

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
December 8, 2012**

President Hoffmann 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, Bill Conine, Peter Hoffmann, Steve Mac Nish, Martin Miller, Regina Morini, Roland Patterson, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle
Trustees Absent:	Lisa Baker Brill, Matthew Perry
Liaisons:	Tom Lawrence, Director Poughkeepsie Public Library District
Staff Present:	Merribeth Advocate, Robert Drake, Eric McCarthy, Mike Nyerges, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn
Other:	Lynne Ridgeway, (Ulster County Board member elect) Daniel Petigrow, Esq. Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

**II. PRESIDENT'S REPORT**

In his report, President Hoffmann welcomed Board member elect, Lynne Ridgeway (Ulster County) to the meeting, and invited the board and staff to introduce themselves; He then reported that:

*President's  
report presented*

- Attorney, Daniel Petigrow, would be joining the meeting to attend the Executive Session;
- the Executive Committee met in November to discuss the Executive Director's contract, and review the member assessment survey report;
- the Marlboro Free Library and Sarah Hull Hallock Libraries are facing possible operational deficits in 2013 due to the loss of part of the tax base from the bankrupt coal fired power plants Danskammer and Roseton, near Newburgh, New York.

**III. APPROVAL OF MINUTES**

Mr. Tuttle moved and Mr. Patterson seconded THAT THE MINUTES OF THE SEPTEMBER MEETING BE APPROVED. **The motion carried.**

*Minutes  
approved*

Mr. Conine abstained.

Mr. Miller moved and Mr. Bickford seconded THAT THE MINUTES OF THE ANNUAL MEETING BE APPROVED. **The motion carried.** Ms. Sameth abstained.

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

**IV. TREASURER'S REPORTS**

A/B. Mr. Patterson reported that he reviewed the financial reports for September and October and asked if there were any questions. There being none, Mr. Patterson moved and Mr. Conine seconded THAT THE FINANCIAL REPORTS FOR /SEPTEMBER AND/OCTOBER BE RECEIVED. **The motion carried.**

*Financial reports received*

**C. FISCAL DESIGNATION FOR 2013**

Mr. Patterson reported that First Niagara Bank is proposed to continue to handle the System's financial business in 2013. Mr. Patterson moved and Mr. Tuttle seconded THAT THE BOARD APPROVES THE DESIGNATION OF FIRST NIAGRA BANK AS THE SYSTEM'S BANK OF BUSINESS IN 2013. **The motion carried.**

*First Niagara designated Bank of Business*

**D. FINANCIAL REVIEW REPORT**

Mr. Mac Nish, Chair of the Audit Committee, reported that the committee met with Mark Levy and Richard Capicchioni from the Certified Public Account firm of Nugent & Haeussler in November and reviewed the report of the System's 2011 financial statements. He informed the board that, as verified in the Audit Review letter (BOT-12-12-R1c), the System's 2011 financial statements were found to be in compliance with generally accepted accounting principles. Following his report, Mr. Mac Nish moved and Ms. Profera seconded THAT THE BOARD APPROVES THE 2011 FINANCIAL AUDIT REVIEW PREPARED BY NUGENT & HAEUSSELER CERTIFIED PUBLIC ACCOUNTS, AS PRESENTED. **The motion carried.**

*Financial review approved*

**V. REPORT ON PAYMENT OF BILLS**

In the absence of Mr. Perry, the warrant for September (BOT-12-12-R2) was tabled.

Ms. Morini reported that she reviewed the warrant for October and found it acceptable (BOT-12-12-R2a). Mr. Bickford moved and Ms. Morini seconded THAT THE WARRANT FOR OCTOBER BE RECEIVED. **The motion carried.**

*Warrants received*

**VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-12-12-R3), Mr. Nyerges reported that:

- Rebekkah Smith Aldrich played a key role at the NYS Assembly Committee on Libraries and Educational Technology Public Hearing where she was a presenter;
- staff is in the process of developing its advocacy campaign for the coming year which will be in alignment with the state's focus message;
- a thank you letter has been sent to Senator Saland for his support

*Director's report presented*

of increased funding for libraries and especially for his role in increasing funds for Public Library Construction Grants.

**VII. OTHER REPORTS**

**A. Liaison Reports**

*Liaison reports presented*

In the absence of Ms. Freudenberger, Mr. Lawrence presented her reports for October/November/December (BOT-12-12-R4/4a/4b) and highlighted the following **Action Items** approved by the directors: In October, the elimination of VIP status in patron records, and the appointment of Frank Rees as the 2013 Liaison to the Board; in addition, Mr. Lawrence that directors are thankful that IT staff is providing E-rate training. In November, the approval of the distribution of the Initial Cost of Innovative Self-Checkout. *A discussion of the benefits and drawbacks to implementing System-wide self-checkout stations followed. System staff agreed to continue to evaluate this issue.* In December, the approval of the 2013 Member Assessment Schedule, pending determination. on Cloud Fee billing, and the 2013 Budget.

**B. Central Library Report**

*Services survey positive*

Mr. Lawrence asked if there were any questions about his report on the supplemental reference and training services provided by Central Library staff to the member libraries and correctional facilities in 2012 (BOT-12-12-R5). There being none, Mr. Nyerges thanked Mr. Lawrence for the excellent format of the report.

**C. Committee Reports**

**a. Personnel and Planning Committee**

**No Loitering Policy**

*New Policy approved*

Mr. Bickford, Chair of the Personnel and Planning Committee, briefly reviewed the intent and purpose of the proposed “*No Loitering on Premises Policy*” (BOT-12-12-R6), and explained that the proposed policy has been reviewed by the committee and System counsel. Following this explanation, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE NO LOITERING ON PREMISES POLICY, AS PRESENTED. **The motion carried.**

**Annual Member Survey**

*Member Survey update given*

Mr. Bickford informed the board that the results of the Annual Member Survey have not yet been reviewed by the full board, and no decision has been made regarding the dissemination of the final report.. In addition, he noted that response to this year’s survey was greater than last year and overall very positive. Comments offered much constructive criticism and suggestions. He then briefly reviewed the format of this year’s survey and the subsequent steps in the process: namely, review of the results by staff, and the creation of a plan to address concerns and implement suggestions. *The Board suggested that a statement be sent to Board Presidents and Directors to inform them that their responses are being collated and a final report and staff action plan will be forthcoming, in January. The board thanked Mr. Bickford for his considerable efforts in implementing the survey.* Mr. Lawrence suggested that if any changes in

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System services are proposed they be discussed with the Directors Association, in committee.

### Executive Director's Evaluation

Mr. Bickford informed the board that the results of the Executive Director's Evaluation would be discussed during Executive Session.

*E.D. evaluation*

### b. Finance Committee

Mr. Patterson, Chair of the Finance Committee, reported that the committee met and reviewed the 2011 and 2012 year-end fund balances and the proposed 2013 operating fund budget. (BOT-12-12-R7). He then asked Mr. Nyerges to review the proposed 2013 Operational Budget, as outlined in his report (BOT-12-12-R4). Referencing the projected 2014 budget, the Executive Director stressed that it represents a "blue-sky" scenario and that future budgets will be planned with input from staff and the member libraries, based on service needs.

*2013 Budget  
approved*

*The board suggested that the Personnel & Planning Committee consider creating a policy regarding board review of new hires, and/or the creation of new staff positions.* Mr. Lawrence informed the board that the Directors Association would like to review future budget proposals in a more timely fashion, in order to express any concerns.

There being no additional questions on the proposed 2013 budget, Mr. Patterson moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE 2013 BUDGET, AS PRESENTED. **The motion carried.**

*Executive Session  
held*

### Executive Session

At 11:50 a.m., following the arrival of Daniel Petigrow, Esq., President Hoffmann called for motion to go into Executive Session to discuss personnel issues. Mr. Tuttle moved and Mr. Bickford seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. **The motion carried.**

At 1:20 p.m., Mr. Bickford moved and Ms. Morini seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 1:30 p.m., President Hoffmann reconvened the regular meeting and called for a motion to amend the Agenda.

Ms. Morini moved and Mr. Bickford seconded THAT THE BOARD APPROVES AMENDING THE AGENDA TO INCLUDE APPROVAL OF THE JOB DESCRIPTION FOR THE ASSISTANT DIRECTOR UNDER THE PERSONNEL & PLANNING COMMITTEE REPORT AND, THE APPOINTMENT OF THE ASSISTANT DIRECTOR AND THE EXECUTIVE DIRECTOR'S CONTRACT UNDER NEW BUSINESS. **The motion carried**

Mr. Bickford then moved and Ms. Morini seconded THAT THE BOARD APPROVES THE JOB DESCRIPTION FOR THE ASSISTANT DIRECTOR. **The motion carried.**

**VII. OTHER REPORTS CONTINUED**

c. Bylaws, Policy and Procedures Committee

Ms. Schnitzer, Chair of the Bylaws, Policy and Procedures Committee reported that the committee reviewed the Board's Rules and Procedures (BOT-12-12-R8) and recommends that item number three under "At, or prior to, the December meeting the board shall," be changed to read: "Adopt a schedule of board meeting dates and locations for the twelve-month period January through December at the September meeting". Ms. Schnitzer moved and Ms. Profera seconded THAT THE BOARD AGREES TO AMEND THE RULES AND PROCEDURES TO ADOPT A SCHEDULE OF ITS MEETINGS FOR JANUARY THROUGH DECEMBER AT THE SEPTEMBER MEETING. **The motion carried.**

*Rules &  
Procedures  
revised*

d. Nominating and Elections Committee

Mr. Conine, Chair of the Nominating and Elections Committee, presented the following slate of Board Officers for 2013:

President	Peter Hoffmann
Vice President	Caroline Profera
Secretary	Lisa Baker Brill
Treasurer	Regina Morini
Past President	Jim Tuttle

There being no additional nominations from the floor, Mr. Mac Nish moved that the secretary cast a single ballot. Mr. Conine moved and Ms. Profera seconded THAT THE BOARD ACCEPTS THE 2013 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.**

*2013 Officers  
Elected*

**VIII. COMMUNICATION**

A. Board Members

Ms. Schnitzer reported that:

- attendees at a recent gathering of the Friends of the Hudson Area Association Library expressed their appreciation for Eric McCarthy's valuable e-Reader training session;
- an article in today's REGISTER STAR reports that the Armory that houses the Hudson Area Association Library is to be renamed after the property's owner, the Galvan Community Learning Center;
- Mr. Conine reported that feedback from the focus sessions conducted by Rebekkah Smith Aldrich at the Cossackie Library has been very positive, and praised Ms. Aldrich for her expertise and professionalism.

*HAAL makes  
newspaper  
headline*

*Ms. Smith  
Aldrich praised*

Ms. Sameth reported that Ms. Smith Aldrich's assistance with the development of her community's strategic plan in Saugerties was invaluable, and that the Saugerties Public Library has won the New York Public Library Association's *Best New Building Award*.

*Saugerties  
Library wins  
award*

Ms. Morini recognized the Mahopac Library for providing a place of refuge in the aftermath of Hurricane Sandy and praised the library's staff for going above and beyond to aid victims of the disaster.

*Mahopac Library  
cited*

**B. Staff**

Ms. Advocate, Outreach & Education Coordinator, reported that this is the last year the state will be providing LSTA funds for Summer Reading Programs. However, the new Family Literacy Grant will be available for future summer reading programs. LSTA, Family Literacy and Adult Literacy Grants will need board approval, in January; usage of digital materials has increased 120% over last year.

*New grants offered*

Ms. Smith Aldrich, Coordinator of Member Information, reported on the New York State Assembly Committee on Libraries & Education Technology hearing on the impact of state budget cuts on libraries held on November 29<sup>th</sup>, and updated the board as to the state's fiscal predictions and the potential impact on library aid in the coming year.

*Impact of budget cuts reported*

Mr. Drake, Information Technology Coordinator, reported that attendance at E-rate training sessions has been exceptional and he will continue to offer this training to ensure that libraries receive rebates for which they are entitled.

*IT & Automation reports presented*

Mr. McCarthy, Automation Coordinator, informed the board that he is:

- continuing to prepare for migration to Sierra, scheduled for the second week of February;
- monitoring the effects of the transition to the Cloud, and working to resolve any slowdowns;
- beginning to explore the feasibility of creating video tutorials on technology in order to provide long-distance training for member libraries.

**C. Visitors**

Board member elect, Ms. Ridgeway, thanked the board for inviting her to attend the meeting and meet board and staff members.

**IX. NEW BUSINESS**

**A. Patterson Library Variance**

Mr. Nyerges informed the Board that The Patterson Library must continue to submit an annual Variance Request Form to the state for not complying with Standard 11 that requires a library serving more than 7,500 to have a director with an MLS Degree. However, Director, Patti Haar, is grandfathered into the position until her retirement. Following this explanation, Ms. Profera moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE SUBMISSION OF A VARIANCE REQUEST TO THE STATE LIBRARY FROM THE PATTERSON LIBRARY. **The motion carried.**

*Patterson Variance approved*

**B. Announcement of 2013 Committee Assignments**

President Hoffmann, asked the Board to contact him, by email, with their preferences for committee placement in 2013.

*2013 Committee assignments discussed*

Approved 2013  
by the MHLS Board of Trustees