

MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
December 10, 2016

President von Bergen called the meeting to order at 10:15 a.m., in the MHLS Auditorium.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, John Bickford, Lisa Baker Brill, Sharon Davis, Michele Ment, Regina Morini, Barry Ramage, Lynne Ridgeway, Myrna Sameth, Mary Linda Todd, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	John Dax (e), Debra Klein (e), Richard Swierat (e)
Liaisons Present:	Tom Lawrence, Director Poughkeepsie Public Library District Frank Rees, Director Saugerties Public Library
Staff Present:	Merribeth Advocate, Robert Drake, Tom Sloan, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn
Others:	Robert Culp, Putnam County Board Nominee

2. PRESIDENT'S REPORT

President von Bergen welcomed attendees and trustees elect to the meeting, and:

- Introduced Board nominee, Robert Culp, from Putnam County, who was chosen by the Putnam County Library Association for appointment to the MHLS Board. Mr. Culp will fill a seat formerly held by Regina Morini, who has chosen not to seek a second five-year term. Mr. Culp will serve the first year of a new five-year term, and be eligible for his county's nomination for election (to complete the final four years of this term), at the 2017 Annual Membership Meeting (MHLS Bylaws, Article IV. Sec. 5. Filling of Vacancies).

President's report presented

Ms. Morini moved and Ms. Ment seconded THAT THE BOARD APPOINTS ROBERT CULP AS A PUTNAM COUNTY MHLS BOARD REPRESENTATIVE TO FILL THE FIRST YEAR OF A FIVE-YEAR TERM. **The motion carried.**

Robert Culp appointed to Board

- thanked Ms. Morini and Ms. Sameth for their service to the Board, and asked for a motion to approve Board Resolutions to recognize the outstanding contributions they made during their tenures (*Doc. 2.B*).

Ms. Morini moved and Ms. Brill seconded

THAT "THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM THAT REGINA MORINI AND MYRNA SAMETH BE HEREBY HONORED FOR THEIR OUTSTANDING SERVICE AND DEDICATION TO THE MID-

Retiring Board members honored

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HUDSON LIBRARY SYSTEM BOARD OF TRUSTEES AND ARE EXTENDED THE GRATITUDE AND BEST WISHES OF THE ENTIRE MID-HUDSON LIBRARY SYSTEM."

The motion carried. Framed copies of the Resolutions were presented to Ms. Morini and Ms. Sameth.

- referenced the proposed Resolution to recognize the System's five "**America's Star Libraries, 2016: Top Rated Libraries**" (Doc. 2.C), and called for a motion to approve. Ms. Morini moved and Mr. Bickford seconded THAT "THEREFORE BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM RECOGNIZES AND EXTENDS ITS CONGRATULATIONS AND COMMENDATION TO THE JULIA L. BUTTERFIELD MEMORIAL LIBRARY, THE PHILMONT PUBLIC LIBRARY, THE RED HOOK PUBLIC LIBRARY, THE TIVOLI FREE LIBRARY, AND THE WINDHAM PUBLIC LIBRARY, FOR BEING RATED AS AMERICA'S STAR LIBRARIES, 2016: TOP RATED LIBRARIES". **The motion carried.**

*2016 Star
Libraries
recognized*

3. APPROVAL OF MINUTES

Ms. Ridgeway moved and Mr. Bickford seconded THAT THE MINUTES OF THE SEPTEMBER MEETING BE APPROVED AND THAT THE ANNUAL MEMBERSHIP MEETING MINUTES BE APPROVED, AS CORRECTED. **The motion carried.**

*Minutes
approved*

4. TREASURER'S REPORTS

Designation of Bank of Business

Ms. von Bergen informed the Board that KeyBank is proposed as the System's Bank of Business in 2017 (Doc. 4.D). Mr. Wilson moved and Mr. Ramage seconded THAT THE BOARD APPROVES THE DESIGNATION OF KEYBANK AS THE SYSTEM'S BANK OF BUSINESS IN 2017. The motion carried.

*KeyBank 2017
bank of business*

Financial Reports

Board Treasurer, Morini, reported that she reviewed the Financial Reports for August, September and October (Docs. 4.A, 4.B, 4.C) and found them acceptable. Mr. Bickford moved and Ms. Brill seconded THAT THE FINANCIAL REPORTS FOR AUGUST, SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

*Financial reports
received*

5. REPORT ON PAYMENT OF BILLS

Mr. Auchincloss reported that he reviewed the warrants for September and found them acceptable (Doc. 5.A).

*Warrants
received*

In her absence, Ms. von Bergen reported that Ms. Klein confirmed that she reviewed the warrants for October and found them acceptable (Doc. 5.B).

Mr. Bickford moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

Referencing his written report (Doc. 6), the Executive Director:

- briefly reviewed the background of the development of the new five-year Plan of Service 2017-2021 that included the Moving Forward Project's Assessment of 16 System Services and the ranking and prioritizing of these services by all System stakeholders: System staff, the Directors Association, and the MHLS Board. Review of the Action Plans created to implement the goals of the new five-year Plan of Service's top ranked services, has now

*Phase I Action
Plans reviewed*

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been completed.

- reviewed the Action Plans for Phase I priority services: Delivery; Integrated Library System; Cataloging; and Coordinated Services, and highlighted planned concentrated efforts to issue new RFP's for Delivery and ILS Services and to offer member libraries a new ILS service that provides hands-on workflow consulting and group training sessions, upon request (*Doc. 6.A.1 Item 2*).

System staff will begin the planning process for developing Action Plans for Phase II services: Professional Development/Continuing Education; Consulting/Development; Awareness/Advocacy; Construction; Communication Among Member Libraries, in January.

- referenced "System Trends – All 66 Libraries" in his report (*Doc. 6, Item 2.C*), and informed the Board that statistics on library trends are unique for each library as well as for each of the five counties in the System's service area (*Docs. 6.A.2-6.A.6*). Individual trend line statistics will be reviewed and discussed at subsequent Board meetings, and include information on what the System has done to address downward trends in library services and new and planned initiatives. *System Trends reviewed*

7. DIRECTORS ASSOCIATION LIAISON REPORT

Mr. Rees, Director of the Saugerties Public Library/Directors Association Liaison to the Board for December, presented the Minutes of the November Meeting (*Doc. 7.A*), and informed the Board that, following the December 1, meeting the Directors hosted its Annual MHLS Staff Appreciation Luncheon which was well attended.

Liaison report presented

8. CENTRAL LIBRARY REPORT

Mr. Lawrence, Director of the Poughkeepsie Public Library, presented the Central Library Report for January-November 2016 (*Doc. 8*), and explained that the Central Library receives Development Aid and Central Library Book Aid funds (CLDA/CBA) from MHLS that are utilized to provide supplemental reference and training services to the member libraries and correctional facilities. He then briefly reviewed the expenditures and services in the six Elements of the Central Library's Plan of Service.

Central Library report presented

9. PERSONNEL AND PLANNING COMMITTEE REPORT

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that the committee met on September 26, and:

P&P report presented

- reported that the committee agreed to endorse a new proposal for the process to develop report, review and adopt Action Plans for the MHLS 2017-2021 Plan of Service (*Doc. 8.A item 3*). Mr. Bickford explained that the new process replaces the questionnaire survey format of the annual System services surveys used in the development and implementation of the current Plan of Service (2011-2016).

Mr. Sloan thanked and commended Mr. Bickford for the pivotal role he played in facilitating the development, implementation and compilation of the System services surveys for the 2011-2016 Plan of Service.

- reviewed the proposed *MHLS Abusive Conduct Prevention Policy*, and

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recommended approval (*Doc. 8.A Item 4*). There being no questions or comments regarding the proposed policy, Mr. Bickford moved the committee's recommendation THAT THE BOARD APPROVES THE MHLS ABUSIVE CONDUCT PREVENTION POLICY, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

*Personnel policy
approved*

- reviewed and approved the current process for the conduct of the 2017 Performance Evaluation of the Executive Director, with the stipulation that the evaluation form be sent to MHLS Board members via Survey Monkey (*Doc. 8.A Item 5*).

There being no additional questions, Mr. Bickford moved the committee's recommendation THAT THE BOARD APPROVES THE PERFORMANCE APPRAISAL PROCESS & TIMELINE AND THE PERFORMANCE APPRAISAL DUTIES & RESPONSIBILITIES FOR THE 2017 EVALUATION OF THE EXECUTIVE DIRECTOR, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

*E.D. Evaluation
Process approved*

10. FACILITIES COMMITTEE REPORT

Mr. Wilson, Chair of the Facilities Committee reported that the committee met on October 7, and briefly reviewed Items 3-5 of his report: the 2016 System facilities projects underway and completed; 2016-2017 New York State Construction Grant matching funds Projects; and, proposed 2017-2018 Capital Projects. Referencing "MHLS Capital Plan" in his report (*Doc. 10.A Item 6*), Mr. Wilson informed the Board that a Capital Plan Timeline Spreadsheet has been developed by the committee and will be distributed to the Board at its next meeting. Mr. Wilson recognized System Facilities Manager, Chris Herron, for implementing the MHLS' new Storage Plan (*Doc 10.A Item 7*) and for his excellent stewardship of all facility projects.

*Facilities report
presented*

Following a brief review of the proposed "MHLS Guiding Principles for Sustainable Buildings", which meet the requirements for Energy Conservation and Sustainable Design and Refurbishment, Mr. Wilson moved the committee's recommendation THAT THE BOARD ADOPTS THE PROPOSED MHLS GUIDING PRINCIPLES FOR SUSTAINABLE BUILDINGS. Mr. Auchincloss seconded the motion. **The motion carried.**

*Guiding Principles
adopted*

11. FINANCE COMMITTEE REPORT

A. Proposed MHLS 2017 Budget

Ms. Morini, Chair of the Finance Committee, reported that the committee met on October 17, and reviewed the proposed MHLS Budget for 2017(*Doc. 11.A*). Mr. Sloan informed the board that: the 2017 budget is based on the funding amount received in 2016 from the state, and will be adjusted, if needed, upon receipt of 2017 funds; the System's maintains an 8 month Operating Reserve Fund to cover expenses until receipt of state funds. In addition to the 2% COLA staff wage increases (per CSEA Agreement), this year's budget includes salary adjustments adopted by the Board for 2016-2017, the creation of two new full-time positions, one for Delivery Services and one for Cataloging Services, and step increases for part-time workers earning less than \$15.00 an hour.

*2017 Budget
reviewed*

There being no additional questions regarding the proposed 2017 budget, Ms. Morini moved the committee's recommendation THAT THE BOARD APPROVES THE

2017 Budget

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MHLS 2017 BUDGET, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.** *approved*

A. Revisions to Members Capital Fund Policy

Ms. Morini reported that the committee reviewed the proposed revisions to the Members Capital Fund Policy and moved the committee's recommendation THAT THE BOARD APPROVES THE PROPOSED REVISIONS TO THE MEMBERS CAPITAL FUND POLICY, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.** *Members Capital Fund Policy Revisions approved*

B. Staff Positions and Salaries

Mr. Sloan informed the Board that yearly review of all staff positions and salaries (*Doc. 11.A.2*) is required by the full Board (*to be in compliance with guidelines set forth by the Office of the New York State Comptroller*). *2017 Staff positions/salaries approved*

Mr. Auchincloss moved and Mr. Bickford seconded THAT THE BOARD APPROVES ALL STAFF POSITIONS AND SALARIES FOR 2017, AS PRESENTED. **The motion carried.**

12. BYLAWS, POLICY & PROCEDURES COMMITTEE REPORT

In the absence of Mr. Dax, Chair of the Bylaws, Policy & Procedures Committee, Ms. von Bergen reported that the Bylaws, Policy & Procedures Committee reviewed the Board's 2016 Rules & Procedures (*Doc. 12.A*), and recommended no changes to the current document, at this time. *Rules & Procedures reviewed*

13. TRUSTEE SERVICES COMMITTEE REPORT

Ms. Sameth, Chair of the Trustee Services Committee, referred to the Report of the Committee's meeting of October 24, and reported that the committee reviewed: the Board's 2016 Orientation schedule, and recommended specific changes to enhance the program (*Doc. 13.A Item 2*); the 2016 Annual Membership Meeting program and evaluations from directors and trustees, and made recommendations regarding the timing, location, and keynote speaker for the 2017 event (*Doc. 13.A Item 3*); and, the 2016 MHLS Board Outreach Memo. *Trustee Services report presented*

Following a brief discussion of the 2016 Board Outreach Memo (*Doc. 13.A.1*), Ms. Sameth moved the committee's recommendation

THAT A MEMORANDUM BE SENT, FOLLOWING THE JANUARY 2017 MHLS BOARD MEETING, FROM THE MHLS BOARD TRUSTEES FROM EACH COUNTY TO THE BOARD PRESIDENTS AND LIBRARY DIRECTORS IN THEIR COUNTY, FOR THE PURPOSES OF INTRODUCTIONS AND OUTREACH TO THE MEMBER LIBRARIES. *2017 Outreach Memo approved*

Mr. Auchincloss seconded the motion. **The motion carried.**

14. NOMINATIONS AND ELECTIONS COMMITTEE REPORT

Ms. Brill, Chair of the Nominations and Elections Committee, Ms. Brill presented the committee's recommendation for the 2017 Slate of Board Officers/Executive Committee member for 2017: *2017 Slate of Officers accepted*

- President Camilla von Bergen
- Vice President Mark Wilson
- Secretary Lisa Baker Brill
- Treasurer Barry Ramage
- Board Member John Dax

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There being no additional nominations from the floor, Ms. von Bergen suggested that the secretary cast a single ballot. Ms. Brill moved and Mr. Auchincloss seconded THAT THE BOARD ACCEPTS THE 2017 SLATE OF OFFICERS/EXECUTIVE COMMITTEE MEMBER, AS PRESENTED. **The motion carried.**

15. UNFINISHED BUSINESS

A. OSC MHLS Procurement Report of Examination

*OSC Audit
completed*

Mr. Sloan informed the Board that the OSC Procurement Report of Examination is now posted as a public document, and that the two findings in the report have been corrected and approved which completes the process.

Mr. Sloan thanked Ms. Vittone, Business Office Manager, for her excellent oversight of System financial records, and the Board commended the Business Office staff for their assistance in facilitating the examination process.

B. Outreach Meeting Dates for 2017

Mr. Sloan informed the Board that the 2017 Outreach Meetings have been scheduled for Wednesday, May 10, at the Hudson Area Association Library, and Wednesday, September 13, at the Kingston Library (*Doc. 15.B*).

*Outreach
meetings
scheduled*

16. NEW BUSINESS

A. Establishment of 2017 Board Committee Assignments

Ms. von Bergen asked the Board to review their 2016 Committee assignments (*Doc. 16.A.1*), and contact her by email (camillav@aol.com) to request any changes. Incoming Board members were asked to review the Committee Objectives and Preliminary Schedule of 2017 Committee Meetings (*Doc. 16.A.2*), and let her know on which committees they wish to serve, taking into account particular areas of expertise and/or interest.

*2017 Board
Committees*

Ms. von Bergen reminded the Board that the System can provide technical assistance for remote participation at committee meetings, upon approval of the Chair of the committee.

B. Executive Session Regarding a Particular Person's Employment

At 11:30 a.m., Ms. von Bergen called for a motion to go into Executive Session regarding a particular person's employment. Ms. Brill moved and Ms. Ment seconded THAT THE BOARD GO INTO EXECUTIVE SESSION REGARDING A PARTICULAR PERSON'S EMPLOYMENT. **The motion carried.**

*Board goes into
Executive Session*

At 11:35 a.m., Ms. Morini moved and Ms. Sameth seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 11:40 a.m., Ms. von Bergen resumed the regular session of the Board and called for a motion to approve the Executive Director's contract. Ms. Brill moved and Mr. Auchincloss seconded THAT THE BOARD AUTHORIZES THE EXTENSION OF THE CONTRACT WITH EXECUTIVE DIRECTOR, TOM SLOAN, AS PRESENTED. **The motion carried.**

16. COMMUNICATION

A. Staff

Ms. Advocate, Assistant Director, reported that:

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- the state has implemented a new focus for public library Early Literacy Programs. Programs must now involve parents or caregivers, and should provide a framework utilizing five learning areas - reading, writing, playing, talking and singing; *Early Literacy program focus change*
- the System is partnering with the Empire State Center for the Book again this year in the Holiday Book distribution of donated books to children, collected through Poughkeepsie Barnes & Noble. Twenty-five to thirty-five libraries and social service organizations will distribute books to children in their communities. *Holiday Book donation to children*

Ms. Aldrich, Coordinator for Library Sustainability, reported that:

- the New York Helping All Trustees Succeed (HATS) program to be adopted for use in MHLS Trustee Education in the coming years was developed through a statewide team of public library system consultants, led by Ms. Aldrich, through a program of the State Library, ILEAD USA. Ms. Aldrich recognized the efforts of Linda Todd, MHLS trustee and former development specialist at the State Library, for her leadership in bringing the ILEAD USA program to New York. *Advocacy News*
- advocacy at the state level will be critical this year. The Governor has called for flat spending and fears are that library aid may be reduced due to dire state budget deficit forecasts. All are urged to respond to calls to action to reach out to our regions' state legislators and the Governor, including action surrounding Library Advocacy Day in Albany which is scheduled for Wednesday, March 1, 2017.
- she has been named Chair of the New York Library Association's Legislative Committee. This committee "serves to represent each of NYLA's constituent groups for the research, monitoring and support or opposition to legislative (including laws, rulings, ordinances, or legal decisions) and funding issues that impact New York's library community, at the local, state and national level."

Mr. Drake, Technology Operations Manager, reported that:

The first phase of the System's three-year Aerohive project has been completed. Libraries with new routers have the ability to generate statistical reports. Phase 2 of the project will begin in early 2017. *Phase 1 of Aerohive project complete*

17. ADJOURNMENT

At 11:50 a.m., Mr. Bickford moved and Ms. Morini seconded THAT THE MEETING BE ADJOURNED. **The motion carried.** *Meeting adjourned*

The next meeting is scheduled for Saturday, January 28, at 10:00 a.m. in the Mid-Hudson Library System Auditorium. Snow date, Saturday, February 4, @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.

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Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2017
by the MHLS Board of Trustees