

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 8, 2013**

Mr. Hoffmann, Board President, called the meeting to order at 10:10 a.m. in the Community Room of the Saugerties Public Library.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Lisa Baker Brill, Peter Hoffmann, Stephen Mac Nish, Martin Miller, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, Myrna Sameth, Janet Schnitzer, Jim Tuttle Camilla W. von Bergen

Trustees Absent: Bill Conine

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District; Frank Rees, Director Kent Public Library

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

Others Present: Bernard Carroll, Saugerties Public Library Trustee

II. PRESIDENT'S REPORT

President Hoffmann welcomed attendees and thanked the Board, staff and Director of the Saugerties Public Library, Sukrit Goswami, for hosting the meeting. In addition, he thanked Myrna Sameth, as a member of the Saugerties Public Library Board, for her considerable efforts to arrange and provide refreshments for the meeting. *Ms. Sameth welcomed the Board to the library and expressed her community's pride in their newly renovated facility. She then thanked the System for its ongoing support, introduced Saugerties Public Library Trustee, Bernard Carroll, and offered to lead a tour of the library following the meeting.*

President's report presented

President Hoffmann then called for a motion to amend the Agenda to add "Executive Session" under New Business. Mr. Mac Nish moved and Mr. Tuttle seconded THAT THE AGENDA BE AMENDED TO ADD EXECUTIVE SESSION UNDER NEW BUSINESS. **The motion carried.**

Executive Session added to Agenda

III. APPROVAL OF MINUTES

Mr. Tuttle moved and Mr. Bickford seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.**

Minutes of March accepted

IV. TREASURER'S REPORTS

Board Treasurer, Ms. Morini, reported that she reviewed the financial reports for February and March and found them acceptable. There being no additional questions, Ms. Morini moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY AND MARCH BE RECEIVED. **The motion carried.**

Financial reports received

V. REPORT ON PAYMENT OF BILLS

Ms. Profera reported that she reviewed the warrant for January and found it acceptable (BOT-13-05-R2).

Mr. Tuttle reported that he reviewed the warrant for February and found it acceptable (BOT-13-05-R2a).

Ms. Schnitzer reported that she reviewed the warrant for March and found it acceptable (BOT-13-05-R2b).

Mr. Bickford moved and Mr. Mac Nish seconded THAT THE WARRANTS FOR JANUARY, FEBRUARY AND MARCH BE RECEIVED. **The motion carried.**

Warrants received

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-12-03 -R3), Mr. Nyerges reported that:

- the intent of the three proposed Bylaws amendments (*to be reviewed later in the meeting*), is to clarify the role of System trustees and the qualifications required to serve on this board;
- review of the proposed revisions to the 2013 budget by the Finance Committee and the System Services and Funding Task Force Committees resulted in the discussion of a number of options regarding how to use additional state aid funds. The System's goal is to make decisions that will benefit the member libraries and ensure the stability of System operations. *The Board discussed the options outlined in Mr. Nyerges' report (BOT-13-05-R3) and agreed that while the System should continue to try and ease the fiscal burden on the member libraries and increase services, budgetary decisions must take into account the uncertainty of future funding.*

Director's report presented

Budget revisions reviewed

VII. OTHER REPORTS

A. Liaison Reports

In addition to his written report for April (BOT-13-05-R4), Mr. Rees, as Directors Association Liaison to the Board, distributed his report of the May meeting and informed the Board that the directors approved the merger of the System Services Task Force and

Liaison's reports presented

Minutes, MHLS Board of Trustees Meeting, Wednesday, May 8, 2013 p.3

Funding Services Committees into a single System Services Advisory Committee with two representatives from each county.

B. Central Library Quarterly Report

Mr. Lawrence, Director of the Central Library, presented the Central Library report for the first quarter of 2013 (BOT-13-05-R5), and informed the Board that the *Observed Results* indicate that the library is “on track” in fulfilling the elements of its Plan of Service.

CL quarterly report reviewed

C Facilities Committee Report

Mr. Mac Nish, Chair of the Facilities Committee, reported that the committee met on April 18, and reviewed the current facility projects: repair of the auditorium façade, and the auditorium asbestos abatement; and, prioritized construction projects for the next Construction Grant application. The committee’s recommendations include installation of energy efficient windows in the office building and repaving of the parking lot. It is anticipated that both projects will meet the criteria for funding eligibility. *The Board suggested that future projects include addressing the safety risks of the parking lot’s rear egress.*

System Construction projects reviewed

D. Bylaws, Policy and Procedures Committee

Ms. Schnitzer, Chair of the Bylaws, Policy and Procedures Committee, reported that the committee reviewed the Bylaws and proposed the following three amendments Under **Article IV: Board of Trustees**: to add clarifying text to Section 1: "General Powers and Objectives"; to add a new Section 6: “Qualifications”; and, to revise the wording of Section 7: “Disqualification” (BOT-13-05-R6), The committee also recommended that these changes be presented to the membership for adoption at the October 18, Annual Meeting. Following a brief review, Ms. Schnitzer moved and Mr. Bickford seconded THAT THE BOARD ACCEPTS THE BYLAWS COMMITTEE’S PROPOSED AMENDMENTS TO THE SYSTEM’S BYLAWS AND APPROVES THE PRESENTATION OF THESE CHANGES TO THE MEMBERSHIP FOR ADOPTION AT THE OCTOBER 18, 2013 ANNUAL MEETING. **The motion carried.**

Bylaws amendments proposed

E. Finance Committee Report

Ms. Morini, Chair of the Finance Committee, reported that the committee met in April and reviewed a draft of the 2013 budget revisions and drafts of the projected 2014 and 2015 budgets. She reported that the committee was concerned with the impact that the projected rise in health and retirement benefits will have on the System. *The Executive Director assured the Board that the System will remain diligent in exploring ways to maintain/lower personnel costs.*

Budgets reviewed

VIII. COMMUNICATION

A. Board Members and Liaisons

Ms. Schnitzer informed the Board that:

- the 5th Annual Hudson Children’s Book Festival, held on Saturday, May 4, was extremely successful. The interaction of approximately ninety-six authors helped make the day an enjoyable and educational event;
- the librarian from the North Chatham Library expressed her gratitude for grant funds she received from the Berkshire Foundation for her Adult Education program.

*Hudson event
successful*

Grant funds received

Ms. Morini reported that Putnam County directors gave great accolades for the way Eric McCarthy and Robert Drake handled the migration to Sierra.

*PC Directors laud
staff*

Mr. Miller suggested that he Board encourage librarians to contact outside organizations to help sponsor community events.

Community events

Board Liaison, Lawrence, reported that:

- the Central Library has received a \$13,000 grant for its “Big Read” program;
- Readings include “The Shawl” by Cynthia Ozick, and an essay on experiences in a concentration camp, (*which is being combined with the annual observance of Kristallnacht, in November*);
- Eric Larson, the author of “In the Garden of Beasts” has been asked to speak at the Roosevelt Library;
- Two books, “The Devil’s Arithmetic” and “Number the Stars” will be part of the library’s “Little Read” program;
- the Central Library District is currently recording stories of local survivors and decedents of survivors of concentration camps, as part of its oral history project.

CL Big Read events

B. Staff

Ms. Advocate, Outreach & Education Coordinator, informed the Board that:

- responses to the member library Work Force Development survey proves that libraries provide an invaluable service to job seekers; a useful advocacy message to relay to our legislators;
- patrons who took the Central Library Collection Development Committee’s survey on eBook usage, confirmed that System usage matches national usage levels;
- thirty Summer Reading Mini-grant applications have been submitted. A total of \$12,750 will be divided among recipients to help fund their collaborative school library partnership projects;
- the System recently hosted a Regional Correctional Facility

Survey results positive

*Mini-grant proposals
submitted*

*Regional Corr.
Facility event*

meeting that was attended by representatives from three library systems and 14 correctional facilities. The event provided an excellent educational and networking opportunity.

Library news reported

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

- The Phoenicia Library has received the green light to begin rebuilding, the Town of Shandaken unanimously approved its new building plan;
- The Pine Plains Library is still working with the Town and the bank on a solution to avoid eviction;
- Over twenty libraries are interested in applying for the next cycle of Construction Grants;
- The “Building Your Base From the Inside Out” LSTA grant has ended. Workshops led by Sandra Nelson were extremely well received. Library supporters are encouraged to advocate for restoration of LSTA funds with their federal representatives.
- The Grinnell Library is to be applauded for achieving Special District status.

LSTA grant funds ending

Mr. McCarthy, Automation Coordinator, reported that:

- the migration to Sierra was successful, however, as early adopters, IT staff is continuing to work out software kinks;
- focus is now on ensuring that frontline staff experience minimal interruptions. A workshop to assist these users is scheduled for May 9;
- development of procedural documents is underway.

Sierra training. Ongoing

Mr. Drake, IT Coordinator, informed the board that he is happy that the migration is completed, and that he will continue to assist member libraries with the transition.

C. Visitors

Saugerties Public Library trustee, Bernard Carroll, thanked the System for keeping him current on library correspondence via the Listserv, and informed the Board that he has enjoyed attending this meeting.

Saugerties trustee in attendance

IX. NEW BUSINESS

A. Review and Acceptance of 2012 Annual Report

There being no questions regarding the 2012 Annual Report (BOT-13-05-NB1) Mr. Miller moved and Mr. Mac Nish seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE 2012 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

2012 Annual Report accepted

B. Plan of Service Progress Report

Mr. Nyerges, briefly reviewed the progress made during the first

POS progress report presented

Minutes, MHLS Board of Trustees Meeting, Wednesday, May 8, 2013 p.6

year of the 2012-2016 Plan of Service, and highlighted the excellent achievements made by staff towards fulfilling the goals of each element of the Plan. BOT-13-05-NB2).

C. Approval of Central Library Budget

Review of the Central Library Budget was tabled until July.

CL budget to be reviewed in July

D. Personnel Changes

Mr. Nyerges informed the board of the following two personnel changes; the resignation of Cataloging Specialist, Katherine Kassel, effective April 26, 2013 and, the hiring of Elizabeth Anastasi to the position of Temporary Part-Time Website ILS Specialist from March 22, 2013- December 31, 2013.

Personnel changes accepted

Following this explanation, Mr. Tuttle moved and Mr. Bickford seconded THAT THE BOARD ACCEPTS THE RESIGNATION OF CATALOGING SPECIALIST, KATHERINE KASSEL, EFFECTIVE APRIL 26, 2013 AND THE HIRING OF ELIZABETH ANASTASI AS TEMPORARY PART-TIME WEBSITE ILS SPECIALIST, EFFECTIVE MARCH 22, 2013 THROUGH DECEMBER 31, 2013. **The motion carried.**

E. Executive Session

At 11:50 a.m., President Hoffmann called for a motion to go into Executive Session to discuss issues dealing with the Executive Director. Following a brief break, at 12:10 p.m., Mr. Mac Nish moved and Mr. Tuttle seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS ISSUES DEALING WITH THE EXECUTIVE DIRECTOR. **The motion carried.**

Board goes into Executive Session

At 12:43 p.m., Ms. Brill moved and Mr. Tuttle seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

F. Return to Open Session

At 12:45 p.m., Mr. Hoffmann resumed the regular session of the meeting and reported that during Executive Session the Board discussed the resignation of the Executive Director and the hiring of an Executive Search firm to assist in the search for a new Executive Director. He then asked for motions to accept the Director's resignation and the hiring of an Executive Search firm.

Ms. Profera moved and Mr. Tuttle seconded THAT IT IS WITH GREAT REGRET THAT THE BOARD ACCEPTS THE RESIGNATION OF EXECUTIVE DIRECTOR, MICHAEL NYERGES, EFFECTIVE SEPTEMBER 30, 2013. **The motion carried.** Mr. Miller abstained.

Resignation accepted

Ms. Morini moved and Ms. Brill seconded THAT THE BOARD AUTHORIZES BOARD PRESIDENT, PETER HOFFMANN, TO HIRE BRADBURY ASSOCIATES TO ASSIST THE MID-HUDSON LIBRARY SYSTEM IN THE SEARCH FOR A NEW

Executive Search firm to be hired

