

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

Jim Tuttle, 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 2011 Oath of Office to trustees in attendance.

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

Trustees Present:	Steve Benson, John Bickford, Lisa Baker Brill, Jean Ehnebuske, Peter Hoffmann, Stephen Mac Nish, Roland Patterson, Jim Tuttle
Trustees Absent:	Bill Conine, Martin Miller, Patricia Miller, Michael Minor, Caroline Profera, Sally Rhoads, Janet Schnitzer,
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, Christina Ryan-Linder, Linda Vittone, Peggy Winn

**II. PRESIDENT'S REPORT**

President Tuttle welcomed and thanked incoming Executive Director, Mike Nyerges, and Interim Director, Merribeth Advocate, for their attendance at the meeting.

*President's report presented*

**III. APPROVAL OF MINUTES**

Mr. Bickford moved and Mr. Benson seconded THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED, AS AMENDED. **The motion carried.**

*Minutes of December accepted*

**IV. TREASURER'S REPORT**

Mr. Patterson reported that he reviewed the monthly financial report for November and found it acceptable (BOT-11-0 1-R1). Mr. Patterson moved and Mr. Benson seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

*Financial report for November received*

**V. REPORT ON PAYMENT OF BILLS**

In the absence of Ms. Miller, Mr. Patterson reported that he

*Warrant for November received*

reviewed the November warrant and found it acceptable (BOT-11-01-R2). Mr. Bickford moved and Mr. Benson seconded THAT THE WARRANT FOR NOVEMBER BE RECEIVED. **The motion carried.**

**VI. DIRECTOR'S REPORT**

In addition to her written report (BOT-11-01-R3), Ms. Advocate reported that:

*Director's report presented*

- funding for the Health Information Project is unavailable to the System in 2011;
- the newly formed Ad hoc Committee on System Services held its first meeting to discuss its goals and expectations. Mr. Lawrence informed the board that the committee found it difficult to move forward in light of possible internal staffing changes that could impact current services. He emphasized that the committee will continue to examine System services, during this transitional period, and work collaboratively with System staff to determine how to continue to fund services that best meet the needs of the member libraries.

The board then discussed how and when they will be involved in the development process of the new 5-year Plan of Service. Following discussion, Mr. Nyerges agreed to provide a development time-line for the new Plan of Service outlining the process and stages of board involvement, for distribution at the March meeting.

- an on-sight inspection by Hammond Security uncovered several security issues that should be addressed. System staff will continue to review the most cost effective methods to ensure maximum staff safety.
- the library visit report form, included in the Executive Director's report, will continue to be revised to provide the most relevant information;
- delivery of the board packets in electronic form seems to have gone well (feedback from trustees in attendance was positive);
- a number of directors have questioned her about the best way to contact their Mid-Hudson county board representatives. *Following discussion, the board agreed that the Contact Form on the System's website is effective and preferable.*

**VII. OTHER REPORTS**

**A. Liaison Reports**

*Liaison reports presented*

Ms. Freudenberger, Directors Association Liaison to the board, reviewed her January 5, report (BOT-11-01-R4a). She reported that the directors discussed: how the new billing schedule will affect their budget planning; the process for preparation of Annual Reports; the need to be more diligent in responding to the

yearly System services assessment; how to address the collection development and cost issues of ebooks; and, the importance of continued advocacy on behalf of library funding.

**B. Personnel Committee Report**

*Personnel issues  
discussed*

At 10:50 a.m., President Tuttle called for a motion to go into Executive Session to discuss personnel issues. Mr. Bickford moved and Mr. Hoffmann seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. **The motion carried.**

At 12:34 p.m., Ms. Baker moved and Mr. Hoffmann seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 12:38 p.m., President Tuttle resumed the regular meeting and reported that the board made the following motions in Executive Session:

*Motions presented*

THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE TERMS OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE MID-HUDSON LIBRARY SYSTEM AND THE CSEA LOCAL 702, EFFECTIVE JANUARY 1, 2011. Mr. Bickford moved and Mr. Mac Nish seconded the motion. **The motion carried**

THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXTEND THE TERMS OF THE CONTRACT TO NON-UNION EMPLOYEES FOR SALARIES AND HEALTH INSURANCE BENEFITS. Ms. Brill moved and Mr. Hoffmann seconded the motion. **The motion carried.**

THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE REORGANIZATION BUDGET AND PERSONNEL ACTIONS, AS DISCUSSED IN EXECUTIVE SESSION. Mr. Bickford moved and Mr. Hoffmann seconded the motion. **The motion carried.**

THAT HEALTH INSURANCE CONTRIBUTIONS OF ALL MID-HUDSON LIBRARY SYSTEM RETIREES, MEETING THE ELIGIBILITY FOR THE LIFETIME HEALTH INSURANCE BENEFIT, MATCH THE CONTRIBUTIONS OF CURRENT STAFF. Mr. Bickford moved and Mr. Mac Nish seconded the motion. **The motion carried.**

THAT THE CHANGES IN RETIREE HEALTH BENEFITS BE EFFECTIVE AS OF APRIL 1, 2011. Mr. Hoffmann moved and Mr. Benson seconded the motion. **The motion carried.**

**VIII. COMMUNICATION**

**A. Board**

*Director's suggestions  
discussed*

Mr. Bickford reported that he responded to contact from Gloria Goverman, Director East Fishkill Library, regarding the board's

current evaluation process, and that she made a number of suggestions including: the need to focus evaluations on three specific areas; this board, the System Director, and System services; and the inclusion of more open-ended questions, as well as the need for this board to acknowledge the receipt of all correspondence sent to them.

*Advocacy efforts encouraged*

Ms. Ehnebuske suggested that all Mid-Hudson trustees make an effort to attend Library Advocacy Day, in Albany, on Tuesday, March 1. She encouraged members of the board to attend at least one library board meeting in addition to their own library meeting to promote advocacy for increased funding for libraries. She emphasized that this effort could have an enormous impact in keeping local legislators, including newly elected officials, apprised of how ongoing funding deficits are adversely affecting the System's ability to deliver services to member libraries.

**B. Staff**

*Advocacy Day info dispensed*

Ms. Smith Aldrich, Coordinator for Library Growth & Sustainability, distributed travel information for Library Advocacy Day, and referred the board to the System's website for advocacy tips and up-to-date information on all public library votes. She shared the following data regarding library votes: 33 votes were held (the most ever) 85% passed; West Shokan had a vote for the first time, and won; 81% of member libraries have had a public vote on their budget, 13 are yet to do so; 72% of libraries that had a vote in both 2009 and 2010 saw their win margin decline in 2010.

*Summer Reading promotion started*

Ms. Ryan-Linder, Coordinator of Youth Services, informed the board that the 2011 Summer Reading Program is a collaborative effort with school libraries. A program manual has been created to strengthen this partnership. A letter has been drafted in an effort to reach all children in New York State and encourage Summer reading.

*Millennium outstanding*

Ms. Shedrick, Automated Systems Manager, informed the board that Millennium was up 99.7232% of the time last year, and that she will be serving as a Functional Expert for the Innovative Users Group in the category of Consortia Circulation.

Ms. Advocate informed the board that some of the correspondence the System receives would be of great interest to them. She then read a selection of letters from patrons that praised the scope and quality of System services.

*Correspondence to be posted*

*The board agreed that relevant correspondence should be added, as an appendage, with board meeting documents.*

*Mr. Bickford requested that an email be sent to trustees if documents are added to the packet after the original posting date.*

Approved 2011  
by the MHLS Board of Trustees

