

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
January 12, 2013**

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 2013 Oath of Office to trustees in attendance.

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

Trustees Present:	John Bickford, Lisa Baker Brill, Bill Conine, Peter Hoffmann, Stephen Mac Nish, Martin Miller, Regina Morini, Roland Patterson, Matthew Perry, Caroline Profera, Lynne Ridgeway, Myrna Sameth, Janet Schnitzer, Jim Tuttle, Camilla W. von Bergen
Liaisons:	Tom Lawrence, Director Poughkeepsie Public Library District, Frank Rees, Director Kent Public Library
Staff Present:	Merribeth Advocate, Robert Drake, Mike Nyerges, Linda Vittone, Peggy Winn

**II. PRESIDENT'S REPORT**

In his report, President Hoffmann reported that:

- he and Mr. Tuttle met with Executive Director, Mike Nyerges, to review the results of his evaluation and finalize his contract;
- the loss of revenue created by the closure of the Danskammer Power Plant continues to negatively affect the budgets of the Marlboro and Milton libraries;
- he has received an invitation to attend a Woodstock Public Library Board meeting;
- a request has been received from Cristina Phillips, Board President of the Blodgett Memorial Library, that the System not increase the library's assessment fees.

*President's  
report presented*

**III. APPROVAL OF MINUTES**

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

*Dec. Minutes  
approved*

**IV. TREASURER'S REPORT**

Ms. Morini reported that she reviewed the monthly financial report for November and found it acceptable (BOT-13-01-R1).

Ms. Profera moved and Mr. Bickford seconded THAT THE FINANCIAL

*Financial report  
for November  
received*

REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

*Warrant s  
received*

**V. REPORT ON PAYMENT OF BILLS**

Mr. Mac Nish reported that he reviewed the September warrant and found it acceptable (BOT-13-01-R2).

Ms. Profera moved and Mr. Bickford seconded THAT THE WARRANT FOR SEPTEMBER BE RECEIVED. **The motion carried.**

Ms. Brill reported that she reviewed the November warrant and found it acceptable (BOT-01-R2a).

Mr. Mac Nish moved and Mr. Bickford 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-13-01-R3), Mr. Nyerges reported that:

- the Hudson Area Association Library's recent employment of a Library Director who does not hold a NYS public librarian professional certificate requires that the library submit a Variance for being out of compliance with both Commissioner's Regulation 90.2 (requiring public and association libraries to meet minimum standards in order to receive local or state public funds) and 90.8 (requiring that a public or association library serving 7,500 or more hire a director with a Masters in Library Science degree). The library director is expected to complete her MLS Degree by December 2015.
- completion of a renewed contact between the System and the Town of Union Vale for payment of \$25,000 to be divided among the Beekman, LaGrange Association, Millbrook Free and Dover Plains libraries for services afforded the Town's residents is underway;
- staff health and safety issues, identified by a CSEA representative, have been addressed and corrected;
- it is expected that the System's will begin usage of county fuel for delivery in the near future, which will be a significant saving;
- the upcoming "*Open Meetings Law & Freedom of Information Law*" workshop, presented by Robert Freeman on January 30, affords an excellent educational opportunity;
- the Trustee Services Committee will meet in February to discuss board objectives and trustee education opportunities for 2013;
- Putnam County Libraries are to be commended for their outstanding community service following Hurricane Sandy. *The board discussed the need for libraries to be officially designated at the Federal and State level as "First Restorers" and recognized as well for the valuable role they play as information centers following disasters. In addition, the board agreed that it is important to continue to lobby with legislators for increased funding to purchase the necessary equipment to fulfill this new responsibility.*

**VII. OTHER REPORTS**

**A. Liaison Report**

*Liaison report  
presented*

Mr. Rees, Directors Association Liaison to the board, reviewed his report of

the January 8, meeting (BOT-13-01-R4) and highlighted discussions on rescheduling the migration date to Sierra to offset possible circulation problems during school winter recess and, the conduct of the first four break-out sessions held as part of the ongoing evaluation of System services. *The Executive Director informed the board that: results of the sessions are being compiled, and will be reviewed by the System Services Task Force; and that the directors approved a policy allowing libraries to restrict holds on second and additional copies of new materials to local residents. For those libraries able to purchase additional copies, wait times for items on holds will be shorter. For those libraries unable to purchase additional copies, wait times for items on hold will be longer.*

**B. Personnel & Planning Committee Report**

Mr. Bickford, Chair of the Personnel & Planning Committee reported that the committee met immediately before this meeting to discuss personnel issues that will be discussed in Executive Session.

*Executive Session  
to be held*

**VIII. COMMUNICATION**

**A. Board**

Mr. Mac Nish reported that the building in which the Pine Plains Public Library is housed is being foreclosed, and the library is facing possible eviction. Mr. Nyerges reported that, to date, the library has made no definitive plans to relocate and is continuing to conduct business until further notice.

*PP Library bldg.  
foreclosed*

Mr. Bickford related a recent issue brought to his attention pertaining to the use of the Howland Public Library, by a non-patron, as a place to provide a private tutoring session. As the library currently has a policy requiring prior board approval and space reservation, this issue requires attention from neither the System nor this board.

*Use of facility  
discussed*

Mr. Perry reported that the Philmont Public Library recently faced a similar occurrence following use of the library to conduct a Bible study meeting. The Library's Board is reviewing the situation and will decide on a policy regarding the use of the library facility by outside groups.

*Philmont  
reviewing policy*

Mr. Miller:

- suggested that System staff review the status of the present ownership and leasing agreements of its member libraries;
- asked the board to encourage trustees in their counties to attend Library Legislation Day, on March 5, in Albany, New York; and.
- thanked Mr. Bickford for his outstanding performance as Chair of the Personnel & Planning Committee, and facilitator of the evaluation process of System services and the Executive Director.

*Evaluation  
process praised*

Mr. Patterson requested that Mr. Lawrence report on the status of the Boardman Road construction project. Mr. Lawrence informed the board that certification has been given to expedite the construction of a 6.5 million dollar branch Library on Boardman Road, in Poughkeepsie. Completion of the accelerated building project is expected by Fall 2014.

*Boardman Road  
project certified*

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Ms. Sameth reported that the Saugerties Public Library will be conducting an online silent auction, with bidding to begin on January 20, and, that the library plans to host four art exhibits throughout this year.

*Saugerties to  
host exhibits*

### B. Staff

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

*CE sessions  
offered*

- staff is in the process of assisting member libraries to complete their 2012 Annual Reports;
- a robust continuing education program has been planned for 2013; At this time, sixty programs are scheduled to assist and support directors and their staff;
- a training session to help new library staff run their Summer Reading Programs is also being implemented;
- the purchase of five (5) subscriptions to LYNDIA.com will make 1,500 additional online training certificate programs available to library staff.

Mr. Drake, IT Coordinator, reported that:

*Sierra migration  
date to be  
changed*

- in response to a request by the Directors Association, he and Automation Coordinator, Mr. McCarthy, are working to set a more suitable date for migration to Sierra. The tentative new migration date is April 23, pending approval by directors;
- following access from III to the new upgrade, IT staff will begin providing preliminary training on Sierra functions at member libraries;
- he is continuing to work with the member libraries to complete their e-rate paperwork;
- new email accounts are being set up for the smaller libraries who wish to have their library names following the @ sign;
- Sam Command PC's are being installed in four member libraries.

## IX. NEW BUSINESS

### A. 2013 Committee Assignments

President Hoffmann referred to the proposed 2013 committee roster (BOT-13-01-NB1) and, asked if there were any requests for changes in addition to Ms. Brill's request to step down as Chair of the Trustee Services Committee. There being none, the roster was accepted, as amended.

*2013 committee  
assignments  
accepted*

### B/ Town of Union Vale Contract

Mr. Hoffmann, referring to Mr. Nyerges' report (BOT-13-01-R4), called for a motion to approve the negotiation of a new contract with the Town of Union Vale for services provided their residents by member libraries. Mr. Bickford moved and Mr. Miller seconded THAT THE BOARD APPROVES THE SIGNING OF AN 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.**

*Agreement  
approved*

C. Hudson Area Association Library Variance

Subsequent to the previous explanation given for the Hudson Area Association Library's request for a Variance, in Mr. Nyerges' report (BOT-13-01-R3), Ms. Schnitzer moved and Ms. Profera seconded THAT THE BOARD APPROVES SUBMISSION OF A VARIANCE REQUEST FOR THE HUDSON AREA ASSOCIATION LIBRARY. **The motion carried.**

*HAAL  
Variance  
approved*

D. Authentication of 2013 LSTA Summer Reading Grant

Ms. Advocate informed the Board that all three grants needing approval are Invitational Grants with fixed budgetary allowances. There being no questions regarding the intent or budget of the grant (BOT-13-05-NB3), Mr. Bickford moved and Ms. von Bergen seconded THAT THE BOARD AUTHENTICATES THE SYSTEM'S LSTA GRANT APPLICATION FOR THE 2013 SUMMER READING MINI-GRANT PROGRAM, AS PRESENTED. **The motion carried.**

*Summer Reading  
Grant  
authenticated*

E. Certification of 2013 Family Services Literacy Grant

There being no questions regarding the proposed 2013 Family Services Literacy Grant (BOT-13-01-NB4), Mr. Bickford moved and Mr. Tuttle seconded THAT THE BOARD CERTIFIES THE SYSTEM'S 2013 FAMILY LITERACY GRANT PROJECT, AS PRESENTED. **The motion carried.**

*Family Services  
Literacy Grant  
certified*

F. Certification of 2013 Adult Services Literacy Grant

There being no questions regarding the proposed 2013 Adult Services Literacy Grant (BOT-13-01-NB5), Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD CERTIFIES THE SYSTEM'S 2013-2016 NEW YORK STATE ADULT LITERACY LIBRARY SERVICES GRANT PROJECT, AS PRESENTED. **The motion carried.**

*Adult Literacy  
Grant certified*

G. Designation of Legal Counsel and Approval of 2013 Fees

Mr. Nyerges informed the board that the System would like approval to continue the services of the legal firm Thomas, Drohan, Waxman, Petigrow & Mayle, LLP in 2013, at the same hourly rates of \$195 per hour for attorney time and \$85 for paralegal services. Following this explanation, Mr. Tuttle moved and Mr. Patterson seconded THAT THE BOARD DESIGNATES THOMAS, DROHAN, WAXMAN, PETIGROW & MAYLE, LLP AS ITS LEGAL COUNSELLORS IN 2013 AND ACCEPTS THE FIRMS HOURLY RATES, AS PRESENTED. **The motion carried.**

*System counsel  
designated*

H. Executive Session

At 11:10 a.m., Mr. Hoffmann called for a motion to go into Executive Session to discuss personnel issues. Mr. Bickford moved and Ms. Morini seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. **The motion carried.**

At 11:50 a.m., Mr. Conine moved and Ms. Profera seconded THAT THE BOARD LEAVE EXECUTIVE SESSION.

At 11:52 a.m., President Hoffmann resumed the regular meeting and gave the floor to Mr. Bickford. Mr. Bickford moved and Ms. Brill seconded THAT, IN RECOGNITION OF THE SIGNIFICANT POSITIVE FEEDBACK IN

*Personnel issue  
discussed in  
Executive Session*

THE LATEST MEMBER SERVICES ASSESSMENT SURVEY, THE BOARD GRANTS MS. SMITH ALDRICH A \$2,500 BASE SALARY INCREASE. **The motion carried.** Ms. Profera and Mr. Hoffmann voted no. Mr. Miller abstained.

**XI. ADJOURNMENT**

At 11:55 a.m., Ms. Morini moved and Mr. Bickford seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Saturday, March 9, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2013  
by the MHLS Board of Trustees