

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
March 10, 2012**

Mr. Hoffmann, Board President, called the meeting to order at 10:05 a.m. in the Auditorium of the Mid-Hudson Library System.

**OATH OF OFFICE**

Ms. Winn administered the 2012 Oath of Office to trustees not in attendance at the January 24, meeting.

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

Trustees Present: John Bickford, Lisa Baker Brill, Bill Conine, Jean Ehnebuske, Peter Hoffmann, Stephen Mac Nish, Martin Miller, Michael Minor, Regina Morini, Roland Patterson, Matthew Perry, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District; Erica Freudenberger, Director Red Hook Public Library

Staff Present: Merribeth Advocate, Rebekkah Smith Aldrich, Mike Nyerges, Linda Vittone, Peggy Winn

**II. PRESIDENT'S REPORT**

In his report, President Hoffmann informed the board that:

- Advocacy Day was very successful and a large contingency from Mid-Hudson attended, however; continued advocacy is needed on both local and state levels in support of increased funding for libraries;
- it is important to increase board to board visits at member libraries to interact with trustees as System county representatives.

*President's report presented*

**III. APPROVAL OF MINUTES**

A. Minutes of January

Mr. Patterson moved and Ms. Morini seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED. Ms. Brill, Ms. Profera, Ms. Schnitzer, and Messrs. Bickford, Conine, Miller and Tuttle abstained. **The motion carried.**

*Minutes of January accepted*

**IV. TREASURER'S REPORTS**

*Financial reports received*

**A. Financial Reports for December/January**

Mr. Patterson reported that the 2011 year-end financial report reflects a positive year-end fund balance. Ms. Vittone, Business Office Manager, clarified the amount in the budget adjustment as \$130,000. Mr. Nyerges informed the board that the System will address unrestricted fund balances greater than \$150,000 and revise the 2012 budget in the coming months. *The board suggested that it would be helpful if a year-end budget synopsis be distributed in the future.*

Following confirmation that Mr. Patterson found the January 2012 report acceptable (BOT-12-03-R1/R1a), Mr. Patterson moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR DECEMBER AND JANUARY BE RECEIVED, AS PRESENTED. **The motion carried.**

**V. REPORT ON PAYMENT OF BILLS**

Mr. Miller reported that he reviewed the warrant for January and found it acceptable (BOT-12-03-R2).

*Warrants received*

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

Ms. Profera reported that she reviewed the warrant for February and found it acceptable (BOT-12-03-R2a).

Ms. Profera moved and Mr. Mac Nish seconded THAT THE WARRANT FOR FEBRUARY BE RECEIVED. **The motion carried.**

**VI. DIRECTOR'S REPORT**

*Director's report presented*

In addition to his written report (BOT-12-03 -R3), Mr. Nyerges reported that:

- there is reason to be hopeful that there will be some restoration of library funds based on positive input from local representatives and the combined efforts of the newly formed Senate Select Committee on Libraries and other state-wide advocacy contingencies;
- Ms. Smith Aldrich is to be congratulated for the planning and organization of Advocacy Day;
- the impact of the new delivery contract on the System's budget, and how to reduce fees for member libraries will be topics for discussion at the next Funding Task Force meeting;
- the Personnel & Planning Committee will review staffing issues that will affect the 2013 budget at its next meeting;
- the new Automation Supervisor, Eric McCarthy, will begin on Monday, March 12. Staff has planned an orientation process to ensure a smooth departmental transition;
- no date has been decided for the Ad hoc Direct Access Planning Committee to revise its Direct Access Plan to

*Advocacy Day successful*

*Funding Task Force discussions*

*Tech Supervisor to begin*

comply with Commissioner's Regulations. The revised Plan will require approval by the Directors Association and this board;

- the System would like to continue to work with Hudson River Transport to provide its delivery service; however, an equitable decision on fuel surcharge costs must be reached. Mr. Finnigan, Shipping Supervisor, will continue to follow-up with the Dutchess County Office of Planning to determine eligibility for county fuel usage;  
*A lengthy discussion ensued regarding the importance of examining all options for delivery service to cut costs, in light of the anticipated changes in formats and individual library needs.* Mr. Nyerges assured the board that all feasible delivery models to cut costs and maintain efficiency are being examined and agreed that a shorter contract term (2-3 years) would be prudent.
- the LSTA grant, *Building Your Base: From the Inside Out* has been submitted however, along with this year's Summer Reading Mini-Grant proposal, requires board review and Authentication.

*New delivery contract needed*

## **VII. OTHER REPORTS**

### **A. Liaison Reports**

Ms. Freudenberger, as Directors Association Liaison to the Board, presented her reports (BOT-12-03-R4/4a), and emphasized that all of the member libraries have submitted their Annual Reports and, it was voted that libraries will be charged for increasing their eBook collections on a sliding scale based on usage to accommodate smaller libraries.

*Liaison's reports presented*

### **B. Incentives Committee Report**

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on February 22, and reviewed and revised the priorities for ranking Construction Grant applications and determined the criteria for eligibility as an economically disadvantaged community.

*Incentives Committee report presented*

Following review of the revised ranking priorities, Ms. Profera moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE REVISED RANKING PRIORITIES FOR CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED.

*Ranking priorities approved*

#### **The motion carried.**

Ms. Profera then explained the criteria the committee recommends to identify an economically disadvantaged community (BOT-12-03-R5).

*Economically disadvantaged criteria clarified/approved*

Following a brief review of the free and reduced student lunch eligibility chart and poverty data of the member library school districts by towns/cities, Mr. Nyerges clarified the percentages for the criteria as follows:

- 1) a political subdivision within which **15%** or more of the

population is living in poverty as shown on the latest federal census;

- 2) a public school district within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is **40%** or more for at least one month during the 12 months prior to the date of filing of the grant application;
- 3) a political subdivision as described in #1 within which **10%** or more of the population is living in poverty and a public school district as described in #2 within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is **30%** or more.

Mr. Bickford then moved and Mr. Tuttle seconded THAT THE BOARD APPROVES THE CRITERIA FOR DETERMINING ELIGIBILITY AS AN ECONOMICALLY DISADVANTAGED COMMUNITY, AS PRESENTED. **The motion carried.**

### **VIII. COMMUNICATION**

#### **A. Board Members**

Mr. Miller reported that the Patterson Library will be ready to open by the end of March with 10,000 additional square feet available for library and office space, and thanked Ms. Smith Aldrich for planning and organizing Advocacy Day.

*Renovated Patterson Library to open*

Mr. Tuttle reported that AnnaLee Giraldo has been appointed the new Director of the Kinderhook Memorial Library. Ms. Giraldo is from the Albany Public Library System and was the first Manager of the Arbor Hill Library.

*Kinderhook hires Director*

Mr. Minor reported that he recently attended the Ulster County Directors Association meeting and encouraged attendance at county meetings as well as member board meetings.

*County meeting attendance encouraged*

Ms. Morini reported that she and Ms. Ehnebuske attended the Brewster Public Library board meeting, and invited the board to attend the Putnam County Libraries Association Annual Meeting on March 12 at 8:30 p.m. at the Mahopac Public Library with featured speaker the author of "This Book is Overdue".

*PCLA Annual Meeting*

Ms. Ehnebuske thanked Ms. Smith Aldrich for her 414 consultations with the Brewster Library, and reported that:

*Financial review clarified*

- a Patterson Library trustee has prepared a document that clarifies the terminology and process of reviewing financial reports entitled "15 Minute Financials" that other boards may wish to replicate;
- National Library Week is April 8-14, and a Proclamation (available online) that proclaims the value of libraries, can be printed or replicated for distribution and reading by county officials at meetings to affirm the importance of

*National Library Week*

libraries in their communities before or after April 8.

Ms. Schnitzer thanked the board for their condolences during her recent bereavement and reported that:

- the Hudson Area Association Library's Annual Meeting is on Wednesday evening, and focus groups are being organized to determine how to use the library's new space;
- the Hudson Children's Book Festival will be held at the Hudson Junior/Senior High School on May 5<sup>th</sup> from 10:00 a.m. to 4:00 p.m.. The event affords a fabulous opportunity to meet children's book authors.

*HAAL Annual Meeting*

*Children's Book Festival in May*

Ms. Sameth reported that the Saugerties Friends Group is hosting an Ice Skating party today for children, who have been asked to dress in literary costumes, and a Book Sale on June 2.

*Saugerties events noted*

**B. Staff**

Mr. Nyerges reported that the Ulster County Library Association is participating in a library Renegades Baseball event on June 30. Tickets are available online for the event, and proceeds will benefit libraries.

*Baseball event scheduled*

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

- Advocacy Boot Camp sessions were held for frontline staff and trustees. Attendance from the MHLS board is encouraged at the last trustee session, which will be held in April at the Starr Library in Rhinebeck;
- the "10 Things Online" learning program, through the Building your Base Online LSTA grant, is ongoing and well received. It is critical for all MHLS representatives, including trustees, to be well versed in using the MHLS Digital Download Center and encouraged each trustee to have hands-on experience with downloading an eBook.

*Advocacy Boot Camp session*

*Digital Download training available*

Ms. Advocate, Outreach & Continuing Education Coordinator reported that Tom Lawrence, the Director of the Pawling Library and herself are part of a committee to define digital standards for New Yorkers. The committee will explore the best ways to help develop digital capacities and design a curriculum to help library staff build these skills. A certificate will be issued by the Department of Labor upon completion of courses.

*Digital standards being defined*

**C. Visitors**

Mr. Lawrence reported that:

- the Friends of the PPLD was recognized by the Association of Library Trustees, Advocates, Friends and Foundations (ALATFF) for their programs during National Friends of Library Week last October and awarded a \$250 check;
- the Dutchess County Public Library Trustee dinner is on

*Friends Group honored*

*DCPL Trustee dinner*

Wednesday, April 18, at the Rhinecliff Hotel. Dutchess County Executive, Marc Molinaro, will speak;

- the Central Library's traveling "Fine Romance" exhibit was exceptionally well attended over the five weeks of the program.

*Exhibit well attended*

*Literary Festival planned*

Ms. Freudenberger reported that the Red Hook Public Library is having a Literary Festival on April 14, from 10:00 a.m. to 5:00 p.m. headlined by John Sales. An evening fundraiser of Latin Dance will follow.

*Patterson to host May meeting*

**IX. UNFINISHED BUSINESS**

A. May Board Meeting

President Hoffmann reiterated the invitation extended by the director, board and staff of the Patterson Library to host the May 9 meeting. Following a vote, Mr. Miller moved and Mr. Mac Nish seconded THAT THE BOARD ACCEPTS THE PATTERSON LIBRARY'S INVITATION TO HOST ITS MAY 9 MEETING.

**The motion carried.** *A request was made that the Executive Director consider the feasibility of conducting remote meetings, after examining both technical and legal implications.*

*Annual report reviewed/accepted*

**X. NEW BUSINESS**

A. Review/Acceptance of 2011 Annual Report

There being no discussion of the 2011 Annual Report forthcoming (BOT-12-03-NB1), Mr. Patterson moved and Mr. Tuttle seconded THAT THE BOARD HAS REVIEWED AND ACCEPTS THE 2011 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

B. Authentication of LSTA Grants

Mr. Nyerges informed the board that this year's Building Your Base Project "Building Your Base: From the Inside Out", grant has already been submitted to the state. Ms. Smith Aldrich reported that the grant will focus on the professional development of library administrators in the area of advocacy leadership. Ms. Sameth then moved and Mr. Mac Nish seconded THAT THE BOARD AUTHENTICATES THE SYSTEM'S LSTA GRANT APPLICATION FOR THE BUILDING YOUR BASE: FROM THE INSIDE OUT PROJECT, AS PRESENTED. **The motion carried.**

*LSTA Grants authenticated*

Following a brief review of the Summer Reading Mini-Grant abstract, Mr. Tuttle moved and Ms. Schnitzer seconded THAT THE BOARD AUTHENTICATES THE SYSTEM'S SUMMER READING MINI-GRANT PROGRAM, AS PRESENTED. **The motion carried.**

*CL Budget approved*

C. Approval of Central Library Budget Application

Mr. Lawrence briefly reviewed the 2012 Central Library Development Aid (CLDA) and Central Book Aid (CBA) budget narratives (BOT-12-03-NB3), and confirmed that it has been

