

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
September 19, 2012**

Peter Hoffmann, Board President, called the meeting to order at 10:07 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, Michael Minor, Regina Morini, Roland Patterson, Matthew Perry, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle

Trustees Absent: Bill Conine

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

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

Others Present: System Retirees: Mary Keelan, Fred Van Tassell, Frank Van Zanten

*President's report
presented*

II. PRESIDENT'S REPORT

In his report, President Hoffmann welcomed attendees and called for a motion to amend the sequence of the Agenda to review Construction Grant Recommendations, Item. B, under New Business, prior to the Director's Report, in order to allow participation in the discussion by Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability. Mr. Tuttle moved and Mr. Miller seconded THAT THE AGENDA BE AMENDED, AS PRESENTED. **The motion carried.**

He then reported that:

- he attended the Personnel & Planning and Finance Committee meetings held in July and August;
- he reviewed construction bids for the roofing project and worked with bidders to lower costs;
- former MHLS trustee, Camilla von Bergen, will run for the Putnam County position on the Board, vacated by Jean Ehnebuske;
- Mr. Mac Nish will Chair the Incentives Committee for the duration of this year.

III. APPROVAL OF MINUTES

Mr. Tuttle moved and Mr. Miller seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. The motion carried.

*Minutes of July
accepted*

IV. TREASURER'S REPORTS

Mr. Patterson reported that he reviewed the monthly financial reports for June, July and August and found them acceptable (BOT-12-09-R1/1a/1b) and noted that the August report shows a positive fund balance. Mr. Patterson moved and Mr. Mac Nish seconded THAT THE FINANCIAL REPORTS FOR JUNE /JULY/AUGUST 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. Miller reported that he reviewed the warrant for August and found it acceptable (BOT-11-09-R2a). Mr. Miller moved and Ms. Sameth seconded THAT THE WARRANTS FOR JULY/AUGUST BE RECEIVED. The motion carried.

Warrants received

VI. NEW BUSINESS – PART I

A. Member Library Construction Grant Recommendations

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on September 5, and: reviewed the System's Construction Grant application; ranked and prioritized 10 Construction Grant applications submitted by member libraries using the Board approved list of priority funding criteria Following review of the applications, the committee agreed to recommend approval of the System's Construction Project for asbestos abatement of the Auditorium, and to divide the remaining funds (\$502,717) among 10 member libraries for their construction projects (BOT-12-09-NB2), eliminating none. 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 then moved the committee's recommendation THAT THE BOARD APPROVE THE RECOMMENDATIONS FOR 2012-2013 CONSTRUCTION GRANT AWARDS TO THE MEMBER LIBRARIES, AS PRESENTED. **The motion carried.**

*Member library grant
awards approved*

Mr. Nyerges commended the committee for their excellent work.

V. DIRECTOR'S REPORT

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

*Director's report
presented*

- this year's Annual Meeting, on October 19 will afford an opportunity for three Regents Advisory Council members to share their perspectives on the state's vision for the future of libraries;
- the Facilities Committee's recommendation for asbestos abatement of the Auditorium resulted from the need to alleviate

the potential health hazard of these materials;

- thanks to Mr. Hoffmann's considerable efforts and expertise a contract will be signed today for the roofing project. *Mr. Hoffmann briefly described the bidding process and how costs were minimized.*
- securing Dutchess County tax-free fuel will result in a significant discount for delivery service, in 2013;
- it is his intent to meet annually with System retirees to provide relevant information on health insurance benefits and address personal concerns;
- the next meeting of the Department of Corrections and Community Supervision will take place on Friday, September 21, and provide an excellent networking opportunity.

VII. OTHER REPORTS

A. Liaison Reports

Liaison reports presented

In addition to her written reports (BOT-11-09-R4/4a) Ms.

Freudenberger, as Directors Association Liaison to the Board, reviewed the Action Items for July and September.

Mr. Tuttle asked System staff if they foresee any potential risks during the transition of the server to the Cloud.

Mr. Drake, Information Technology Coordinator, briefly outlined the process and steps that are already in place to avoid any significant problems and defray excessive downtime for the libraries. He emphasized that there is always a chance that the transfer of data will take longer than expected, but in the worst case scenario libraries can continue to use the old server. In addition, individual access problems will be addressed by staff, as required.

B. Facilities Committee

Facilities Committee report presented

Mr. Minor, Chair of the Committee, reported that the Committee met and discussed:

- the existing maintenance needs of the Auditorium and the main office building;
- prioritization of the proposed projects;
- the feasibility of utilizing the space on the 3rd floor of the office building; and,
- how to cut costs of future projects.

C. Nominating Committee Report

2013 Slate presented

In the absence of Mr. Conine, Chair of the Nominations and Elections Committee, Mr. Tuttle presented the proposed slate of officers for 2013:

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|------------------|------------------|
| • President | Peter Hoffmann |
| • Vice President | Caroline Profera |
| • Secretary | Lisa Baker Brill |
| • Treasurer | Regina Morini |

There being no additional nominations from the floor, Mr. Tuttle moved and Mr. Miller seconded THAT THE BOARD ACCEPTS THE

PROPOSED SLATE OF OFFICERS FOR 2013. **The motion carried.**

Mr. Minor abstained.

The Board will vote to accept the slate in December.

C. Personnel and Planning Committee

Personnel report presented

Mr. Bickford reported that the committee met on August 20, and: reviewed and clarified the intent of the NYSHIP Resolutions and corresponding personnel policies (tabled at the July meeting) regarding Post Employment Benefit Insurance and Dependent Survivor Coverage, and the employee Mileage Reimbursement and Conference Travel policies, and discussed proposing the creation of an Assistant Director position.

In addition, he informed the Board that the committee's next challenge will be to revise the Member Assessment Survey, with recommendations from the Ad hoc Services Committee, and to finalize the Board's Appraisal of the Executive Director.

D. Finance Committee

Mr. Patterson, Chair of the Finance Committee, reported that no action is recommended from the joint meeting with the Personnel & Planning Committee.

Finance Committee report

VIII. COMMUNICATION

A Board Members

Ms. Morini reported that Putnam County's Big Read "the Great Gatsby" is underway and many wonderful events are planned throughout the county.

PC Big Read in progress

Mr. Miller reported that his Rotary Club, with the support of former School Superintendent, Bill Bassett, is promoting collaborative school/library reading programs in Putnam County. In addition, the Patterson Library is contacting the Rotary to request funds for its children's collection.

Rotary supports collaborative effort

Mr. Mac Nish reported that he and Messrs. Bickford and Patterson attended the East Fishkill Library Board meeting and their input was greatly appreciated.

EF Board meeting attended

Mr. Hoffmann thanked Ms. Keelan, Mr. Van Tassell and Mr. Van Zanten for attending the meeting and invited them to speak. Mr. Van Tassell expressed his desire to show support for approval of the Dependent Survivor Resolution and for the exemption of pre-2006 retirees from payment for health insurance. Ms. Keelan thanked Mr. Nyerges for providing the information session with insurance broker, Patrick Malleolo, and reiterated that she will continue to fight to obtain health insurance benefits as deferred compensation for pre-2006 retirees. Mr. Van Zanten concurred.

Retirees address Board

B. Staff

Mr. Nyerges informed the Board that he was one of the emcees at the

Battle of the Books, which was an incredibly successful educational event. Member libraries are to be commended for their part in facilitating this program.

Mr. McCarthy, Automation Coordinator, reported that the technology team is prepared to handle the transition to the Cloud, and that staff has been able to cut down the size of the data with thanks in part to the Central Library's reference staff's weeding of outdated medical materials. *Mr. Nyerges complimented the Central Library staff on the vital role this weeding project played in collection development.*

*Automation team
ready for migration*

Mr. Drake, Information Technology Coordinator, reported that he anticipates the migration of the server to the Cloud to go smoothly, and that the team's next challenge will be the Sierra upgrade.

*Sierra upgrade next
project*

Ms. Advocate, Outreach & Education Coordinator, informed the Board that: the Kingston Rotary is helping to raise funds for a collection for the county jails; early data on the Summer Reading Program indicates over 80% of the member libraries reported an increase in library traffic over the summer; 13 librarians have received \$100 mini grant awards for their libraries for completing Mango's free online Spanish for Librarians course; Mango has given Mid-Hudson National recognition for being a model of continuing education best practices; Director's found the first session of the Leadership Development series, presented by Sandra Nelson, extremely valuable in helping them to set achievable goals (a full evaluation of the program will be compiled following the second session).

SRP successful

C. Visitors

Ms. Freudenberger, reported that as a result of the Red Hook Public Library's sister city relationship with the children's library of Mas'ha West Bank, Palestine, the town of Red Hook's Sister City Project has invited Mayor Nidal Amer, to attend "Hardscrabble Day" and visit the Red Hook Library.

*Mas'ha Mayor to visit
Red Hook*

Mr. Lawrence, distributed brochures on the Central Library's Big Read programs and the proposed Arlington Branch building project. He then reported that: PPLD came in first in the Battle of the Books; has received a \$100,000 grant from the Dyson Foundation for its public computer center; and, has been informed that Frank Van Zanten will be receiving the Daniel W. Casey Empire Friends Award for outstanding library advocacy.

*Van Zanten
recognized*

IX. OLD BUSINESS

A Revised NYSHIP Resolution and Policy for Post Employment Benefit Insurance

*NYSHIP Resolutions
approved*

Mr. Bickford, Chair of the Personnel & Planning Committee, reviewed the additional eligibility requirement for post employment health benefits based on retirement age of employees (BOT-12-09-UB1), and moved the committee's recommendation, seconded by Mr. Miller,

THAT THE BOARD APPROVE THE NYSHIP RESOLUTION FOR THE POST EMPLOYMENT HEALTH INSURANCE BENEFIT, AS PRESENTED. **The motion carried. Mr. Minor abstained.**

Mr. Bickford then moved the corresponding employee policy, which was seconded by Mr. Miller THAT THE BOARD APPROVE EMPLOYEE POLICY NUMBER 317 FOR POST EMPLOYMENT HEALTH INSURANCE COVERAGE, AS PRESENTED. **The motion carried. Mr. Minor abstained.**

B. Revised NYSHIP Resolution and Policy for Dependent Survivor Coverage

Mr. Bickford, Chair of the Personnel & Planning Committee, reviewed the revised Resolution and Policy for Dependent Survivor Coverage exempting current retirees from any reduction in this benefit, and stipulating the requirements for eligibility for this benefit and moved the committee's recommendation seconded by Mr.

Mac Nish, THAT THE BOARD APPROVES THE NYSHIP RESOLUTION FOR DEPENDENT SURVIVOR COVERAGE, AS PRESENTED. **The motion carried.** Mr. Minor abstained.

Mr. Bickford then moved the corresponding employee policy seconded by Mr. Mac Nish THAT THE BOARD APPROVES EMPLOYEE POLICY NUMBER 319 FOR DEPENDENT SURVIVOR COVERAGE, AS PRESENTED. **The motion carried.** Mr. Minor abstained.

C Other Personnel Policies
Mileage Reimbursement

Employee policies approved

Following clarification of the revised Mileage Reimbursement policy, Mr. Bickford moved and Mr. Tuttle seconded THAT THE BOARD APPROVES EMPLOYEE POLICY NUMBER 511 FOR MILEAGE, REIMBURSEMENT, AS PRESENTED. **The motion carried.**

Conference Travel

Following agreement by the Board to revise number 4, the proposed policy to read: "Car rentals should be used only when the cost is less expensive than that of other available transportation *and alternatives do not result in unreasonable travel times*", Mr. Bickford moved and Mr. Tuttle seconded THAT THE BOARD APPROVES EMPLOYEE POLICY NUMBER 512 FOR CONFERENCE TRAVEL, AS REVISED. **The motion carried.** Mr. Minor abstained.

MHLS Construction Grant approved

X. NEW BUSINESS

A. Authentication of MHLS Construction Grant Application

Mr. Nyerges referred to Ms. Profera's report stating that the committee recommends approval of the System's Construction Grant project for asbestos abatement of the auditorium (BOT-12-09-NB1) and., Mr. Miller moved and Mr. Tuttle seconded THAT THE BOARD AUTHENTICATES THE SYSTEM'S CONSTRUCTION GRANT, AS PRESENTED. **The motion carried.**

B. Proposed Meeting Dates for 2013

*2013 meeting dates
approved*

Mr. Hoffmann read the proposed schedule of meetings for 2013 as follows: Saturday, January 12 (*snow date Tuesday, January 15*); Saturday, March 9 (*snow date Tuesday, March 12*); Wednesday, May 8 (location t/b/a); Wednesday, July 10; Wednesday, September 18; Saturday, December 7 (*snow date Tuesday, December 10*). The Annual Meeting is tentatively scheduled for Friday, October 18. 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 2013 MEETING SCHEDULE, AS PRESENTED. **The motion carried.**

C. Executive Session

Board goes into Executive Session

At 12:21 p.m., following verification of the need to go into Executive Session, President Hoffmann called for a motion to go into Executive Session to discuss personnel issues. Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. **The motion carried.**

At 1:14 p.m., Mr. Mac Nish moved and Mr. Tuttle seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 1:16 p.m., President Hoffmann resumed the regular session of the meeting and reported that during Executive Session the board discussed the designation of an Assistant Director. Mr., Bickford moved and Ms. Brill seconded THAT THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO DESIGNATE AN ASSISTANT DIRECTOR IN 2013. **The motion carried.** Nine yes votes, three no votes. Mr. Miller abstained.

A description and compensation for the position will be discussed by the Personnel & Planning and Finance Committees.

XI. ADJOURNMENT

At 1:25 p.m., Ms. Morini moved and Ms. Brill seconded that the meeting be adjourned. **The motion carried.**

The Annual Meeting is scheduled for Friday, October 19, 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 9 at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Janet R. Schnitzer
Secretary

Approved 2012
by the MHLS Board of Trustees

