the pandemic. The Foundation has approved community engagement grants of \$500 for each member library, and Schenectady will receive \$1,000 for a total of \$7,500. Eric Trahan presented the following:

MOTION: To approve distributing \$500 grants to libraries that apply and meet requirements. Schenectady will receive \$1,000.
Thomas/Escobar. Ayes - All. Nays - None.

NEW BUSINESS

PUBLIC SERVICES CONSULTANT JOB DESCRIPTION & POSITION

Eric Trahan announced Sue Rokos, Assistant Director and Youth Services Consultant is retiring effective September 15, 2020. This will be a huge change for MVLS. Member libraries find youth services to be very important to their missions. Due to budget uncertainty, MVLS is combining youth services and outreach services. The Position Description for Public Services Consultant (Youth, Family and Outreach) was distributed prior to the meeting.

MOTION: To approve the Public Services Consultant position description as written.
Mickle/Thomas. Ayes - All. Nays - None.

PERSONNEL MANUAL

The revised MVLS Personnel Manual was distributed prior to the meeting. Eric stated the Personnel Manual was revised to incorporate proposed language from the disbanded CSEA contract and long standing practices.

MOTION: To approve the MVLS Personnel Manual as revised.
Barger/Witkowski. Ayes - All. Nays - None.

Rosemary Barger commended the staff for a thorough and extensive revision of the manual.

President Jane Borrelli presented the following:

MOTION: To enter into Executive Session at 10:37 A.M. to discuss a personnel matter.
Hawkins/Mickle. Ayes - All. Nays - None.

MOTION: To return to the business meeting at 10:54 A.M.
Hawkins/Barger. Ayes - All. Nays - None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:55 A.M.

Respectfully submitted,

Joanne Mickle
Secretary

NEXT MEETING:

Date: Thursday September 17, 2020

Time: 9:30 A.M.

Place: MVLS Service Center