

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
July 11, 2012**

Peter Hoffmann, 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, Jean Ehnebuske Peter Hoffmann, Stephen Mac Nish, Martin Miller, Michael Minor, Roland Patterson, Matthew Perry, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle

Trustees Absent: Bill Conine, Regina Morini

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

Staff Present: Merribeth Advocate, Robert Drake, Eric McCarthy, Mike Nyerges, Linda Vittone, Peggy Winn

Others Present: Elizabeth Anastasi, Summer Intern and MLS Candidate

**II. PRESIDENT'S REPORT**

President Hoffmann welcomed the board and reported that:

- he attended four meetings since the May meeting, including the June Directors Association meeting, at which he offered to represent this board at county meetings; and,
- he would continue his report during Executive Session.

*President's report  
presented*

**III. APPROVAL OF MINUTES**

A. Minutes of May Meeting

Mr. Tuttle moved and Ms. Profera seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED, AS AMENDED. **The motion carried.**

*Minutes of May  
accepted*

**IV. TREASURER'S REPORTS**

Mr. Patterson reported that he reviewed the monthly financial reports for April and May and found them acceptable (BOT-12-07-R1/1a). There being no questions, Mr. Patterson moved and Mr. Miller seconded THAT THE FINANCIAL REPORTS FOR APRIL AND MAY BE RECEIVED. **The motion carried.**

*Financial reports  
received*

**V. REPORT ON PAYMENT OF BILLS**

Mr. Bickford reported that he reviewed the warrant for May and found it acceptable (BOT-12-07-R2).

Ms. Sameth reported that she reviewed the warrant for

*Warrants received*

June and found it acceptable (BOT-12-07-R2a). Mr. Bickford moved and Mr. Mac Nish seconded THAT THE WARRANTS FOR MAY/JUNE BE RECEIVED. **The motion carried.** *The board suggested that it would be prudent for new warrant reviewers to work with either another trustee or System staff to help clarify the review process, and that perspective warrant reviewers be given notification prior to being sent reports.*

**VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-12-07-R3), Mr. Nyerges reported that:

*Director's report presented*

- The board will discuss the revised 2012 budget, and Direct Access Plan, as well as new and amended personnel policies under Old and New Business, and the results of the staff Perception Sharing Report in Executive Session;
- the Facilities Committee will meet again on July 26<sup>th</sup> at 10:00 a.m. to review the progress of current construction projects, and discuss proposals from contractors for removal of broken asbestos tiles from the auditorium basement;
- the state's Public Library Construction Grant Program is extremely important and warrants continued advocacy efforts;
- the System has been asked to be part of a collaborative effort to develop a brochure highlighting the mission and goals of library systems.

**VII. OTHER REPORTS**

**A. Liaison Reports**

In addition to her written reports (BOT-12-07-R4/4a), Ms. Freudenberger, as Directors Association Liaison to the Board, informed the board that at the July 10<sup>th</sup> meeting, the Directors approved the revised 2012 member assessment fees.

*Liaison reports presented*

**B. Central Library Report**

Mr. Lawrence presented the Central Library's Quarterly Reference Services Report (BOT-12-07-R5) that details the reference and training services offered by the Central Library to the member libraries and correctional facilities during the second quarter of the year.

*CL Report presented*

**C. Trustee Services Committee**

In addition to her written report (BOT-12-07-R6), Ms. Ehnebuske, Chair of the Trustee Services Committee, reported that the ad hoc Trustee Services committee held its first meeting in June and began formulating an Orientation process for System trustees.

*Trustee Orientation*

**D. Personnel & Planning Committee**

Mr. Bickford, Chair of the Planning & Personnel Committee,

*Planning & Personnel Committee report*

reported that a number of issues the committee reviewed will be discussed during Executive Session. In addition, he informed the board that the committee recommends approval of the Revised Direct Access Plan and the Health Insurance and Personnel Policies, to be presented later in the meeting.

E. Finance Committee

Mr. Patterson, Chair of the Finance Committee, briefly reviewed the Summary page of the Revised Operating Fund & Preliminary 2013 budgets (BOT-12-07-NB7), and noted that the revised budget shows a \$116,000 credit for member library assessment fees and a transfer of \$30,000 to the members capital fund for basing Millennium in the Cloud. Following a brief discussion, Mr. Tuttle moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE REVISED 2012 BUDGET, AS PRESENTED. **The motion carried.**

*Finance Committee  
report presented*

**VIII. COMMUNICATION**

A. Board

Mr. Bickford reported that all three of the board's Dutchess County representatives attended the Dutchess County Director's Association Meeting. In addition, eighteen out of twenty-two of the county's directors were present. The meeting provided an excellent opportunity to network and obtain valuable feedback regarding cuts in System services, i.e., Youth Services and Print Services, and the effect it has had on smaller libraries. *The board agreed that the System and its trustees must continue to discern and evaluate the services needed and provided to the member libraries and explore new ways and means to fund them.*

*DCDA meeting  
attended*

Ms. Ehnebuske reported that:

- she recently attended the Putnam County Directors Association meeting and learned that despite not receiving grant funds, Putnam County will seek alternative funding to go forward with its Big Read Program;
- she attended "*Great Big Truck Day*" at the Butterfield Library, in Cold Spring, which turned out to be a wonderful, and well attended event for children;
- she highly recommends attending at least one System Essential Trustee Training Session; and,
- the System can be proud of Ms. Smith Aldrich, Coordinator for Library Growth and Sustainability, for being a presenter at the ALA Conference in Anaheim, California.

*PC Big Read*

*Butterfield event  
attended*

Mr. Miller reported that the Patterson Library has expressed the desire to help fund the County's Big Read Program, and that since completion of the renovation project, the library's patronage has increased.

*Patterson Library*

**B. Staff**

Ms. Advocate, Outreach & Education Coordinator, informed the board that: loan requests for the digital collection peaked over the July 4<sup>th</sup> holiday, and is as large as 6,600 a month, equaling the amount of materials loaned by a small member library; the Mango Language Learning product, accessible from all member libraries, is offering library staff free online Spanish lessons; staff has begun scheduling Fall sessions of the Trustee Essential Training workshops; due to the overwhelmingly favorable response to the first NYS Digital Literacy Training session, a second session is being planned; and, a *Leadership for Directors* series will begin this Fall, as part of an LSTA grant.

*Training sessions  
planned*

Mr. McCarthy, Automation Coordinator, reported that in preparation for the migration of Millennium to the Cloud (scheduled for Columbus Day), he is continuing to work to correct existing database glitches, help libraries to weed their collections, conduct patron data entry training, and train library staff to handle circulation during downtime, to avoid service disruption.

*Migration date set*

Mr. Drake, Information Technology Coordinator, reported that he is working with the Automation Coordinator to prepare for migration to the Cloud, and has recently completed computer network installation at the new Cairo Library.

*New Cairo Library  
facility opened*

**C. Visitors**

Mr. Lawrence reported that the PPLD has received a grant for over \$15,000 for its Big Read Program, and that the library's *King James Bible Traveling Exhibit* was very well attended and libraries should be encouraged to host these educational exhibits.

*Traveling Exhibit  
successful*

**IX. UNFINISHED BUSINESS**

**A. Approval of Direct Access Plan**

Mr. Nyerges reported that the revised Direct Access Plan (BOT-12-07-UB1) has been approved by the Directors Association and the Personnel and Planning Committee and requires full board approval. Mr. Bickford then moved the Personnel & Planning Committee's recommendation THAT THE BOARD APPROVE THE SYSTEM'S REVISED DIRECT ACCESS PLAN, AS PRESENTED. **The motion carried.** Mr. Nyerges informed the board that although the Directors Association has approved the Plan, discussion concerning the wording of Resource Sharing Standards regarding Holds will continue.

*Direct Access Plan  
approved*

**X. NEW BUSINESS**

**A. Approval of Health Insurance Benefit Resolutions**

**1. *Retiree Health Insurance Eligibility***

Mr. Bickford, Chair of the Personnel & Planning Committee, requested that the board approve the proposed Resolution to change the length of service required by employees to be eligible

*NYSHIP Resolution  
approved*

for health insurance benefits from 10 years to 15 years (BOT-12-07-NB1). Following discussion, Mr. Bickford moved the Personnel & Planning Committee's recommendation THAT THE BOARD APPROVE THE NYSHIP RESOLUTION TO CHANGE THE LENGTH OF SERVICE REQUIRED FOR ELIGIBILITY FOR HEALTH INSURANCE COVERAGE EFFECTIVE SEPTEMBER 1, 2012, AS PRESENTED. **The motion carried.** Mr. Minor opposed.

**2. *Dependent Survivor Coverage***

Following review of the proposed NYSHIP Resolution to change the amount of the premium payments for health insurance benefits for dependent survivors of employees and retirees from 25% to 100% (BOT-12-07-NB2), the board agreed to table the Personnel & Planning Committee's motion and send the policy back to the committee for revision.

*Resolutions tabled*

**B. Approval of New Personnel Policies**

**Retiree & Dependent Survivor Coverage**

Motion (BOT-12-07-NB3) tabled pending further Committee review.

**Mileage Reimbursement**

Motion (BOT-12-07-NB4) tabled pending further Committee review.

**C. Approval of Revisions to Personnel Policies**

**Conference Travel Expenses**

Motion (BOT-12-07-NB5) tabled pending further Committee review.

*Policies to be reviewed*

**Employment Categories**

Mr. Nyerges reviewed the proposed changes to the **Employment Categories** Personnel Policy (BOT-12-07-NB6), which clarifies the definitions of employment classifications. Following review, Mr. Bickford moved the committee's recommendation THAT THE BOARD APPROVE THE AMENDED EMPLOYMENT CATEGORIES PERSONNEL POLICY, AS PRESENTED. **The motion carried.**

*Personnel policy amended*

*Mr. Bickford requested that suggestions regarding revisions to the Resolution or policies be emailed to him to be shared with the Personnel & Planning Committee.*

**D. Revised 2012 Budget**

Approved under Finance Committee Report, Item E. of Other Reports.

*2012 Budget revised*

**E. Executive Session**

At 11:40 a.m., President Hoffmann called for a motion to go into Executive Session to discuss personnel issues. Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES,

*Executive Session held*

AND INVITE THE EXECUTIVE DIRECTOR TO ATTEND THE FIRST PART OF THE MEETING. **The motion carried.**

At 1:07 p.m., Mr. Bickford moved and Mr. Minor seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 1:10 p.m., President Hoffmann resumed the regular meeting and reported that during Executive Session the board discussed the following three personnel issues in Executive Session:

1) A proposal to change the status of part-time IT employee Gerry Formby, to full-time; He then asked for a motion to approve this proposal. Mr. Tuttle moved and Ms. Baker Brill seconded THAT THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO CHANGE THE PART-TIME IT POSITION OF GERRY FORMBY TO FULL-TIME, COMMENCING AUGUST 1, 2012.

**The motion carried.**

2) the results of the Staff Perception Sharing Report:

The board will revisit this issue in a subsequent Executive Session. and,

3) renewal of the Executive Director's Contract; Mr. Hoffmann called for a motion to begin contract renewal negotiations with the Executive Director. Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD AUTHORIZES THE PERSONNEL & PLANNING COMMITTEE TO BEGIN NEGOTIATIONS FOR RENEWAL OF THE EXECUTIVE DIRECTOR'S CONTRACT.

**The motion carried.** Ms. Ehnebuske abstained.

*New f/t position  
approved*

*E.D. contract  
negotiations to begin*

## **XI. ADJOURNMENT**

At 1:12 p.m., Mr. Miller moved and Mr. Bickford seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Wednesday, September 19, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.*

Respectfully submitted by

Janet R. Schnitzer  
Secretary

Approved 2012  
by the MHLS Board of Trustees