

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 11, 2011**

Jim Tuttle, Board President, called the meeting to order at 10:05 a.m. in the Karen A. Garafalo Cultural Center of the Philmont Public Library.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Lisa Baker Brill, Jean Ehnebuske, Stephen Mac Nish, Martin Miller, Patricia Miller, Michael Minor, Caroline Profera, Janet Schnitzer, Jim Tuttle

Trustees Absent: Bill Conine, Peter Hoffmann, Roland Patterson

Liaisons: Erica Freudenberger, Manager, Red Hook Public Library

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

Others Present: Sally Alderdice, Director Clavarack Library; Janet Huen, Assistant Director, PPLD; Karen Garafalo, Director Philmont Public Library, Lauren Muffs, Assistant Director, PPLD; Matthew Perry, Board President, Philmont Public Library/ MHLS Board Candidate

II. PRESIDENT'S REPORT

In his report, President Tuttle:

- called for a motion to amend the Agenda to include review of the 2011-2012 State Aid Budget application. Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD AMENDS THE AGENDA TO INCLUDE REVIEW OF THE 2011-2012 STATE AID BUDGET APPLICATION. **The motion carried.**
- thanked Karen Garafalo, Director of the Philmont Public Library, for hosting the meeting;
- introduced and welcomed, Matthew Perry, Board President of the Hudson Area Association Library, and requested Pat Miller, Chair of the Nominations and Elections Committee, to confirm that there were no additional candidates to fill the Columbia County board vacancy. There being none, Mr. Tuttle called for a motion to appoint Matthew Perry to complete the remainder of the second year of a 5-year term vacated by Steve Benson. Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD APPOINTS MATTHEW

*President's report
presented*

*Matthew Perry
appointed to board*

PERRY TO COMPLETE THE REMAINDER OF THE SECOND YEAR OF A FIVE-YEAR TERM VACATED BY STEVE BENSON. **The motion carried.**

III. APPROVAL OF MINUTES

Following clarification of the location of a meeting mentioned under Communications Item A. as being “the Mahopac Library Computer Center”, Mr. Minor moved and Ms. Profera seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED, AS AMENDED. **The motion carried.**

Minutes of March accepted

IV. TREASURER’S REPORTS

In the absence of Board Treasurer, Patterson, President Tuttle briefly explained the breakdown of the receipts and disbursements in the March report (BOT-11-05-R1b). Following review Mr. MacNish moved and Ms. Profera seconded THAT THE FINANCIAL REPORTS FOR JANUARY, FEBRUARY and MARCH BE RECEIVED. **The motion carried.**

Financial reports received

V. REPORT ON PAYMENT OF BILLS

Mr. Mac Nish reported that he reviewed the warrant for March and found it acceptable (BOT-11-05-R2).

Ms. Ehnebuske reported that she reviewed the warrant for April and found it acceptable (BOT-11-05-R2a). Mr. Bickford moved and Ms. Profera seconded THAT THE WARRANTS FOR MARCH/APRIL BE RECEIVED. **The motion carried.**

Warrants received

VI. DIRECTOR’S REPORT

In addition to his written report (BOT-11-05-R3), Mr. Nyerges reported that:

Director’s report presented

- Mid-Hudson’s inclusive, thorough planning process for their Plan of Service has gained recognition at the state-level;
- the Direct Access Plan has been reviewed and approved by the Directors Association, as well as by the board’s Planning and Personnel Committee. Full board approval of the document will be requested at the July meeting;
- due, in part, to the advocacy efforts of staff and board members, the state partially restored funding for libraries. The system now anticipates ending the year in the black;
- it is possible that the state will launch a pilot project to examine the feasibility of consolidating the existing dual format of the Annual Report to the State Comptroller and the Division of Library Development;
- the Central Library will provide a detailed account of the materials purchased with Book Aid Funds in next year’s budget;
- hopefully language will be included in the property tax cap legislation that school district and special district

libraries will have their own 2% tax cap and not be limited by the municipality or school district 2% tax cap;

- it is expected that comments submitted by the library community for the development of a new state-wide plan for library services will be posted online by the Regents Advisory Council;
- budgetary restraints may necessitate waiting until the July review of the budget before starting and/or completing maintenance work on the auditorium and parking lot;
- a comparison of salary ranges for similar positions will be conducted before making decisions regarding staff pay increases;
- staff will again meet with union representatives in the fall to begin negotiations for a 2012 contract;
- key findings from a state survey on the benefit of consolidating local government agencies found that residents prefer sharing rather than merging services, especially when there are concerns of local control.

VII. OTHER REPORTS

A. Liaison Reports

In addition to her written report (BOT-11-05-R4), Ms. Freudenberger, as Directors Association Liaison to the board, informed the board that the Phoenicia Library, under the capable direction of Tracy Priest, has moved to a temporary location following the fire at the library. In addition, she reported that, in her absence at the May meeting, Mr. Lawrence prepared the May report (BOT-11-05-R4a).

*Liaison report
presented*

B. Trustee Services Committee Report

Ms. Ehnebuske, Chair of the Trustee Services Committee, reported that the committee met on April 14, and discussed the items detailed in her report (BOT-11-05-R5).

*Trustee Services
report presented*

C. Planning and Personnel Committee Report

Mr. Bickford, Chair of the Planning & Personnel Committee, reported that the committee met on May 2, and reviewed the input from the focus groups for the Plan of Service, and on May 5, to review the final draft of the Direct Access Plan that was approved by the Directors Association (*print copies distributed to board*). He stated that the committee had no major issues with the document and made no substantial changes. The committee will meet again on June 28, and July 12, to continue review of the Plan, before presentation to the full-board for approval in September.

In addition, Mr. Bickford noted that the Planning & Personnel Committee will meet during the coming months to review the employee salary structure and job descriptions, and to initiate the assessment of system services survey, and the Executive

*Planning & Personnel
Committee report*

Director's evaluation.

VIII. COMMUNICATION

A. Board Members

Mr. Minor informed the board that:

*Support sought for
Phoenicia Library*

- thanks to ongoing support from the Ulster County Library Association, the local community, and the member libraries the Phoenicia Library is still operational, and encouraged libraries and individuals to continue to support the library, in any way possible;
- although the Town of Esopus' Foundation Endowment Fund has been contributing to the support of the library and its capital projects, the Town of Esopus Library is considering starting a new fund to encourage direct donations to the library to help defray operation costs;
- it is in the best interest of library boards to encourage younger trustees to become members.

Ms. Schnitzer informed the board that:

Book Fair successful

- although attendance at this year's Hudson Children's Book Fair was down, it was a wonderful event and more books were sold;
- conflicting articles – one regarding Questar building new book shelves for the Hudson Area Association Library, the other about the need for the library to relocate, are indicative of the ongoing controversy surrounding the issue of whether to renovate the existing library building, at great cost, or find another site;
- she is thrilled that Matthew Perry has joined this board to share his input on issues.

*Library building
controversy*

Ms. Ehnebuske informed the board that the American Library Association's 2011 National Library Legislative Day event was held on May 10, in Washington, D.C., and encouraged the board to contact legislators before May 13, about the importance of libraries, using their direct website link.

*Advocacy efforts
important*

B. Staff

Ms. Smith Aldrich updated the board as to the System's support of the Phoenicia Library in light of the fire that destroyed the facility, as well as on the libraries pursuing sustainable funding this year, in particular the Clinton, LaGrange and Brewster libraries that do not currently have a public budget vote. In addition, she alerted the board to a legislative priority being promoted by NYLS to exempt public libraries from the MTA payroll tax.

Library votes sought

Ms. Shedrick informed the board that registration for all three of the scheduled "Laptop Lab" sessions, funded by the Building Your Base Online Grant, filled up in one day.

Workshops filled

Ms. Advocate informed the board that: the hands-on Library Website workshops for libraries with system managed websites have been very well received; attendance at three major school and public library partnership events held in Dutchess, Putnam and Ulster counties, greatly increased from last year; an enormous increase in library usage is projected over the summer months, due to the current economic climate.

*Library usage
expected to increase*

IX. UNFINISHED BUSINESS

A. Executive Committee Member

Ms. Miller, Chair of the Nominations and Elections Committee, announced that Martin Miller has agreed to take Steve Benson's seat on the Executive Committee for the rest of 2011.

*Executive committee
seat filled*

X. NEW BUSINESS

A. MHLS 2011-2012 State Aid Budget Application

Mr. Nyerges informed the board that the 2011-2012 budget application (BOT-11-05-NB1) reflects state revenue in the amounts required by statute rather than the amounts the system expects to receive. Following this explanation, Mr. MacNish moved and Mr. Minor seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE SYSTEM'S 2011-2012 STATE AID BUDGET APPLICATION, AS PRESENTED. **The motion carried.**

*State Aid Budget
accepted*

B. Central Library Budget Application

In the absence of Mr. Lawrence, Ms. Muffs, Assistant Director of the Poughkeepsie Public Library District, explained the reference services provided to the member libraries by the Central Library, and informed the board that the library's goal for this year is to examine and weed medical reference materials at the member libraries.

The board emphasized the importance of establishing criteria for eliminating reference materials. Following discussion the consensus was that library staff is ultimately responsible for collection development decisions. Mr. MacNish then moved and Bickford seconded THAT THE BOARD APPROVES THE CENTRAL LIBRARY DEVELOPMENT AID BUDGET FOR 2011, AS PRESENTED. **The motion carried.**

CL Budgets approved

Mr. Nyerges explained that it is required under Commissioners Regulations that this board review and certify that Central Library Book Aid Funds have all been expended on adult non-fiction and foreign language materials. Following this explanation, Mr. MacNish moved and Mr. Bickford seconded THAT THE BOARD CERTIFIES THAT THE 2010 BOOK AID FUNDS HAVE BEEN TOTALLY EXPENDED, AS DESIGNATED. **The motion carried.**

*Central Book Aid
certified*

Ms. Advocate informed the Board that the system is expected to receive \$12,000 of LSTA grant funds to help member libraries promote their Summer Reading Programs. Following a brief review of the application criteria for submitting a successful mini-grant proposal (BOT-11-05-NB2), Mr. Bickford moved and Ms. Profera THAT THE BOARD AUTHENTICATES THE SYSTEM'S LSTA GRANT APPLICATION FOR THE 2011 SUMMER READING PROGRAM, AS PRESENTED. **The motion carried.**

Mr. Tuttle informed the board that it would be prudent to discuss and/or develop a procedure for answering comments sent to trustees through the Mid-Hudson “Contact Us” page. Following discussion, *the board agreed that responses to correspondence sent directly to trustees regarding system and/or board business should be reviewed by both the board President and the Executive Director, responses to correspondence sent to trustees about the Executive Director or about a specific trustee issue, should be reviewed only by the Board President.*

At 11:53 a.m., Mr. Minor moved and Mr. Miller seconded that the meeting be adjourned.

Respectfully submitted by

Janet R. Schnitzer
Secretary

Approved 2011
by the MHLS Board of Trustees

