

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
September 18, 2013**

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, Lynne Ridgeway, Stephen Mac Nish, Martin Miller, Regina Morini, Roland Patterson, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle, Camilla W. von Bergen, Mark Wilson
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, Mike Nyerges, Linda Vittone, Peggy Winn
Others Present:	Dan Bradbury, Jobeth Bradbury, Karen Miller, Executive Search Consultants, Julie Dempsey, Director Highland Public Library

II. PRESIDENT'S REPORT

President Hoffmann welcomed attendees and called for a motion to amend the Agenda to move **Item E. Executive Session** from **New Business** to the beginning of the meeting, and add **Trustee Services Report** as **Item G. to Other Reports**. Mr. Tuttle moved and Mr. Bickford seconded THAT THE AGENDA BE AMENDED, AS PRESENTED. **The motion carried.**

President's report presented

Agenda amended

At 10:07, a.m., President Hoffmann called for a motion to go into Executive Session to discuss offering the position of Executive Director to one of three candidates and to include Tom Lawrence and Frank Rees, as members of the Search Committee, as well as Search Consultants Dan Bradbury, Jobeth Bradbury and Karen Miller. Mr. Tuttle moved and Mr. Bickford seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS OFFERING THE POSITION OF EXECUTIVE DIRECTOR TO THE FIRST CHOICE CANDIDATE. **The motion carried.**

Board goes into Executive Session

At 10:34 a.m., Ms. von Bergen moved and Mr. Miller seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 10:40 a.m., President Hoffmann reconvened the regular session of the Board meeting and asked Mr. Bickford to read the following motion put forth during Executive Session: "THE BOARD AUTHORIZES THE

Position to be offered

EXECUTIVE SEARCH CONSULTANTS TO EXTEND AN OFFER ON BEHALF OF THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM TO CANDIDATE "A" AT AN ANNUAL SALARY NOT TO EXCEED \$120,000 WITH RELOCATION AS AUTHORIZED IN THE MID-HUDSON LIBRARY SYSTEM BUDGET AND BENEFITS CONSISTENT WITH THOSE OFFERED TO MID-HUDSON LIBRARY FULL-TIME, PROFESSIONAL STAFF, CONTINGENT UPON A SUCCESSFUL BACKGROUND INVESTIGATION, APPROVAL BY THE NEW YORK STATE LIBRARY AND OTHER CONTINGENCIES". Mr. Bickford moved and Mr. Mac Nish seconded the motion. **The motion carried.**

Motion rescinded

To ensure a smooth transition and to maintain the state's required staff mandate, President Hoffmann called for a motion to rescind the May 8, 2013 acceptance of the Executive Director's resignation, effective September 30, 2013, and accept the Executive Director's resignation, effective October 31, 2013. Mr. Bickford moved and Ms. Brill seconded *New resignation date accepted* THAT THE BOARD RESCINDS ITS MOTION OF MAY 8, 2013 TO ACCEPT THE RESIGNATION OF THE EXECUTIVE DIRECTOR EFFECTIVE SEPTEMBER 30, 2013, AND ACCEPTS THE RESIGNATION DATE OF THE EXECUTIVE DIRECTOR EFFECTIVE OCTOBER 31, 2013. **The motion carried.**

Mr. Nyerges thanked for service

President Hoffmann continued his report and:

- expressed his thanks and appreciation to the Executive Director for his years of service and commitment to the System, member libraries and staff;
- asked that one Board member consider volunteering to replace him on the 501©3 Foundation for Hudson Valley Libraries committee. Mr. Nyerges suggested that Jim Cosgrove, Chair of the Foundation Committee, be invited to address the Board at its December meeting to clarify the Foundation's mission and goals.

Minutes of July accepts

III. APPROVAL OF MINUTES

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

Financial reports received

IV. TREASURER'S REPORTS

A-C. Ms. Morini reported that she reviewed the monthly financial reports for June, July and August and found them acceptable (BOT-13-09-R1/1a/1b). Mr. Patterson moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR JUNE /JULY/AUGUST BE RECEIVED. **The motion carried.**

Warrants received

V. REPORT ON PAYMENT OF BILLS

Ms. von Bergen reported that she reviewed the warrant for May and found it acceptable (BOT-13-09-R2).

Ms. Schnitzer reported that she reviewed the warrant for June and found

it acceptable (BOT-13-09-R2a).

Mr. Mac Nish reported that he reviewed the warrant for July and found it acceptable (BOT-1-09-R2b).

Mr. Tuttle reported that he reviewed the warrant for August and found it acceptable.

Ms. Sameth moved and Ms. Brill seconded THAT THE WARRANTS FOR MAY/JUNE/JULY/AUGUST BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

Director's report

In addition to his written report (BOT-13-09-R3), Mr. Nyerges informed *presented* the Board that:

- the Annual Meeting flyer and registration form will be available online by Monday, September 23. It is anticipated that attendance will be good;
- it is still uncertain when the System will receive the rest of its state aid or when libraries will receive their grant funds;
- the new System Director and a number of member library directors will be offered the choice to enroll in the new state mandated *Voluntary Defined Contribution Plan*;
- this report summarizes committee meetings held throughout July and September, as a first step towards keeping the Board informed on the progress towards implementing the goals of the 5-year Plan of Service. In addition, System staff will review two specific goals at each Board meeting.
- in response to a letter sent to telephone service provider, CornerStone, the System has received an \$800 credit for the recent extended telephone outage.

VII. OTHER REPORTS

A. Liaison Reports

Liaison reports presented

In addition to his written reports (BOT-13-09-R4/4a) Mr. Rees, as Directors Association Liaison to the Board, reported that directors will continue their ongoing review of the Plan of Service utilizing break-out sessions during monthly meetings.

President Hoffmann congratulated Mr. Rees on his recent appointment as Director of the Saugerties Public Library.

B. Audit Committee Report

Audit findings discussed

Mr. Patterson, Chair of the Audit Committee, reported that the committee met on September 12, with Certified Public Accounts, Richard P. Capicchioni and Mark Levy of Nugent & Haeussler PC, and reviewed the firm's findings and recommendations from the full audit of the 2012 financial statements. The committee has asked the firm to consider moving the date of subsequent audits to earlier in the year to allow adequate time for budget planning. In addition, he noted that although no major irregularities were reported, Ms. Vittone has already implemented suggested minor changes regarding the review and approval of journal entries by the Executive Director, and the recording

transfers as cash disbursements and receipts rather than as journal entries.

*Abatement project
update*

C. Facilities Committee Report

In addition to his written report (BOT-13-09-R5), Mr. Mac Nish, Chair of the Facilities Committee, reported that it is expected that a notice will be posted in the Poughkeepsie Journal, on the System's Asbestos Abatement Project, by the end of this week and that documentation on the project is available, upon request.

2014 Slate presented

D. Nominating Committee Report

In the absence of Mr. Conine, Chair of the Nominations and Elections Committee, Mr. Miller presented the proposed slate of officers for 2014:

- President Roland Patterson
- Vice President Caroline Profera
- Secretary Lisa Baker Brill
- Treasurer Regina Morini
- Board Member Camilla von Bergen

There being no additional nominations from the floor, Mr. Tuttle moved and Mr. Mac Nish seconded THAT THE BOARD ACCEPTS THE PROPOSED SLATE OF OFFICERS FOR 2014. **The motion carried.** The Board will vote to accept the slate in December.

Policies reviewed

E. Personnel and Planning Committee

Mr. Bickford, Chair of the Personnel and Planning Committee, distributed a written report (BOT-13-09-R7), and briefly reviewed the intent of the policies and expected Board actions as follows:

- A. Non-competition and Conflict of Interest (BOT-13-09-R7a)- policy has no financial impact on System budget; will be voted on at the December meeting;
- B. Staff Development (BOT-13-09-R7b) – policy is not ongoing and contingent upon availability of funds in current year; will be voted on at the December meeting;
- C. Member Library Mileage Equalization Grant Program (BOT-13-09-R7c) – has been through several drafts; need for additional scrutiny by new Executive Director and Directors Association. *Following discussion, the Board requested that the Directors Association review the proposed grant, as presented, and forward a final recommendation, first to the Personnel and Planning Committee then to the full-board for review and approval.*
- D. Travel Reimbursement for MHLS Board Members – the committee will work with the new Executive Director to initiate and formalize a policy.

*Surveys
to be reviewed*

The committee will meet again on September 30, to review the annual System services surveys for Directors and Board Presidents, and begin review of the current Union contract, in preparation for upcoming CSEA negotiations, which will include the new Executive Director.

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F. Finance Committee Report

*Finance report
Presented*

Ms. Morini, Chair of the Finance Committee, reported that the Committee met on September 11, and reviewed the preliminary 2014 budget. *The Board agreed that review by the new Executive Director is needed prior to finalization and approval.*

G. Trustee Services Committee Report

*Annual Meeting
plans reviewed*

Mr. Patterson, Chair of the Trustee Services Committee, reported that the committee met on September 12, and reviewed and finalized plans for this year's Annual Meeting, including: location, costs, parking arrangements, staff and board assignments; and program details.

VIII. COMMUNICATION

A Board Members and Liaisons

E.D. praised

Mr. Miller expressed his gratitude to Mr. Nyerges for his service on behalf of Putnam County librarians, and thanked him for helping the Board to establish a more collaborative working relationship with the Directors Association.

Ms. Morini informed the Board that Patricia Kaufman, Director of the Mahopac Library, is retiring. A new Director has been appointed and will begin in October. To honor Ms. Kaufman, the library is hosting an all day event on October 10, to which all Board members are cordially invited.

*Pat Kaufman
retiring*

Ms. Sameth reported that the Saugerties Public Library has received a \$20,000 NYSERDA Grant for work that has already been completed.

SPL grant

Mr. Bickford (Dutchess County), Ms. Sameth (Ulster County), Ms. Brill (Greene County), and Ms. Schnitzer (Columbia County), thanked Mr. Nyerges for his service, on behalf of their respective counties.

*Counties recognize
E.D.*

Mr. Hoffmann welcomed Julie Dempsey, Director Highland Public Library, to the meeting and wished her luck with the library's expansion plans.

*HPL Director
welcomed*

Mr. Lawrence distributed the Central Library's Big Read events brochure and encouraged Board participation.

CL Big Read Events

B. Staff

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

Beacon wins B.O.B.

- Over 200 children, representing 24 member libraries, participated in this year's Battle of the Books. This year's winner was the Beacon Library, with the Red Hook and Hyde Park libraries placing second and third.
- 250 educators, archivists, and historians met at the state-wide *Common Core Conference* and discussed how libraries can help to support state initiatives. Planning for a Hudson Valley section is underway.

Conference praised

- Circulation of digital materials in the first eight months of 2013 surpassed that of all of 2012, indicating a need for more materials in this format; *Digital circs up*
- The Central Library will host workshops on workforce development databases; *SRP stats up*
- Early statistics reveal that participation in this year's Summer Reading Programs was up again;
- Jerry Nichols, Director, Palmer Institute for Public Library Organization and Management, will present a Webinar on "Legal Issues for Trustees" on November 15. Information on the event will be posted when available; *Trustee Webinar In November*
- The Ulster County Trustee Association Meeting, was an excellent program. Lynne Ridgeway, Myrna Sameth and MHLS board candidate, David Rolfe, were in attendance. *UC Trustee Mtg.*

Ms. Smith Aldrich, Coordinator For Library Growth & Sustainability updated the board on member libraries sustainable funding efforts. Five libraries are pursuing 414 votes this November; the Reed Memorial Library in Carmel will have its Special District vote on December 9; the Starr Library in Rhinebeck has begun the process to become a Special District library; and two first-time libraries are planning 414s for 2014. Rebekkah also briefed the board on upcoming state level advocacy plans and encouraged them to save the date for 2014 NYLA Advocacy Day: February 27, 2014.

Library funding efforts

Mr. Drake, Information Technology Coordinator, reported that he is continuing to monitor e-rate changes for the member libraries.

IX. NEW BUSINESS

System grant authenticated

A. Authentication of MHLS Construction Grant Application

Mr. Nyerges informed the Board that the Incentives Committee reviewed and recommended approval of the System's proposed 2013-2014 Construction Grant projects, namely the replacement of the windows in the office building and repaving of the parking lot.

Mr. Tuttle moved and Ms. Brill seconded THAT THE BOARD AUTHENTICATES THE SYSTEM'S 2013-2014 CONSTRUCTION GRANT APPLICATION, AS PRESENTED. **The motion carried.**

B. Member Library Construction Grant Recommendations

Construction Grant Awards approved

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on August 29, and: reviewed the System's Construction Grant application and ranked and prioritized 12 Construction Grant applications submitted by member libraries, using the funding criteria approved this year however, the committee will meet early in 2014 to propose changes to the current list of criteria in keeping with new grant guidelines. Following review of the applications, the committee agreed to recommend approval of the System's Construction Project, and to

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divide the remaining funds (\$484,730) among 12 member libraries for their construction projects (BOT-13-09-NB2), eliminating two libraries, whose proposals did not meet the criteria.

Ms. Profera thanked Ms. Smith Aldrich for her expertise in streamlining the process and ensuring that all applications were complete and met the criteria. Ms. Profera then moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE RECOMMENDATIONS FOR 2013-2014 CONSTRUCTION GRANT AWARDS FOR THE MEMBER LIBRARIES, AS PRESENTED. **The motion carried.**

C. Proposed Meeting Dates for 2014

The Board tabled approval of the proposed meeting dates for 2014, pending review by the new Executive Director.

D. Acceptance of Staff Appointments

Mr. Nyerges reported that Cataloging Specialist, Karen O'Brien, resigned her position, effective July 19, 2013 and Gina Loprino has been hired to fill this full-time position effective September 9, 2013. Following this explanation, Mr. Tuttle moved and Ms. Brill seconded THAT THE BOARD ACCEPTS THE RESIGNATION OF CATALOGING SPECIALIST, KAREN O'BRIEN, EFFECTIVE JULY 19, 2013 AND THE APPOINTMENT OF GINA LOPRINZO TO THE FULL-TIME POSITION OF CATALOGING SPECIALIST EFFECTIVE SEPTEMBER 9, 2013. **The motion carried.**

X. ADJOURNMENT

At 12:07 p.m., Mr. Bickford moved and Ms. Brill seconded that the meeting be adjourned. **The motion carried.**

The Annual Meeting is scheduled for Friday, October 18, at 10:00 a.m. at the Poughkeepsie Grand Hotel and Conference Center.

The next regular meeting is scheduled for Saturday, December 7, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Lisa Baker Brill
Secretary

Approved 2013
by the MHLS Board of Trustees

