

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

September 17, 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: Christina Knee

GUESTS: Kathy Insero, Sharon O'Brien

President Jane Borrelli called the meeting to order at 9:30 am.

Eric Trahan introduced Glenn Winter, from T.M Byxbee who presented the 2019 MVLS Review Report, and the 2019 MVLS/SALS Joint Automation Project Review Report. Draft reports were reviewed by the trustees. Glenn stated MVLS reports on a cash basis and there were no material modifications to note. Increases or decreases in operating lines from one year to the next are due to timing of receipts and disbursements.

Glenn Winter discussed the 2019 MVLS/SALS Joint Automation Project Review Report and stated no modifications were needed. The timing of receipts and disbursements shows increases and decreases in the operating lines.

Rosemary Barger requested a footnote on each report disclosing the Covid 19 subsequent events. Eric Trahan will provide the wording.

The 2019 MVLS IRS 990 form has been prepared and reviewed by T.M. Byxbee. It was distributed to trustees for review and will be filed with the IRS. No motion is needed to approve the 990 form.

Glenn Winter commended Joe Sherry for doing a wonderful job and stated it was a pleasure to work with the staff.

2019 REVIEW

Jane Borrelli presented the following:

MOTION: To approve the 2019 MVLS Review Report as presented with contingency of footnote. Escobar/Barger. Ayes - All. Nays – None.

MOTION: To approve the 2019 MVLS/SALS Joint Automation Project Review Report as presented with contingency of footnote. Spivey/Hawkins. Ayes - All. Nays – None.

BUSINESS MEETING

Katherine Hawkins moved, Christine Witkowski seconded approval of the minutes from August 20, 2020 as presented. All approved.

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

1. Sue Rokos retired effective September 15, 2020. This is a tremendous change to MVLS after 30 years. Resumé's are due October 2, 2020 for a new position. Response has been good.

DIRECTORS' COUNCIL

Helen Thomas reported the Council met virtually on September 3, 2020. Member libraries are slowly increasing activity both in house and virtually. Cobleskill is opening Monday from a construction delay. Middleburgh has resumed services after being closed for illness. St. Johnsville held a small book discussion in the library using

social distancing. The Schenectady Friends group has been advocating to the County Legislature to open. Schenectady is currently doing curbside service. Libraries are starting to get busier with the opening of schools.

PRIVILEGE OF THE FLOOR

Christine Witkowski noted the Schenectady Friends advocated to the Schenectady Legislature at their meeting and recommended an open date of October 1, 2020. Katherine Hawkins shared a news article called Closing the Court of History printed in the New York Times.

TREASURER REPORT

Eric Trahan presented the Financial Statements for August 2020 and Payment Schedules for August 2020. Eric reported 80% of Basic State Aid has been received. An additional state aid payment is expected soon.

Statements of Financial Position:

MOTION: To accept for audit the Statements of Financial Position for August 2020.
Spencer/Barger. Ayes - All. Nays - None.

Payment Schedules:

MOTION: To approve Payment Schedule #8 for August in the amount of \$139,669.64.
Hawkins/Spivey. Ayes - All. Nays - None.

COMMITTEE REPORTS

AUDIT AND FINANCE

The Committee will meet today following the business meeting to begin the 2021 budget.

AWARDS

The Committee will review the awards applications.

BUILDING & EQUIPMENT No report.

COMMUNICATION

Katherine Hawkins requested the front signage be addressed. She requested Wade Abbott report at the October meeting.

LIBRARY SERVICES

Jane Borrelli reported the Committee met virtually to discuss Public Library Construction Grants. Applications from Amsterdam Free Library and Northville Public Library were reviewed. The Public Library Construction Grant total is \$370,585. Both applications were funded for their request. The following is the Committee's recommendation:

Amsterdam Free Library – Energy efficient air conditioner and repairs \$285,417 or up to \$353,260
Northville Public Library – Resurface of parking lot \$17,325

MOTION: To approve the Construction Grants as presented.
Committee. Ayes – All. Nays – None.

NOMINATING

The Committee is currently working to fill Montgomery and Fulton County's vacancies. Eric Trahan reported Schoharie County will also need a representative as Christina Knee is resigning.

PERSONNEL

The Committee is meeting today following the business meeting.

JOINT AUTOMATION COUNCIL

The 2021 Budget was presented by Eric Trahan. The new fee formula and system funding increased in 2020 resulted in a surplus for 2021. No changes were made to these items. Rosemary Barger inquired why the telecommunication line was dramatically decreased. Eric reported the T1 lines the libraries used were no longer needed because the libraries moved from a local server to cloud format.

MOTION: To approve the 2021 Joint Automation Budget as presented.
Barger/Hawkins. Ayes - All. Nays - None.

UNFINISHED BUSINESS

PAYROLL PROTECTION PLAN LOAN

The Payroll Protection Plan loan was approved for \$95,700.

MOTION: To accept the Payroll Protection Plan forgivable loan in the amount of \$95,700.
Escobar/Mickle. Ayes - All. Nays - None.

MOTION: To rescind the furlough of Sally Rappa effective July 1, 2020.
Hawkins/Barger. Ayes - All. Nays - None.

REOPENING UPDATE

Libraries are slowly moving forward with more activity and programs. A strong advocacy effort by the SCPL Friends spearheaded by Christine Witkowski, resulted with the County saying SCPL may open with the target date of October 1, 2020.

AID AND BUDGET UPDATE

The state has not made any indication of actually reducing aid. Historically in bad times, aid payments were delayed.

CENSUS UPDATE

The system is close to receiving funding through Montgomery and Schoharie counties. The Amsterdam billboard stating *Start Here – Census 2020 – Find Information at your Library!* Is complete. Montgomery and Schoharie billboards to follow. Chromebooks were purchased for libraries. Some libraries may be loaning them to patrons with internet hotspots. They are durable and difficult to corrupt. There is a guest login and nothing is saved to the computer. The publicity book "*We Count*" has been distributed to libraries to share with schools and homeschoolers.

FOUNDATION UPDATE

The Esther Swanker Memorial Golf Tournament is being held at the Mohawk Golf Course in Schenectady on September 25, 2020. There is good participation but not many sponsorships due to the Covid pandemic. Connections to sponsors are being maintained. The Canojaharie Golf Tournament was held virtually with no sponsorships. Library Public Service Grant applications are due September 25, 2020. A total of \$7,500 is available.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 A.M.

Respectfully submitted,

Joanne Mickle
Secretary

NEXT MEETING:

Date: Thursday October 15, 2020
Time: 9:30 A.M.
Place: MVLS Service Center