

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 13, 2011**

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

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Lisa Baker Brill, Peter Hoffmann, Stephen Mac Nish, Michael Minor, Roland Patterson, Matthew Perry, Caroline Profera, Janet Schnitzer, Jim Tuttle

Trustees Absent: Bill Conine, Jean Ehnebuske, Martin Miller, Patricia Miller

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

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

Others Present: Myrna Sameth, Saugerties Public Library Trustee/candidate for MHLS board, MHLS Retirees, Susan DiLorenzo, Mary Keelan, Frank Van Zanten

*President's report
presented*

II. PRESIDENT'S REPORT

President Tuttle welcomed the board to the meeting and introduced, Myrna Sameth, Saugerties Public Library trustee. He then turned the meeting over to Mr. Minor, member of the Nominations and Elections Committee, who called for additional candidates for the position. There being none, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE NOMINATIONS BE CLOSED. **The motion carried.** President Tuttle then asked for a motion to appoint Ms. Sameth to complete the remainder of the fourth year of a term vacated by Sally Rhoads. Ms. Baker-Brill moved and Ms. Profera seconded THAT THE BOARD APPOINTS MYRNA SAMETH TO COMPLETE THE REMAINDER OF THE FOURTH YEAR OF A TERM VACATED BY SALLY RHOADS. **The motion carried.**

III. APPROVAL OF MINUTES

A. Minutes of May Meeting

Mr. Patterson moved and Mr. Hoffmann seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED. **The motion carried.**

*Minutes of May
accepted*

B. Minutes of Executive Committee Meeting

Minutes deferred

Review of the Minutes of the Executive Committee was deferred to Item A. under New Business.

IV. TREASURER'S REPORTS

Financial reports received

Mr. Patterson reported that he reviewed the monthly financial reports for April and May and found them acceptable (BOT-11-07-R1/1a). Following a brief review of the May disbursements, Ms. Profera moved and Mr. Hoffmann seconded THAT THE FINANCIAL REPORTS FOR APRIL AND MAY BE RECEIVED. **The motion carried.**

V. REPORT ON PAYMENT OF BILLS

Warrants received

Mr. Minor reported that he reviewed the warrant for May and found it acceptable (BOT-11-07-R2). Mr. Hoffman moved and Ms. Profera seconded THAT THE WARRANT FOR MAY BE RECEIVED. **The motion carried.**

Ms. Brill reported that she reviewed the warrant for June and found it acceptable (BOT-11-07-R2a). Mr. Mac Nish moved and Mr. Patterson seconded THAT THE WARRANT FOR JUNE BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

Director's report presented

In addition to his written report (BOT-11-07-R3), Mr. Nyerges reported that:

- he is happy to welcome the addition of new Ulster County representative, Myrna Sameth to the board;
- the figures represented in the preliminary 2012 budget are tentative and based on information currently available;
- member assessments are projected as per the 2010 agreement;
- although no municipalities are currently required to set aside funds to meet the expected costs for other post retirement benefits (OPEB), the System will continue its proactive approach of addressing this issue to monitor future budgetary impact;
- development of the new 2012-2017 Plan of Service has been a consensus effort between System staff and the member libraries. It is anticipated that the Directors Association will give its full approval and that the final document will be presented to this board for approval in September;
- the process of reviewing job descriptions and staff salaries is underway. Completion is anticipated by October 1.
- the issue presented to the board regarding health benefit contributions by employees who retired prior to 2006 remains open to discussion;
- System staff is heavily invested in working with member

libraries to empower them to do what is necessary to ameliorate the impact of the new tax cap legislation;

- Although the System has complied to the new IRS ruling regarding reimbursement for non-prescribed over-the-counter drugs under its Flexible Spending Account Plan since January, board approval of this amendment is required;
- Phase I of the System's capital repair project will begin in the Fall to address parking lot safety issues. It is hoped that Construction Grant funds will defer some of the cost of necessary repairs to the auditorium.

VII. OTHER REPORTS

A. Liaison Reports

Ms. Freudenberger, as Directors Association Liaison to the Board, presented her reports (BOT-11-07-R4/4a). In addition, she informed the Board that the big issues for libraries are how tax cap legislation will impact them, and how to submit successful Construction Grant applications. She also noted that the member libraries are anticipating the new Online Public Access Catalog (OPAC).

Liaison reports presented

B. Finance Committee

Mr. Patterson, Chair of the Finance Committee, reported that the committee met on June 23, and reviewed a draft of the preliminary 2012 budget and estimated expense and fund balance projections for 2013 and 2014 (BOT-11-07-R5). Factors shaping the preliminary 2012 budget and beyond are enumerated in the Executive Director's report (BOT-11-07-R3).

Preliminary budgets reviewed

Mr. Lawrence, as Directors Association Liaison, noted that the unrestricted fund balance figures, as presented in the budget projections (BOT-11-07-R5), far exceed the \$150,000 figure agreed upon by the Directors Association.

The Board emphasized that the restricted fund amounts listed in the preliminary budgets do not necessarily reflect the final figures, and that the Finance Committee will be reviewing the budget periodically and continue to cooperate fully with the Directors Association to ensure member fees remain equitable.

Budget figures preliminary

Mr. Bickford thanked the Finance Committee for their efforts to provide this preliminary budget information in an efficient and timely manner.

C. Planning & Personnel Committee

Mr. Bickford, Chair of the Planning & Personnel Committee, reported that the committee met on June 28, and July 12, and addressed the following issues;

Planning & Personnel Committee report

- Plan of Service: the committee agreed to include verbiage that mandates board to board visits and specifies evaluation methods to measure the progress of

meeting the Plan's goals;

- Member Assessment Survey: the committee revised the form and included questions about the Executive Director's performance;
- Executive Director's Evaluation: the committee revised the form to correspond with Mr. Nyerges' job description;
- Salary Review: the committee discussed the process for review of employee job descriptions and compensation.

Mr. Bickford thanked System staff for their excellent work on the development and creation of the new Plan of Service.

D. Executive Committee Report

The Executive Committee report was deferred to Item A. under New Business.

VIII. COMMUNICATION

A. Board

Mr. Minor thanked System staff and the member libraries for their ongoing support for the Phoenicia Library following the fire at the facility. He commended their efforts and the sense of community that has been shown.

System thanked for aid to Phoenicia Library

B. Staff

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

- Construction Grants to member libraries in the last funding cycle were 46% higher, totaling over \$762,000, given that other Systems in the state could not use all of their money. The new cycle has started. Members are currently working on their applications. Grant applications will be ready for review by the Incentives Committee towards the end of August.
- the Gates Opportunity Online Broadband Grant Program has wrapped up. The program afforded a great opportunity for the 14 participating libraries to address their internet connectivity levels and plan for sustainably funding connectivity in the future. MHLS staff are planning to focus more attention on all member libraries' broadband capacity in order to help libraries assess current options and plan for the future with the aim of helping libraries maintain their viability as the #1 point of Internet access for people who cannot afford home access.

Construction Grant applications underway

Ms. Shedrick, Automated Systems Manager, reported that: the Directors Association approved the new OPAC which will be ready on August 1, and will have a new look, feel and features; Integrated Interfaces, Inc. (III) will release a new

New OPAC to be launched

version of its Automation System early next year. A work group from the Directors Association will investigate possible migration.

Ms. Advocate, Outreach & Education Coordinator, reported that over one third of the member libraries have received Summer Reading Program mini-grants of between \$300-\$450. This year's program has provided a unique opportunity for libraries to try new ideas in their communities; focus groups, such as the one recently held in Woodstock, provide vital information on the future direction for libraries; the hands-on workshops and consultations provided by System staff on how to add content to their System managed Web sites as well as on related security features have been very well attended and received.

Summer Reading Program underway

Focus groups praised

Web workshops well received

C. Visitors

Mr. Lawrence thanked Frank Van Zanten and the Friends of the Poughkeepsie Public Library District, for the enormous success of their recent book sale that netted \$70,000 for the library.

Friends Book sale successful

Mr. Tuttle introduced System retirees Sue DiLorenzo, Frank Van Zanten and Mary Keelan. Ms. Keelan introduced herself and distributed a document outlining the specifics surrounding a request that the board address the issue of health insurance contributions of employees who retired before 2006 (*appended to file*).

Retirees make request

President Tuttle thanked Ms. Keelan for sharing the information and summarizing the concerns of the group.

IX. UNFINISHED BUSINESS

A. Approval of Direct Access Plan

Direct Access Plan approved

Mr. Nyerges reported that the Direct Access Plan (BOT-11-07-UB1) has been approved by the Directors Association and the Personnel and Planning Committee and requires full board approval. Following review of the purpose and intent of the Plan as well as what constitutes a library's right to impose lending restrictions, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE SYSTEM'S DIRECT ACCESS PLAN, AS PRESENTED. **The motion carried.** Mr. Minor abstained.

X. NEW BUSINESS

A. Material Modifications to Flexible Spending Account Plan

Amendment to Spending Plan

Mr. Nyerges explained that the IRS mandated amendment regarding reimbursement for non prescribed over-the-counter drugs through the System's Flexible Spending Account Plan was implemented January 1 however, we learned on June 29 the amendment required board approval by June 30. Therefore, the Executive Committee met by telephone and passed a resolution

(BOT-11-07-NB1) to this effect.

Minutes Approved

Mr. Tuttle then moved and Mr. Patterson seconded THAT THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF JUNE 30, 2011 BE APPROVED. **The motion carried.**

Mr. Tuttle then asked the full board to endorse the resolution passed in Executive Session. Mr. Hoffmann moved and Ms. Brill seconded THAT THE BOARD ENDORSES THE EXECUTIVE COMMITTEE'S ADOPTION OF THE MATERIAL MODIFICATION AMENDMENT TO THE SYSTEM'S FLEXIBLE SPENDING ACCOUNT PLAN, AS PRESENTED. **The motion carried.**

Resolution endorsed

Mr. Bickford requested that the Executive Director and/or the Bylaws Committee review the Open Meeting Law in regard to the legality of the conduct of telephone meetings to pass a resolution.

XI. ADJOURNMENT

At 12:01 Mr. Minor moved and Mr. Hoffmann seconded that the meeting be adjourned.

The next meeting is scheduled for Wednesday, September 14, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Janet R. Schnitzer
Secretary

Approved 2011
by the MHLS Board of Trustees