

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
January 24, 2012**

Peter 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 in attendance.

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

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

President Hoffmann welcomed the board and:

*President's  
report presented*

- proposed an amendment to the Agenda to include an Executive Session to discuss the Executive Director's evaluation. Mr. Patterson moved and Mr. Minor seconded **THAT THE BOARD APPROVES THE AMENDMENT TO THE AGENDA, AS PRESENTED. The motion carried.**
- noted that he and Mr. Nyerges worked together on the committee assignments for 2012 which will be reviewed later in the meeting along with the charge of the newly formed Facilities Committee;
- emphasized that, in 2012, special focus will be placed on increasing board-to-board visits and advocacy efforts that will include scheduling meetings with local representatives.

**III. APPROVAL OF MINUTES**

Mr. Patterson moved and Ms. Sameth seconded **THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED The motion carried.**

*Dec. Minutes  
approved*

**IV. TREASURER'S REPORT**

*Financial report  
for November  
received*

Mr. Patterson reported that he reviewed the monthly financial report for November and found it acceptable (BOT-11-01-R1).

Ms. Vittone, Business Office Manager, concurred with Mr. Patterson that the end of the year report, to be reviewed in March, will reflect a surplus due in part to the change in the automation billing cycle.

Mr. Patterson moved and Mr. Mac Nish seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

**V. REPORT ON PAYMENT OF BILLS**

*Warrant  
received*

In the absence of Ms. Baker Brill, Mr. Hoffmann reported that she reviewed the November warrant and found it acceptable (BOT-11-01-R2). Mr.

Patterson moved and Mr. Mac Nish seconded THAT THE WARRANT FOR NOVEMBER BE RECEIVED. **The motion carried.**

**VI. DIRECTOR'S REPORT**

*Director's report  
presented*

In addition to his written report (BOT-11-01-R3), Mr. Nyerges reported that:

- although his first year as Executive Director was challenging, his job was made easier due to the outstanding support he received from this board, the directors and system staff;
- a concerted team effort will be needed to achieve the goals outlined in the Plan of Service for 2012;
- it is hoped that an effective advocacy campaign will take shape in the coming year;
- congratulatory letters will be sent, prior to Advocacy Day on March 6, to Senators Saland, Seward, and Larkin, for agreeing to serve on the newly formed Senate Select Committee on Libraries;
- the fourth and final candidate for the position of Automation Supervisor will be interviewed on Friday. At this point, there are two very strong candidates for the position. It is hoped that the final selection will be made within four to six weeks. *The board briefly discussed the need for continuity of services in the event of an unforeseen resignation, and staff agreed to examine the feasibility of offering a continuing education session for library boards on Succession Planning.*
- signatures of the Beekman, LaGrange, Millbrook and Dover Plains Library Board Presidents are required on the Agreement between the Town of Union Vale and the Mid-Hudson Library System to provide library services to the town's residents;
- the System would like to continue working with Hudson River Transport for delivery service, however, there is a need for concessions regarding the five three-year term renewable clause of the contract and fuel surcharges;
- The 2010 census population figures will be used for LLSA grants, but not for member Annual Reports until 2013;
- the compilation of data and the on-schedule filing of the 2011 Annual Reports reflects the conscientious work of System staff for the member libraries;
- the Draft Regents Advisory Council on Libraries Report was

somewhat disappointing in that insufficient information was presented about the future collection/partnership needs of libraries.

**VII. OTHER REPORTS**

**A. Liaison Report**

*Liaison reports presented*

Ms. Freudenberger, Directors Association Liaison to the board, reviewed her report of the January 5 meeting (BOT-11-01-R4) and highlighted discussions of ebook usage, tax cap reporting requirements, and the new online learning opportunity made possible through the Building Your Base grant program.

**B. Central Library Report**

*CL Reference Services Report*

Mr. Lawrence briefly reviewed the 4<sup>th</sup> quarter activities provided to the member libraries and correctional facilities by the Central Library Reference Service staff: Tuesday Tips; Fall Continuing Education Workshops; and, Standard Reference Services.

He then reported that evaluating the legal collections for member libraries will be the focus of Reference Service staff in 2012, with the goals being to identify essential needs for these collections and to recommend removal of outdated materials.

**VIII. COMMUNICATION**

**A. Board**

Ms. Ehnebuske informed the board that:

- Mr. Miller has been asked to extend an invitation from the Director, Staff and Board President of the Patterson Library to host the May board meeting;
- The eight Putnam County libraries are collaborating with the Kent Arts on Lake Center to apply for a grant from the National Endowment on the Arts for a county-wide Big Read project;
- She and the other Putnam County board representatives have prepared a letter to send to the board presidents of the Putnam County libraries, (copied to each director) to introduce themselves and provide their contact information. A template of this letter is available, upon request, for review.

*Invitation to host May meeting*

*Arts Grant sought*

*Board outreach effort begun*

**B. Staff**

Ms. Advocate, Coordinator of Outreach Services, informed the board that:

- the continued rise in the number of requests for System downloadable ebooks and audiobooks proves that it is indeed an exciting time to be reading;
- the System has resumed outreach to the Dutchess County jail system, and is providing inmates in transitional programs with materials;
- A joint brainstorming session with school library system staff was held at the Ulster County Directors meeting in January on how we can help foster the relationship;
- SENYLRC is in the process of planning reorganization. The consolidation/merging of services could present significant regional changes, and maybe some opportunities for member libraries;
- the state may not be able to fund the 2012 Summer Reading Program,

*ebook usage rising*

*SENYLRC reorganization*

we are waiting for details.

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

- The Governor's budget holds library aid flat at \$79 million and includes the \$14 million for public library construction. \$79 million is still 22% below the amount legislated for library aid in education law. The Governor has proposed a 4% increase in school aid. NYLA will be advocating for that 4% increase to be applied to library aid as well. Information about Library Advocacy Day in Albany (March 6) and bus transportation to Albany that day was distributed to all trustees present. *Flat funding proposed*
- MHLS construction grants have passed through inspection at the Division of Library Development and have gone on to the Dormitory Authority for the last review phase. All applications appear to be in good shape. MHLS applicants will again be receiving additional funds due to other systems' inability to distribute their portion of the funds. *Grant funds available*
- The LSTA Project, Building Your Base Online "10 Things" Self-Directed Online Learning Series launched this week with 80 participants from member libraries. This is the first opportunity for online learning offered through MHLS. The 10-week program will introduce member library staff to many online tools for communication, video and photo sharing, collaboration and productivity as well as weeks devoted to ebooks and databases available through all member libraries. *Online CE successful*

**IX. UNFINISHED BUSINESS**

A. CSEA Memorandum of Understanding

Mr. Nyerges briefly reviewed the terms of the Memorandum of Understanding between CSEA Local 702 and the Mid-Hudson Library System and asked the board to ratify the document effective as of January 1, 2012, following approval at the December 2011 meeting.

Following review Mr. Patterson moved and Mr. Mac Nish seconded THAT THE BOARD RATIFIES THE MEMORANDUM OF UNDERSTANDING BETWEEN THE MID-HUDSON LIBRARY SYSTEM AND CSEA LOCAL 702, AS PRESENTED. **The motion carried.**

*CSEA  
Memorandum  
approved*

**X. NEW BUSINESS**

A. 2012 Committee Assignments

President Hoffmann referred to the 2012 committee roster (BOT-12-01-NB1) and briefly explained the purpose and charge of the newly formed Facilities Committee. Following implementation of requested changes, the roster was accepted. In addition, the board agreed to review all present committee charges and bring any recommendations to Mr. Hoffmann.

*2012 committee  
assignments  
accepted*

B/C. Town of Union Vale Contract

Mr. Nyerges briefly reviewed the Agreement between the Mid-Hudson Library System and the Town of Union Vale for payment of \$25,000 to the

*Agreement  
approved*

System for services afforded the Town's residents from the Beekman, LaGrange Association, Millbrook Free and Dover Plains libraries (BOT-12-01-NB2). The board discussed whether the population of an unserved area be included in member cost-sharing and member assessments when an unserved area receives public funding under contract, whether the contract is implied or formal.

Mr. Nyerges then briefly reviewed the Waiver of Potential Conflict of Interest that states that the firm of Donoghue, Thomas, Auslander & Drohan, LLP is acting as counsel to both the Town of Union Vale and the System. Following this explanation, Mr. Mac Nish moved and Mr. Minor seconded THAT THE BOARD APPROVES THE WAIVER OF POTENTIAL CONFLICT OF INTEREST, AS PRESENTED. **The motion carried.**

Ms. Sameth then moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE AGREEMENT BETWEEN THE MID-HUDSON LIBRARY SYSTEM AND THE TOWN OF UNION VALE WITH THE PROVISIO THAT THE AUTHORIZATION PROVIDED TO THE MID-HUDSON LIBRARY SYSTEM TO ACT ON BEHALF OF THESE LIBRARIES APPEARS IN THE MINUTES OF THEIR BOARD MEETINGS. **The motion carried.**

**D. Executive Session**

*Executive Session  
held*

At 11:38 a.m., Mr. Hoffmann called for a motion to go into Executive Session to discuss the Executive Director's evaluation. Mr. Patterson moved and Ms. Morini seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS THE EXECUTIVE DIRECTOR'S EVALUATION. **The motion carried.**

At 11:55 a.m., Mr. Minor moved and Ms. Morini seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

There being no additional business, Mr. Hoffmann called for a motion to adjourn.

**XI. ADJOURNMENT**

At 11:56, a.m., Mr. Minor moved and Ms. Morini seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Saturday, March 10, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.*

Respectfully submitted by

Jean Ehnebuske  
Acting Secretary

Approved  
by the MHLS Board of Trustees

2012

