

ANNUAL MEETING - OCTOBER 18th

System staff and members of the Trustee Services Committee will meet on September 12th to finalize plans for Mid-Hudson's 54th Annual Meeting, which will be held in the Terrace Ball Room at the Poughkeepsie Grand Hotel on October 18th. Ticket prices will be finalized by the Committee and should go on sale no later than September 23rd. The breakfast meeting is expected to begin no later than 9:30 a.m. and finish no later than noon.

MHLS ByLaw Amendments

The Trustee Services Committee's proposals to amend the Bylaws is on the Board's agenda. The amendments were first presented to the Board in May. They were sent to member library board presidents in July.

Amendments are approved at the annual meeting by a simple majority of the member libraries present. Member library boards will need to designate who will vote at the meeting, either a trustee or director. A form will be sent to member libraries to document this designation.

Three amendments are proposed under Article IV. The first clarifies Section 1, General Powers and Objectives, that all System employees are to be appointed by the Board. The second provides a new section on Qualifications to ensure all System Trustees have library trustee training. The third amends the Section for Disqualification to ensure that the expectations for training are met. The underlined text represents the extent of the proposed amendments.

Sec. 1. General Powers and Objectives

The Board of Trustees, hereinafter referred to as the Board, is entrusted with the governance of the System. It shall adopt Bylaws, adopt a Plan of Service and amend it as necessary, establish such policies as will insure the achievement of the System's objectives, employ a Director, and employ and appoint other staff upon the recommendation of the Director and as the Board deems necessary, supervise the expenditure of the System's funds, discharge all such responsibilities as provided for in these Bylaws and exercise such other responsibilities as may be appropriate.

Sec. 6. Qualifications

Each trustee is required to have attended a library trustee education workshop offered by the Mid-Hudson Library System or a comparable trustee education provider within three years preceding their election to the board or within their first year as a trustee. Trustees appointed or elected before 2013 shall have until December 31, 2015 to meet this requirement.

Sec. 7. Disqualification

Without an excuse accepted as satisfactory by the Board, any trustee who fails to meet the Qualifications of Section 6 shall be declared to have resigned, or any trustee who fails to attend four Board or Committee meetings per annum, without an excuse accepted as satisfactory by the Board shall, at the next regular meeting following the fourth absence, be declared to have resigned.

Annual Meeting Featured Speaker

Sue Considine, *Library Journal* Mover & Shaker and White House “Champion of Change” will be the featured speaker. Ms. Considine will share her strategies for innovation and success at the System’s annual breakfast meeting, which will be held at the Poughkeepsie Grand Hotel.



Ms. Considine has built a nationally recognized brand for innovation and dynamic leadership at the Fayetteville Free Library, where she has served as Executive Director since 2001. Her vision of community engagement has reframed the library's relationship with the community; and she has recruited a team of creative professionals, staff and community members that has led to the development of cutting-edge services.

As the Director of the Fayetteville Free Library, she has completely transformed the library. Under her leadership, the library was moved from a cramped 4,500 square foot facility to a former Stickly furniture factory of 46,000 square feet; staff grew from a handful to nearly 50, to be joined by 60 volunteers. Ms Considine also oversaw a significant expansion in the budget, which increased from \$300,000 to \$1.6 million.

Ms. Considine is a passionate advocate of public libraries and of their continued importance, now and in the future. She is committed to developing a new generation of library leaders and is active professionally. Her professional leadership includes serving as a current ALA LLAMA Division Councilor and as a member of the ALA LITA Advocacy Committee, and of the ALA PLA Leadership Development Committee.

In addition to the recognition she received in 2013 as Mover & Shaker and White House honoree, she was a recipient of the 2012 NYLA Mary Bobinski Innovative Public Library Director award and the WCNY Women Who Make America award. She is currently a Simmons College GSLIS PhD candidate.

2013 STATE AID

We finally received our basic and supplemental state aid, but have not received Local Services Support Aid, central library grants, or outreach and correctional services aid. We also received the first disbursement of our 2012-2015 Public Library Construction Grant. We have not heard, however, when our member libraries will receive their Local Library Services Aid; and we are waiting to learn when to expect the state bullet aid, which 16 of our member libraries are slated to receive, and Assembly Kevin Cahill’s Summer Reading Grant, which will go to the libraries in the 103rd Assembly District.

NEW STATE MANDATED VOLUNTARY DEFINED CONTRIBUTION PLAN

The System and a handful of member libraries will potentially be affected by a new state law, which was approved in 2012 and went into effect on July 1, 2013. It applies only to public institutions that participate in the New York State Retirement System. Employees hired by these institutions after July 1st, who are not already members of the New York State Retirement System, and who earn an annual salary of \$75,000 or more, must be offered the option of either joining Tier VI or participating in one of a number of defined contribution plans. The plans provide the advantages of 403 (b) plans: they are portable and they allow individuals to make their own investment decisions. Voluntary defined contribution plans have been available at SUNY institutions for some time and SUNY will administer the plans for all institutions that now fall under this law.

MEETINGS

On July 8th, the Central Library and Collection Development Advisory Committee met. Its mission is to oversee central reference services and to insure that system-wide collections and resources are comprehensive and responsive to patron needs. The committee includes directors from each of the System's five counties and System staff.

The committee discontinued the system-wide subscription to HeritageQuest, an online genealogical resource, because of a continuing decline in use. Instead, it subscribed, systemwide, to a number of online workforce development resources. The action reflects the committee's role in realizing the System Plan of Service Goal, "A system-wide digital collection will be developed in response to member library needs." The decision was also supported by the findings of a System workforce development survey earlier this year. Additionally, central library staff will provide a workshop in each county on workforce development this fall.

In support of the Plan of Service Goal, "Member library services in targeted areas of collection development and reference services will reflect best practices," central library staff will also provide collection development training in the coming spring.

The committee also revised the central library program budget to include support for a system-wide (Boobsie) mobile app, which will connect mobile users to the catalog and member library websites, calendars, Facebook sites, Twitter feeds and other online resources.

Discussion also focused on member libraries preparing for the implementation of the Affordable Care Act this fall.

On July 16th, the Marketing Advisory Committee met. Its mission is to oversee the creation and promotion of methods of professional development for library staff and trustees, and to ensure staff and trustees have the skills and knowledge necessary to provide quality library service to their communities. This is closely related to the Plan of Service Goal, "MHLS will provide member library directors, staff, Friends and trustees with the opportunity to develop the skills and knowledge necessary to fulfill their roles and responsibilities and to proactively meet the current and future challenges of the community." The committee also includes directors from each of our five counties and System staff.

The committee discussed the promotion of a number of innovative marketing services to increase public awareness of library services. Discussion focused on two mobile apps, Cardstar and Boopsie. Cardstar allows mobile users to store and retrieve rewards, club, and loyalty membership cards, including library cards, on their mobile devices; and Mid-Hudson is a participating vendor. The Boopsie app would connect mobile users to the catalog and member library websites, calendars, Facebook sites, Twitter feeds, and other online resources. Adoption of these apps systemwide would also support the System's Plan of Service Goal, "MHLS will provide member libraries opportunities to participate in cost-sharing and group purchasing of products and services."

Discussion at the meeting also focused on updates to LibraryAware, which is available systemwide and provides member libraries a rich, easy to use, online resource to create public relation materials.

The committee also reviewed a special collections survey conducted by the System. The survey led to a discussion of the lending policies and practices for items like iPads, and the training of staff it requires, which directly addresses the Plan of Service Goal, "MHLS will assist member libraries in developing collections designed to meet the needs of patrons, considering new technologies and formats in addition to traditional formats."

September 2013 Executive Director Report to the MHLs Board of Trustees

The committee also discussed strategies to increase the number of library cardholders in the System.

On July 29th, the Board Facilities Committee met to review the System's facility plan, which included the completion of work on the auditorium facade and planning for the asbestos abatement project this fall. The committee also decided to submit a 2013-2016 public library construction grant for repaving the System's parking lot and installing energy efficient windows in the office building. The committee's report is posted with the board packet, along with a narrative of the System's 2013-2016 public library construction grant.

On July 24th, the Directors Association met and the DA liaison's report is included in the Board's packet.

On July 24th, the System Services Advisory Committee met, which includes directors from the System's five counties and System staff. Its mission is to represent member library interests by collaborating with the System staff and Board in determining services and how they are funded. It was the committee's first official meeting, although it succeeds two ad hoc committees, the System Funding Task Force, which was formed in 2008, and the System Services Ad Hoc Committee, formed in 2010.

At its meeting, the committee recommended that the three-year averages of circulation used in the members assessment be based July to June instead of January to December. This avoids the need to update the members assessment in January and finalizes assessments in July for the following year.

On August 12th, the Board Personnel & Planning Committee met to review and finalize two personnel policies, a non-solicitation and a continuing education policy for staff. The non-solicitation policy was extensively revised to address potential staff conflicts of interest and competition with System services, and was reviewed and revised by legal counsel, Allison Smith of Thomas Drohan Waxman Petigrow & Mayle, LLP. The committee reviewed and revised the proposed Member Library Mileage Equalization Grant Program, which had been referred to the committee by the Board in July.

The committee also discussed how the Board can be kept apprised of the System's Plan of Service implementation. In addition to the annual Plan of Service Progress Report, which is prepared for the state and shared with the Board at its March meeting, the committee recommended that System staff review two areas of the plan at each Board meeting.

The committee will report at the Board meeting and copies of the policies and the revised grant program have been posted with the Board packet.

On August 19, The Resource Sharing Advisory Committee met, which also includes directors from each of the System's five counties and System staff. Its mission is to coordinate the provision of access throughout the region to all library holdings and to review and recommend the enhancement of resource sharing and information resources for area residents. Its Plan of Service focus is resource sharing, which includes goals for cooperative collection development, Sierra, delivery and ILL.

At this meeting, the committee reviewed the resource sharing standards document for clarity and accuracy. This is a policy document developed by the committee and approved by the Director's Association, and meets an important intended result of the Plan of Service, which is to "Meet member library expectations of fairness in resource sharing." The document governs and guides how member libraries handle circulation and the sharing of materials.

September 2013 Executive Director Report to the MHLS Board of Trustees

A number of other resource sharing issues were discussed, including how long unfilled holds should be permitted, how missing items and long overdue items should be managed, and what policy should apply when circulating materials offline that are on loan from other libraries.

Discussion also focused on Sierra, such as the customization of patron records.

On August 29th, the Board Audit Committee met with Richard Capicchioni and Mark Levy from Nugent & Haeussler, P.C. to review the System's audit of 2012. The auditor reported there were no disagreements with System staff regarding financial accounting, reporting, or auditing; and there were no irregularities and all questions were satisfactorily answered. Their recommendations require that the Executive Director begin approving the recording of journal entries and that transfers from checking to savings and from savings to checking be recorded in a separate disbursement journal. These recommendations have been implemented. Staff are also reviewing ways to improve the segregation of duties with cash receipts and disbursements, and payroll functions, which is also a recommendation, but such segregation is limited by the size of the System's business office staff. The committee will report at the September meeting.

On September 5th, the System Services Advisory Committee met. In response to the Board Personnel and Planning Committee, it reviewed the proposed Member Library Mileage Equalization Grant, which it initially approved in June. It suggested that it be changed to the 2013-2014 Equalization mini-grant program and reviewed in a year. It noted that it was written to be more restrictive than originally discussed, and that reimbursement was limited to only those libraries already reimbursing their staff. It recommended that a letter be sent to member library boards of trustees to stress the importance of staff attendance at System meetings and to encourage boards to reimburse for staff travel. It expressed its disappointment that after all the time and thought put into the grant program, there was interest on the MHLS Board to table the grant until a new System Director was hired. It reiterated the reservations it had with the reinstatement of travel reimbursement for MHLS Board Members.

The committee also reviewed the 2012 members survey for directors and board presidents. It did not think any changes were needed but recommended that a longer time period be provided board presidents. This would provide board presidents an opportunity to complete the survey at a board meeting.

In its continuing plan to hold periodic focus sessions on the System's Plan of Service, the committee decided to recommend that Outreach be the focus at the November Directors Association meeting.

On September 9th, the Directors Association met and the liaison report will be provided at the Board meeting.

On September 11, the Board Finance Committee is scheduled to review the System's preliminary 2014 budget, which was developed with input from senior System staff. The budget includes plans to expand member library workshops and increase professional development opportunities for staff. State aid is projected to remain level with this year's aid and total receipts and expenditures are projected to be slightly lower than in 2013. A travel equalization grant of \$15,500 for member libraries and the reinstatement of the MHS Board travel reimbursement are also included.

On September 12, the Board Trustee Services Committee will meet to finalize plans for the annual meeting on October 18th.

On September 30, the Board Personnel and Planning Committee will plan the annual member survey and discuss preparations for negotiations with CSEA this fall.