

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
September 14, 2011**

Mr. Patterson, Treasurer, 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, Bill Conine, Jean Ehnebuske,  
Stephen Mac Nish, Martin Miller, Patricia Miller, Roland  
Patterson, Matthew Perry, Caroline Profera,  
Janet Schnitzer

Trustees Absent: Lisa Baker Brill, Peter Hoffmann, Michael Minor, Myrna  
Sameth, Jim Tuttle

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

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

**II. PRESIDENT'S REPORT**

In the absence of President Tuttle, Treasurer Patterson asked for approval of the Agenda and called for a motion to approve the Minutes of the July meeting.

*President's report  
presented*

**III. APPROVAL OF MINUTES**

Ms. Profera moved and Mr. Miller seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. The motion carried. Ms. Miller and Mr. Conine abstained.

*Minutes of July  
accepted*

**IV. TREASURER'S REPORTS**

Mr. Patterson reported that he reviewed the monthly financial reports for June and July and found them acceptable (BOT-11-09-R1/1a). Ms. Profera moved and Mr. Conine seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. The motion carried.

*Financial reports  
received*

**V. REPORT ON PAYMENT OF BILLS**

Ms. Schnitzer reported that she reviewed the warrant for July and found it acceptable (BOT-11-09-R2). Mr. Bickford moved and Ms. Miller seconded THAT THE

*Warrants received*

WARRANT FOR JULY BE RECEIVED. The motion carried.

Mr. Miller reported that he reviewed the warrant for August and found it acceptable (BOT-11-09-R2a). Mr. Mac Nish moved and Mr. Bickford seconded THAT THE WARRANT FOR AUGUST BE RECEIVED. The motion carried.

**VI. DIRECTOR'S REPORT**

*Director's report presented*

In addition to his written report (BOT-11-09-R3), Mr. Nyerges informed the Board that:

- the dedication of library directors and the expeditious and extraordinary efforts of System staff following the aftermath of Hurricane Irene deserves special recognition. *The Board discussed the significant role libraries played in their communities during the crisis and the need for the System to remain proactive in developing its own "Business Continuity Plan" as well as plans for its member libraries.* Ms. Smith Aldrich reported that she is currently conducting a survey to determine the level of disaster preparedness of member libraries.
- the 2012-2016 Plan of Service represents the extensive collaborative effort of the Planning & Personnel Committee, System staff, and The Directors Association;
- the Incentives Committee is to be commended for approving the System's Construction Grant despite the need for additional funds to meet the county's prevailing wage stipulation;
- review of job descriptions is almost complete and staff compensation review has begun, and is expected to be ready for review by the Personnel & Planning Committee on October 13.
- a written policy clarifying the System's responsibility regarding post employee benefits is being developed and will be reviewed by the Personnel & Planning Committee before presentation to the full board.
- preliminary talks with the Town of Union Vale Supervisor have been encouraging, and we are guardedly optimistic that funds will begin to be set aside for libraries used by the town's residents in 2012, and increased by a 414 vote in 2013.
- the Directors Association will vote in October whether to become an early adapter of the new Sierra product offered by Millennium. *Following*

*discussion of the significant role technology plays in libraries, a suggestion was made that the Board consider the feasibility of forming a new Technology sub-committee.*

- correspondence sent to the System continues to recognize the excellent performances of Merribeth Advocate and Rebekkah Smith Aldrich. In addition, Kerstin Cruger's outstanding work on the "Books in a Bag" reading program has increased library usage by outside groups.

## **VII. OTHER REPORTS**

### **A. Liaison Reports**

*Liaison report presented*

In addition to her written report (BOT-11-09-R4) Ms. Freudenberger, as Directors Association Liaison to the Board, reported that: the rise in demand for eBooks continues to present budgetary concerns for the member libraries, and that directors are eagerly anticipating the System's fall continuing education programs.

*The Board discussed the need to develop policies regarding eBook collection development.*

The Executive Director noted that the System's 2012 budget will take into consideration how best to position libraries to compete with outside vendors to meet the increased demands of eBook users, possibly with unrestricted funds above the \$150,000 threshold.

Ms. Advocate informed the board that policies already exist providing specific guidelines for purchasing these materials and are reviewed periodically by the Central Library/Collection Development Committee.

The Executive Director offered to send the Board information on eBook collection development.

*2012 Slate presented*

### **B. Nominating Committee Report**

Ms. Miller, Chair of the Nominations and Elections Committee, reported that the committee has received full candidate approval to propose the following slate of officers for 2012:

- President Peter Hoffmann
- Vice President Caroline Profera
- Secretary Janet Schnitzer
- Treasurer Roland Patterson

There being no additional nominations from the floor, the Board will vote to accept the slate in December.

*Personnel report presented*

### **C. Personnel and Planning Committee**

Mr. Bickford reported that the committee met on August 22, and:

- reviewed the final draft of the five-year Plan of

Service;

- finalized the Annual Member Survey which was sent out to directors and Board Presidents on September 7, with a request for return by October 7. Results will be drafted and reviewed by the committee at its October 13 meeting and sent to the Board; and,
- began revision of the Executive Director's evaluation form which will be sent out on November 3, with a request for return by November 23. The committee will finalize the format on October 13.

In addition, Mr. Bickford reported that following review of staff job descriptions and salaries on October 13, a joint meeting with the Finance Committee will be arranged. Results of the Member Survey and the Executive Director's evaluation will be reviewed by the committee, in December.

*Member Survey in process*

*E.D. Evaluation reviewed*

*CL reference report presented*

**D. Central Library Reference Services Report**

In addition to his written report (BOT-11-09-R6),

Mr. Lawrence highlighted the reference staff's new "Tuesday's Tips" initiative, and informed the Board that reference staff will continue to assess the viability of existing medical collections and make recommendations for their disposition.

**VIII. COMMUNICATION**

**A Board Members**

Mr. Miller reported that: he attended the Putnam County Directors Association meeting which had 90% of the county's directors in attendance; the Patterson Library's refurbishing project is underway and will be a real boon for its patrons; he found the Executive Director's Report thorough and informative.

*PCDA Meeting well attended*

Ms. Schnitzer reported that the Hudson Area Association Library is considering an offer to move into a nearby Armory whose owners are willing to extend the library a 30 year lease for \$1.00 a month; an article in the Register Star by Lisa Dolan gives an extremely positive review of the System's Battle of the Books project.

*HAAL considering location*

Ms. Ehnebuske informed the Board that Putnam County's tentative budget provides for a 3% increase in funding for county libraries, and thanked all the legislators who advocated on behalf of library funding. In addition, Ms. Ehnebuske reported that an article published in a recent edition of "Empire Friends" acknowledges the MHLS Website as an excellent resource for information on

*Putnam County funding increase*

*Friends Groups on Facebook*

Friend's Groups, and she encouraged the Board to access information about member libraries in their counties on Facebook.

*Library Event  
successful*

Ms. Miller thanked Mr. Nyerges for attending the Putnam County Directors Association meeting along with local legislators to lend his support. In addition, she informed the Board that the Sommers Library first Library Day Event organized by volunteers, was very successful and created positive "buzz" in the community for the library..

**B. Staff**

*Training survey in  
process*

Ms. Advocate, Outreach & Education Coordinator, informed the Board that she has already received 240 responses to her survey on "Where Would You Like Future Training Sessions to be Held?" and, that libraries whose Websites are hosted by the System now have mobile access to their sites.

*Tax Cap Law  
Guidelines available*

Ms. Smith Aldrich, Coordinator for Library Growth & Sustainability, reported on her efforts to keep member libraries in compliance with the recently released guidelines for operating under the new Property Tax Cap law from the Office of the State Comptroller.

*Trustees being  
recognized*

Mr. Nyerges informed the Board that Mike Minor is being honored with the Gilbert D.B. Hasbrouck Award for his lifetime contribution to libraries at a dinner on October 4, at the Global Palate Restaurant, West Park, New York; and, Roland Patterson and his wife are being honored on October 17, with the "2011 "Adriance Honors Award" at Locust Grove, Poughkeepsie, New York for their outstanding contributions to the library.

**C. Visitors**

*Red Hook Friends  
Group receives award*

Ms. Freudenberger thanked Mr. Nyerges and Ms. Advocate for attending the culmination of the Red Hook Public Library's Summer Reading Program, and announced that her library is this year's recipient of the Daniel Casey Award for its Friends Group's advocacy efforts.

**IX. NEW BUSINESS**

**A. 2012-2016 Plan of Service**

*CL Plan & System  
Plans approved*

Mr. Nyerges reiterated that the development of the System's new Plan of Service and the Central Library's Plan is a consensus document and the result of a collaborative effort of System staff, Directors, and the Personnel & Planning Committee. Following a request for questions on either document, Mr. Patterson called for a motion to approve both Plans. Mr. Bickford moved and

Mr. Mac Nish seconded THAT THE BOARD APPROVES THE CENTRAL LIBRARY PLAN AND THE SYSTEM'S 2012-2016 PLAN OF SERVICE.

**B. Construction Grant Recommendations**

*Construction Grants reviewed*

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on August 31, and: reviewed the System's Construction Grant application; and ranked and prioritized 13 Construction Grant applications submitted by member libraries using the Board approved list of priority funding criteria (BOT-11-09-NB2). She informed the Board that the language of the ranking criteria will be re-examined before review of next year's applications.

Following review of the applications, the committee agreed to recommend full board approval of the System's Construction Project to refurbish the roof and façade of the Auditorium, and to divide the remaining funds among 10 member libraries for their construction projects (BOT-11-09-NB2a). Ms. Profera thanked Ms. Smith Aldrich for her expertise in streamlining the process and insuring that all applications were complete and met the criteria and moved the committee's recommendations THAT THE BOARD AUTHENTICATE THE SYSTEM'S CONSTRUCTION GRANT PROJECT TO REFURBISH THE AUDITORIUM AND APPROVE THE RECOMMENDATIONS FOR 2011-2012 CONSTRUCTION GRANT AWARDS TO THE SYSTEM AND MEMBER LIBRARIES, AS PRESENTED. **The motion carried.**

*Grants approved*

**C. Proposed Meeting Dates for 2012**

*2012 meeting dates approved*

The proposed schedule of meetings for 2012 is as follows: Saturday, January 7 (*snow date Tuesday, January 10*); Saturday, March 10 (*snow date Tuesday, March 13*); Wednesday, May 9 (location t/b/a); Wednesday, July 11; Wednesday, September 12; Saturday, December 8 (*snow date Tuesday, December 11*). The Annual Meeting is tentatively scheduled for Friday, October 26. The location of the Board's May meeting will be announced at a subsequent meeting.

Following review, Mr. Miller moved and Ms. Profera seconded THAT THE BOARD APPROVES THE 2012 MEETING SCHEDULE, AS PRESENTED. **The motion carried.**

**D. Patterson Library Variance Request**

*Patterson Variance approved*

Mr. Nyerges informed the Board that The Patterson Library must submit an annual Variance Request Form to the State for not complying with Standard 11 that requires library serving more than 7,500 to have a director with an

MLS Degree, and that the Patterson Library Board wishes to retain Ms. Haar's service and will, upon her retirement, replace her with a director with an MLS Degree.

Following this explanation, Ms. Miller moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE SUBMISSION OF A VARIANCE REQUEST TO THE STATE LIBRARY FROM THE PATTERSON LIBRARY. **The motion carried.**

**E. LSTA Summer Reading Program Report**

Ms. Advocate, Outreach & Education Coordinator, reported that participation, number of books read, and attendance at this year's Summer Reading programs exceeded expectations. She then gave a Power Point Presentation highlighting the objectives and results of the 2011 MHLS LSTA Summer Reading Mini-Grant Program with first-hand comments from participants and program attendees (*appended to file*).

*The Board thanked Merribeth for her considerable efforts in facilitating this year's program and helping to make it so successful. In addition, it was agreed that encouraging early interest in libraries markedly increases reading skills and results in life-time library users and supporters.*

**X. ADJOURNMENT**

At 12:05 p.m., Mr. Mac Nish moved that the meeting be adjourned.

*The Annual Meeting is scheduled for Friday, October 28 at 10:00 a.m. at the Henry A. Wallace Center at the FDR Presidential Library and Home, Hyde Park, New York.*

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

Respectfully submitted by

Janet R. Schnitzer  
Secretary

Approved                      2011  
by the MHLS Board of Trustees

*Summer Reading  
mini-grant program  
reviewed*

