

MOHAWK VALLEY LIBRARY SYSTEM

BOARD OF TRUSTEES

November 19, 2020
MVLS Service Center

MINUTES

PRESENT: Rosemary Barger, Jane Borrelli, Deb Escobar, Katherine Hawkins, Joanne Mickle, Rebecca Sokol, Eleanor Spencer, Felicia Spivey, Helen Thomas, and Christine Witkowski.

EXCUSED: Mary Salluzzo, Eric Trahan

GUESTS: Kathy Insero, Sharon O'Brien, Kim Zimmer

BUDGET HEARING

President Jane Borrelli called the meeting to order at 9:30 AM. Eric Trahan was unavailable to attend the meeting for the 2021 Proposed Budget presentation. A draft copy was distributed prior to the meeting. Eric reported in his Directors Report the 2021 Budget was produced with a 20% reduction in state aid. More information can be found in his report located here: <https://www.mvls.info/board-of-trustees/meetingsandminutes/> Eric will host a question and answer informational meeting in December for trustees.

2021 MVLS BUDGET

Jane Borrelli presented the following:

MOTION: To accept the 2021 MVLS Budget as presented.
Spencer/Barger. Ayes - All. Nays – None.

BUSINESS MEETING

Katherine Hawkins moved, Joanne Mickle seconded, approval of the October 15, 2020 minutes as presented. All approved.

The **Director's Report** for October was distributed prior to the meeting.

Directors' Council: Helen Thomas reported the Council did not meet due to the NYLA Conference. Libraries are concerned of the impact to libraries with the closure of schools due to the pandemic. The NYS Pandemic Response Plan is due April 2021. Minimum standards are requiring libraries to post their policies online. Libraries have started working on their NYS Annual Report.

During Privilege of the Floor, Joanne Mickle stated the Canajoharie Library continues its search for a Director. Kim Zimmer, Director of The Community Library, Cobleskill stated she was very thankful for the MVLS staff when she began her position almost a year ago. Eric assisted with administrative concerns and knowledge of being a school district library, Wade Abbott assisted with the library plan, Sharon O'Brien was instrumental in guidance for a book vendor and reception of Book Pages. Sharon and Sue Rokos visited the library to give guidance for better efficiency in library duties. Sue also assisted with the search for a youth services librarian. Lois Gordon assisted with the NYSCA Book Discussion program. All of the staff were only a phone call away. She is looking forward to working with the new staff.

TREASURER'S REPORT: Jane Borrelli presented the Statements of Financial Position for October 2020 and Payment Schedule for October 2020.

Statements of Financial Position

MOTION: To accept and file for audit the Statements of Financial Position for October 2020. Thomas/Escobar. Ayes - All. Nays – None.

Payment Schedules

MOTION: To approve Payment Schedule #10 in the amount of \$164,132.92. Spencer/Spivey. Ayes - All. Nays – None.

COMMITTEE REPORTS

AUDIT & FINANCE: No report.

AWARDS

Eric distributed forms and information documents for review via email.

BUILDING & EQUIPMENT: No report.

COMMUNICATIONS: No report.

LIBRARY SERVICES: No report.

NOMINATING

There is vacancies in Fulton and Schoharie counties.

PERSONNEL

Will move into Executive Session at the end of the business meeting.

JOINT AUTOMATION COUNCIL

Jane Borrelli stated the Council met November 12, 2020. She presented the 2020 Joint Automation Budget Amendments.

MOTION: To approve the 2020 Joint Automation Budget Amendments as presented. Escobar/Barger. Ayes – All. Nays – None.

Devon Hedges term expires December 31, 2020. He represents Schenectady County Public Library.

MOTION: To appoint Devon Hedges to the Joint Automation Council for a three year term to end December 31, 2023. Mickle/Spencer. Ayes – All. Nays – None.

Jane reported a meeting is scheduled for December 9, 2020 to discuss fees.

UNFINISHED BUSINESS

PUBLIC SERVICES CONSULTANT

Jane Borrelli announced Eric Trahan has hired Heather Dickerson as the new Public Services Consultant. She will begin in January 2021.

MOTION: To approve the appointment of Heather Dickerson as the Public Services Consultant Mickle/Spencer. Ayes – All. Nays – None.

FOUNDATION

The year-end appeal for donations and pledges has been distributed. The “*Stay @ Home and Read*” campaign was introduced as a new fundraiser.

CENSUS PROGRAM

Several trustees noted seeing billboards in Schoharie County. Eric Trahan will give an update with the informational meeting planned in December.

NEW BUSINESS

2020 BUDGET AMENDMENTS

Jane Borrelli presented the 2020 Budget Amendments as distributed prior to the meeting. Eric Trahan reported in October, the amendments are needed to reflect actual state aid funding at a reduced amount.

MOTION: To approve the 2020 Budget Amendments as presented.
Hawkins/Barger. Ayes – All. Nays – None.

ADMINISTRATIVE ASSOCIATE

Jane Borrelli presented the Administrative Associate job description. Kathy Insero is retiring December 31, 2020. Eric Trahan revised the position duties.

MOTION: To approve the Administrative Associate job description as presented.
Spivey/Thomas. Ayes – All. Nays – None.

EXECUTIVE SESSION

MOTION: To move into Executive Session at 10:11 A.M. to discuss a personnel issue.
Hawkins/Escobar. Ayes – All. Nays – None.

MOTION: To resume the business meeting at 10:13 A.M.
Mickle/Hawkins. Ayes – All. Nays – None.

Jane Borrelli presented the following:

MOTION: To approve a 1% salary increase for all employees January 2021.

MOTION: To approve a \$2,000 salary increase for Sharon O'Brien beginning January 2021 for added job duties.

The above two motions were approved as one.
Mickle/Spencer. Ayes – All. Nays – None.

PERSONNEL MANUAL

Jane Borrelli presented the following:

MOTION: To approve the amendments to the Personnel Manual as presented.
Hawkins/Witkowski. Ayes – All. Nays – None.

ADJOURNMENT:

There being no further business, the meeting was adjourned 10:20 A.M.

Jane Borrelli thanked Sharon O'Brien and Kathy Insero for assisting her.

TIME AND PLACE OF NEXT MEETING

Date: **Thursday January 21, 2021**

Time: 9:30 A.M.

Place: MVLS Service Center

Respectfully Submitted,

Kathy Insero
Recorder