

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
July 10, 2013**

Peter Hoffmann, Board President, 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, 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, Mark Wilson

Trustees Absent: Bill Conine

Liaisons: 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: Lauren Muffs, Assistant Director, Poughkeepsie Public Library District

**II. PRESIDENT'S REPORT**

Appointment of Columbia County Representative

President Hoffmann welcomed the board and reported that Kinderhook Library Trustee, Mark Wilson, has received the endorsement of the Columbia County Directors Association to be considered for appointment to complete the fourth year of a five-year term vacated by Matthew Perry. He then introduced Mr. Wilson and invited Board members, liaisons and staff to introduce themselves and state their System affiliations.

Following introductions, President Hoffmann called for a motion to appoint Mr. Wilson to the Board. Ms. Schnitzer moved and Mr.

Tuttle seconded THAT THE BOARD APPOINTS MARK WILSON, AS A COLUMBIA COUNTY BOARD REPRESENTATIVE, TO COMPLETE THE FOURTH YEAR OF THE FIVE-YEAR TERM VACATED BY MATTHEW PERRY.

**The motion carried.**

*President's report presented*

President Hoffmann continued his report and informed the Board that:

- Bradbury Associates has informed him that they have received seven applications for the position of Executive Director and anticipate a total of 20-25 candidates. Twenty-two library directors responded to the firm's email questionnaire and provided four recommendations for the

*Executive Search update*

position;

- resolution of the tax situation for the Marlboro and Milton libraries, stemming from the loss of tax revenue from the closure of two Newburgh Power Plants, is ongoing. However, the Milton Library has received \$19,000 from the school district and a \$17,000 grant from Assembly member Frank Skartados.
- he was afforded the opportunity to speak at an excellent Trustee Essentials Workshop presented by Merribeth Advocate and Rebekkah Smith Aldrich at the Beekman Library. Planning for an Orientation Session for new and existing Mid-Hudson Board members is in progress.

*Marlboro tax crisis ongoing*

*Trustee training attended*

### **III. APPROVAL OF MINUTES**

#### **A. Minutes of May Meeting**

Mr. Bickford moved and Mr. Miller seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED. **The motion carried.** Mr. Wilson abstained.

*Minutes of May accepted*

### **IV. TREASURER'S REPORTS**

Ms. Morini reported that she reviewed the monthly financial reports for April and May and found them acceptable (BOT-13- 07-R1/1a). Following a correction to the ***Total Cash and Investments*** of the 5/31/2012 report from \$1,253,952 to \$1,365,578 by Business Manager Ms. Vittone, Ms. Morini moved and Mr. Mac Nish seconded THAT THE FINANCIAL REPORT FOR APRIL BE RECEIVED, AS AMENDED AND THE FINANCIAL REPORT FOR MAY BE RECEIVED, AS PRESENTED. **The motion carried.**

Following discussion, *the Board agreed that the percentage column of receipts and disbursements be amended to reflect the "to date" percentage of actual expenditures and expenses on future reports.*

*Financial reports received*

### **V. REPORT ON PAYMENT OF BILLS**

Mr. Bickford reported that he reviewed the warrant for April and found it acceptable (BOT-13-07-R2). Mr. Bickford moved and Mr. Mac Nish seconded THAT THE WARRANT FOR APRIL BE RECEIVED. **The motion carried.** *The Board requested that any checks voided without an amount be included in the official warrant as a voided check with an amount of zero, instead of being handwritten into the warrant.*

Receipt of the May warrant was tabled until September.

*April Warrant received*

*May Warrant tabled*

### **VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-13-07-R3), Mr. Nyerges reported that:

- he is looking forward to enjoying lunch following the meeting and giving staff and board members an opportunity to meet and network;

*Director's report presented*

- member libraries remain divided regarding the reinstatement of mileage reimbursement for Mid-Hudson library staff and trustees. However, the consensus of the directors is that any decision should aim to equalize costs across the five-county service area;
- the System will direct approximately 60% of its increase in funds for 2013 to the member libraries. The Central Library Advisory Committee met on July 9, and began discussion on how best to utilize these funds;
- preparation for the final phase of the System's 2012-2013 Construction Grant, the asbestos abatement project, is underway. The Facilities Committee will meet before the September meeting to prioritize projects for the 2013-2014 grant proposal.

## **VII. OTHER REPORTS**

### **A. Liaison Report**

Mr. Rees, as Directors Association Liaison to the Board, presented his report from the June Directors Association meeting (BOT-13-07-R4).

*Liaison report  
presented*

### **B. Personnel & Planning Committee Report**

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee met in June and discussed and reviewed:

*Planning &  
Personnel  
Committee report*

- a draft of a new *Non-Solicitation* policy that will clarify what constitutes a "conflict of interest" for System representatives/employees. A draft of the policy is currently out for legal review and expected to be ready for presentation to this Board in September.
- salary comparisons, in preparation for upcoming Union contract negotiations;
- the System's current policy/agreement with the CSEA for staff reimbursement for continuing education;
- the proposed revisions to the 2013 organizational chart as indicated on the final draft (BOT-13-07-R5). Following a brief review of the revised chart, Mr. Tuttle moved and Ms. Profera seconded THAT THE BOARD APPROVES THE REVISED 2013 ORGANIZATIONAL CHART, AS PRESENTED. **The motion carried.**
- how to address concerns regarding performance evaluations of staff members reporting to two supervisors. Mr. Nyerges informed the Board that current job descriptions adequately address this issue and are open to Union review.
- the best way to keep this Board apprised on the implementation of the goals of the Plan of Service. The Committee agreed that progress on two elements of the Plan be discussed at each meeting.

*2013 Organizational  
Chart approved*

*POS reports to be  
presented*

**C. Finance Committee Report**

**Reinstatement of Mileage Reimbursement and Approval of Revised 2013 Budget**

*Revised budget approved*

Ms. Morini, Chair of the Finance Committee, reported that the committee met in June and reviewed the revised 2013 budget that includes reinstatement of mileage reimbursement for System trustees.

Mr. Nyerges informed the Board that discussions around the reinstatement of mileage reimbursement for member library staff and System Board members resulted in a consensus that reimbursement should strive to equalize costs across the five county service area. The proposal to eliminate reimbursement for the first 20 miles of travel was suggested as a way towards achieving this goal.

Following discussion, *the Board agreed that a formal policy be created after review and clarification by the Personnel & Planning and Trustee Services Committees, and presented to the full Board at the September meeting.*

*Mileage reimbursement policy to be reviewed*

Mr. Bickford moved and Mr. Patterson seconded THAT THE BOARD APPROVES THE REVISED 2013 BUDGET, AS PRESENTED AND THAT THE REINSTATEMENT OF MILEGE REIMBURSEMENT FOR MEMBER LIBRARY STAFF AND MID-HUDSON TRUSTEES BE REFERRED TO THE PERSONNEL & PLANNING AND TRUSTEE SERVICES COMMITTEES FOR CLARIFICATION. **The motion carried.**

**Approval of 2013 Central Library Program Budget**

*CL Program budget approve*

Mr. Nyerges reported that the 2013 Central Library Program Budget for the expenditure of Development and Book Aid funds (BOT-13-07-R6a) is part of the System's Budget Application and requires separate approval. Following this explanation, Mr. Miller moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE REVISED 2013 CENTRAL LIBRARY DEVELOPMENT AID AND BOOK AID BUDGET, AS PRESENTED. **The motion carried.**

**VIII. COMMUNICATION**

*Board attendance rules*

**A. Board and Liaisons**

Mr. Miller requested that the Board re-examine the rules for attendance at meetings and take appropriate steps to ensure that they are being enforced.

*Workforce Development praised*

Ms. Muffs, as Central Library representative, reported that:

- the library's recent book sale netted \$90,000;
- the Central Library Committee met and opted to cancel the subscription to Heritage Quest in favor of purchasing additional Workforce Development databases. The decision was based on the overwhelming statistics regarding the usefulness and effectiveness of these materials;

- the Boardman Road Branch Library is expected to open at the end of 2014.

*Branch Library  
under construction*

Ms. Schnitzer reported that: the Hudson Area Association Library recently held an Open House to allow patrons to view the architectural drawings of the library's planned space renovations; the library's Friends Group is having a boat cruise fundraiser which on Saturday, July 13, with views of a firework display.

*HAAL events*

Ms. Morini reported that she attended the Kent Library Board meeting at which Ms. Smith Aldrich presented information on sustainable funding options. The Kent Library is going for District Library status and planning another fundraiser.

*Kent meeting  
attended*

Ms. Sameth brought attention to two interesting articles in the New York Times regarding the merger of Penguin and Random House publishers and the loss of income reported by noted bookseller, Barnes & Noble.

*NYT articles noted*

**B. Staff**

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

- the closure of the women's correctional facility in Dutchess County will adversely affect the categorical aid in that area;
- new county Web pages are being created using Word Press for patron access to databases and workforce development resources;
- the new Resume Lab database allows patrons to upload their resumes and receive suggestions on how they can be improved, within 24 hours;
- the month of June surpassed May for the highest number of digital materials circulated;
- this year's Summer Reading Programs emphasizing new users are progressing well.

*DC facility closing*

*Resume Lab useful  
tool*

*Digital circs up*

*SRP going well*

Ms. Smith Aldrich, Coordinator for Library Growth & Sustainability, reported on the status of the Reed Memorial Library's (Carmel) bid to become a Special District Library, thanked the Board for investing funds in the continuing education and professional development of MHLS staff, and shared the benefits of the programs she attended at the recent American Library Association Conference in Chicago, that she will also share with the Marketing Advisory Committee and the Directors Association.

*Reed Library SD  
legislation*

*Library conferences  
praised*

Mr. Drake, Information Technology Coordinator, reported that: he is working on creating Home Access Websites, resolving current phone line issues, and keeping up with the increase of OverDrive usage.

*IT projects*

Mr. McCarthy, Automation Coordinator, reported that he is very happy to be working with the two new Catalogers, who are both excellent workers and that he is preparing the member libraries for a scheduled Sierra downtime during the first week of August.

*Catalogers praised*

**IX. NEW BUSINESS**

**A. Acceptance of Staff Appointments**

Mr. Nyerges reported that two new staff positions have been created and filled. Tara Stohr has been appointed to the full-time position of Interlibrary Loan/Cataloging Specialist and Nina Acosta has been appointed to a part-time position as Cataloging Specialist.

*Staff appointments approved*

Following this explanation, Mr. Mac Nish moved and Ms. von Bergen seconded THAT THE BOARD APPROVES THE APPOINTMENT OF TARA STOHR TO THE POSITION OF FULL-TIME ILL/CATALOGING SPECIALIST, EFFECTIVE JUNE 3, 2013, AND NINA ACOSTA TO THE PART-TIME POSITION OF CATALOGING SPECIALIST, EFFECTIVE JUNE 10, 2013. **The motion carried.**

**B. Approval of E-rate Contracts**

Mr. Nyerges reported that Board approval of two e-rate contracts is required, and that both contracts are contingent upon availability of e-rate funds. Following a brief review of the contracts for the purchase of networking equipment from Ronco Communications, and Amer Network (BOT-13-07-NB1), President Hoffmann called for a motion to approve the proposed contracts with Ronco Communications and Amer Network and, Ms. von Bergen moved and Ms. Profera seconded THAT THE BOARD APPROVES THE PROPOSED CONTRACTS FOR THE PURCHASE OF NETWORKING EQUIPMENT FROM RONCO COMMUNICATIONS AND AMER NETWORK CONTINGENT UPON THE RECEIPT OF E-RATE FUNDS,. **The motion carried.**

*E-rate contracts approved*

**XI. ADJOURNMENT**

At 11:50 a.m., Ms. Brill moved and Ms. Profera seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Wednesday, September 18, at 10:00 a.m.at the Mid-Hudson Library System Auditorium.*

Respectfully submitted by

Lisa Baker Brill  
Secretary

Approved  
by the MHLS Board of Trustees

2013



