

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
March 9, 2013**

**PUBLIC HEARING**

At 10:00 a.m., President Hoffmann opened a Public Hearing, as officially required by federal law, for consideration of the System's Children's Internet Protection Act (CIPA) policy. He then asked if there were any comments from member library directors in attendance regarding the proposed policy. There being none, he called for a motion to close the Public Hearing. At 10:05 a.m., Mr. Bickford moved and Ms. von Bergen seconded THAT THE PUBLIC HEARING BE CLOSED. **The motion carried.**

At 10:06 a.m., Board President, Hoffmann called the regular meeting of the board to order in the Auditorium of the Mid-Hudson Library System.

**I. ROLL CALL AND APPROVAL OF AGENDA**

Trustees Present:	John Bickford, Lisa Baker Brill, Bill Conine, Peter Hoffmann, Regina Morini, Roland Patterson, Lynne Ridgeway, Myrna Sameth, Janet Schnitzer, Jim Tuttle Camilla W. von Bergen
Trustees Absent:	Stephen Mac Nish, Martin Miller, Matthew Perry, Caroline Profera
Liaisons:	Tom Lawrence, Director Poughkeepsie Public Library District; Frank Rees, Director Kent Public Library
Staff Present:	Merribeth Advocate, Rebekkah Smith Aldrich, Eric McCarthy, Mike Nyerges, Linda Vittone, Peggy Winn

**II. PRESIDENT'S REPORT**

In his report, President Hoffmann:

- amended the agenda to add Executive Session as Item B. under New Business;
- reported that the financial outlook for the Milton and Marlboro libraries remains bleak following the loss of tax revenue generated by two Newburgh power plants. However, at a meeting with Ulster County district representatives he learned that the Milton Library will be receiving a \$10,000 member item grant to help offset some of their \$19,000 budget deficit;

*President's report  
presented*

- a large contingent of staff and trustees attended Library Advocacy Day, and he is hopeful for some restoration of library funding.

**III. APPROVAL OF MINUTES**

A. Minutes of January

Mr. Tuttle moved and Ms. von Bergen seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED.

**The motion carried.**

*Minutes of January  
accepted*

**IV. TREASURER'S REPORTS**

A. Financial Reports for December/January

Treasurer Morini, reported that she reviewed the December 2012 and January 2013 reports and found them acceptable (BOT-13-03-R1/R1a), Ms. Morini moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR DECEMBER AND JANUARY BE RECEIVED, AS PRESENTED. **The motion carried.** In addition, Ms. Morini reported that the year-end financial report reflected a slightly positive fund balance.

*Financial reports  
received*

**V. REPORT ON PAYMENT OF BILLS**

Mr. Patterson reported that he reviewed the warrant for December and found it acceptable (BOT-13-03-R2).

Mr. Bickford moved and Mr. Tuttle seconded THAT THE WARRANT FOR DECEMBER BE RECEIVED. **The motion carried.**

In the absence of Ms. Profera the warrant for January was tabled.

*December Warrant  
received*

*January Warrant  
tabled*

**VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-13-03 -R3), Mr. Nyerges reported that:

- Library Advocacy Day was well organized and attended thanks to the planning efforts of Ms. Smith Aldrich and RCLS staff. Although representatives in attendance were generally supportive of increased funding for libraries, continued advocacy efforts are needed;
- he, Linda Vittone, Tom Finnigan, and Chris Herron met with Robert Balkind, Acting Commissioner for the Department of Public Works, and Christopher Barclay the Director of Central Services, to discuss the practical details of the System's new fuel contract. *In response to a board query regarding the System's liability for upholding the contract, Mr. Nyerges replied that the county and the System will share responsibility for managing and monitoring procedures.*
- despite the new designation as "First Restorers", it is doubtful that libraries will receive state funds specifically earmarked for the purchase of generators. Therefore, it is prudent to look into possible federal funding sources and continue to lobby for increased Library Construction Grant funds.

*Director's report  
presented*

*Advocacy Day  
successful*

*County fuel contract  
signed*

**VII. OTHER REPORTS**

**A. Liaison Reports**

Mr. Rees, as Directors Association Liaison to the Board, presented his report for February (BOT-13-03-R4) and emphasized that the directors approved the holds override recommendation made by the Resource Sharing Committee.

*Liaison's reports presented*

Following distribution of his March report (BOT-13-03-R 4a), Mr. Rees noted the approval by directors of a mandatory continuing education attendance requirement for collection development; and the April 5, joint meeting of the System Funding Task Force and the System Services Ad Hoc Committees to discuss the feasibility of merging.

*CIPA Policy approved*

**B. Personnel & Planning Committee Report**

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee reviewed the proposed Children's Internet Protection Act Policy (BOT-13-03-R5) and briefly explained the purpose and intent of the Internet filtering protocols therein. In addition, he noted that the policy allows for the override of Internet access restrictions by adults, by request. Following a brief discussion of the policy (BOT-13-03-R5), Mr. Bickford moved and Ms. Morini seconded **THAT THE BOARD APPROVES THE SYSTEM'S CHILDREN'S INTERNET PROTECTION ACT POLICY, AS PRESENTED. The motion carried.**

*Member Surveys to be reviewed*

In reference to the dissemination of the final 2012 MHLS Annual Member Survey reports to directors and board presidents, Mr. Bickford, explained that the reports will be reviewed by the System Services Ad hoc Committee prior to being sent to all participants. The target date for sending out the reports is March 22, following consideration of any additional comments/s from the committee.

*Mr. Lawrence questioned the ethics of releasing comments thought to be anonymous to all survey participants.* Mr. Nyerges noted the legitimacy of this concern and agreed that the System Services Committee should discuss this issue during its review of the reports.

Mr. Bickford noted that input from the committee will be invaluable for the development and dissemination of future surveys.

*Trustee Services report presented*

**C. Trustee Services Report**

Mr. Patterson, Chair of the Trustee Services Committee, referred to the first item discussed by the committee, the revised statement of the committee's charge (BOT-13-03-R6). Following review, *the board suggested that the last sentence be revised to read: The committee "should be" comprised of a representative from each county*".

*MHLS trustee Orientation session planned*

He then reported that the committee has scheduled its next meeting

for June 11, to continue to plan a *Trustee Review and Orientation Session* scheduled for July 10, following the Board meeting.

System staff will assist in facilitating the program.

*The board agreed with the need for orientation for new trustees and a procedural review for seated board members and suggested that yearly sessions be held following January board meetings.*

Following review of the committee's recommendation regarding a new continuing education qualification for System trustees, Ms. Brill moved and Ms. Morini seconded THAT THE BOARD APPROVES REFERRAL OF THE COMMITTEE'S RECOMMENDATION FOR A NEW QUALIFICATION FOR SERVICE ON THE MID-HUDSON BOARD TO THE BYLAWS, POLICY & PROCEDURES COMMITTEE FOR REVIEW. **The motion carried.**

*Bylaws committee to review recommendation*

D. Incentives Committee Report

In the absence of Ms. Profera, Chair of the Incentives Committee, Ms. Smith Aldrich reported that the committee reviewed the priorities for ranking Construction Grant applications and the criteria for eligibility as an economically disadvantaged community (BOT-13-03-R67) and reached a consensus electronically to recommend that no changes be made to the current criteria.

*Incentives Committee report presented*

Following a brief review of the ranking priorities and criteria for eligibility as an economically disadvantaged community, Ms. Morini moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES THE RANKING PRIORITIES AND CRITERIA TO IDENTIFY AN ECONOMICALLY DISADVANTAGED COMMUNITY FOR CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED. **The motion carried.**

**VIII. COMMUNICATION**

A. Board Members

Ms. Schnitzer reported that

- she met with several board members of the Clavarack Library and discussed financial concerns in regarding their ongoing building project;
- a candy shop in Hudson has begun making and giving out chocolate bars with information on the wrappers about the Hudson Area Association Library;
- the Hudson Children's Book Festival will be held on Saturday, May 4, at the Hudson Senior/Jr. High School from 10:00 a.m. to 4:00 p.m. The event is now the largest of its kind in New York State.

*Hudson Book Festival scheduled*

Ms. Morini reported that she attended a "Freedom of Information Workshop" in Mahopac, presented by Robert Freeman that was interesting and informative. Mr. Freeman questioned "Robert's Rules", especially in regard to what constitutes reasons for

*Freedom of Info workshop attended*

## Minutes, MHLS Board of Trustees Meeting, Saturday, March 9, 2013, p.5

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Executive Sessions.

### B. Staff

Ms. Advocate, Outreach & Continuing Education Coordinator reported that current projects include:

- working with libraries to develop community partnerships to promote all aspects of literacy including: early, digital, family and adult;
- facilitating roundtables and recommending Webinars to help promote Summer Reading programs;
- assisting libraries to complete their 2012 Annual Reports.

*Outreach/CE.  
Activities reported*

Ms. Smith Aldrich, Coordinator of Library Growth & Sustainability reported that:

- reported on the status of special district conversions amongst member libraries;
- updated the board on the lawsuit filed against the Phoenicia Library regarding the rebuild project on Main Street;
- shared that a new service is about to be launched for member libraries, "LibraryAware", to help save staff time and money in producing promotional materials both print and electronic.

*Special District status*

*Print materials  
available online*

Mr. McCarthy, Automation Coordinator, informed the Board that:

- twenty-two libraries have been trained on the new ILS interface. It is expected that all libraries will have received training prior to the April 1. Migration to Sierra will take place April 23;
- feedback from libraries has been positive on the new interface, and it is anticipated that the transition will go smoothly;
- a new catalog enhancement, "NoveList Select" has been purchased with Central Library Development Aid Funds. This product will provide users with reading suggestions based on recommendations from librarians.

*migration training  
underway*

## **IX. UNFINISHED BUSINESS**

### A. May Board Meeting

President Hoffmann reminded the board that the Saugerties Public Library has extended an invitation to host the May 9, meeting. He then asked for a motion to accept the invitation. Ms. Brill moved and Ms. Morini seconded THAT THE BOARD ACCEPTS THE SAUGERTIES PUBLIC LIBRARY'S INVITATION TO HOST ITS MAY 9, MEETING. **The motion carried.**

*Saugerties to host  
May meeting*

## **X. NEW BUSINESS**

### A. Certification of Expenditure of 2012 Central Library Book Aid Funds

Mr. Lawrence explained that separate certification is required from

*CL 2012 Book Aid  
Funds certified*

this board by the state that the 2012 Central Library Book Aid Funds were totally expended for adult non-fiction or foreign language materials in print, microform, or digital format. This having been verified in his letter (BOT-13-03-NB1), Mr. Tuttle moved and Mr. Bickford seconded THAT THE BOARD ACCEPTS CERTIFICATION THAT THE CENTRAL LIBRARY'S 2012 BOOK AID FUNDS HAVE BEEN TOTALLY EXPENDED, AS REQUIRED BY LAW. **The motion carried.**

B. Executive Session

*Board goes into  
Executive Session*

At 11:45 a.m., President Hoffmann called for a motion to go into Executive Session to discuss an employee's job performance at the Mid-Hudson Library System. Ms. Morini moved and Mr. Bickford seconded THAT THE BOARD GO INTO EXECUTIVE SESSION. **The motion carried.** Only board members were present.

At 12:20 p.m., Mr. Conine moved and Mr. Bickford seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

President Hoffmann reported that there were no actions were taken during Executive Session.

**XI. ADJOURNMENT**

At 12:21 p.m., Mr. Patterson moved and Mr. Bickford seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Wednesday, May 8 at 10:00 a.m. at the Saugerties Public Library*

Respectfully submitted by

Lisa Baker Brill  
Secretary

Approved 2013  
by the MHLS Board of Trustees

