

MID-HUDSON 53RD ANNUAL MEETING

Join the discussion on the future of libraries!

A panel of three influential members of the Regents Advisory Council (RAC) will lead a discussion at our annual meeting on October 19 on what trustees, directors and others need to know to steer their libraries to success in these challenging times. John Hammond, Gerald Nichols and Bridget Quinn-Carey will share key recommendations for public libraries, which have been endorsed by the New York State Regents in the report, *Creating the Future: a 2020 Vision Plan for Library Service in New York State*.

- Bridget Quinn-Carey served as Chair of RAC during the committee's development of the report and is Chief Operating Officer of the Queens Library.
- John Hammond led the task force responsible for collecting and sorting through the ideas that went into the report and is Executive Director of the Northern New York Library Network.
- Jerry Nichols was active in the development of the report, succeeded Ms. Quinn-Carey as Chair of RAC, and presented the report to the Regents. He is the Director of the Palmer Institute for Public Library Organization and Management at Long Island University and is the editor of the *Handbook for Library Trustees of New York State*.

The Annual Meeting will be held at the Visitor and Education Center of the FDR Library and Museum in Hyde Park. The meeting starts at 8:30 am, continues to noon and includes a buffet breakfast, opportunities to network with other trustees and a chance to discuss how the state's vision of public libraries will help guide local library success.

The deadline for registering is October 8, 2012 and the registration form is online on Mid-Hudson's calendar. Tickets are \$25 except for the panelists and Mid-Hudson staff who are assigned roles in support of the meeting and breakfast.

ANNUAL MEMBERSHIP SATISFACTION SURVEY

The Board's Personnel and Planning committee will be meeting soon to review and conduct the annual membership satisfaction survey. The member library director's Ad Hoc System Services Committee meets on September 14 to review last year's survey in the context of Mid-Hudson's new plan of service. It will provide its recommendations to the Personnel and Planning Committee by the end of September. It's expected that the survey will be conducted in October.

PERSONNEL POLICIES

The Personnel and Planning Committee met to rework the drafts of the personnel resolutions and policies as the Board requested. We also separated the policy and resolution of the post-employment health insurance benefit from the survivor dependent benefit, which had been combined when presented to the Board in July.

Policy 317 and Resolution for Post-employment Health Insurance Benefit

Additional eligibility requirements have been added to this policy and resolution. At its last meeting, the Board approved an increase in the length of service required for an employee to vest for this benefit from 10 to 15 years. An additional eligibility requirement has been added that uses the retirement age of an employee who is enrolled in the New York State Retirement System to further restrict eligibility. Employees who meet the length of service requirement and whose employment ends after reaching retirement age are eligible for the benefit as are those whose employment ends within five years of retirement age. However, an eligible employee who leaves Mid-Hudson within five years of their retirement age would be required to pay 100% of the health insurance premium until they reach retirement age, at which point they would receive the benefit.

Policy 319 and Resolution for Dependent Survivor Health Insurance Coverage.

This has been rewritten to exempt current retirees from any reduction in this benefit. However, surviving dependents of any eligible employee who retires and/or dies after March 31, 2013 would pay 100% of the health insurance coverage.

Policies 511 on Mileage Reimbursement and 512 on Conference Travel have also been edited since the Board's July meeting. At present, there is no written policy on mileage reimbursement.

FACILITIES

Asbestos Abatement

Approval of a Public Library Construction Program Grant Application for \$22,828 for the removal of broken and cracked asbestos flooring in the basement of the Mid-Hudson's auditorium is on the Board's agenda. Total project costs are estimated at \$45,657.

The condition of the flooring poses a potential health risk. The plan is to use the rehabilitated space for storage now located on the third floor of the Mid-Hudson Office Building and to use the space in the Office Building for small group meetings and training.

Chris Herron was instrumental in the testing of the flooring and securing recommendations and estimates from contractors, which I used to write the grant and develop its budget, and Rebekkah Smith Aldridge provided procedural assistance, including submitting the grant online.

Details include:

- Approximately 1,480 square feet of asbestos-containing floor tile and associated mastic will be removed.
- Abatement shall be conducted by a licensed and fully certified asbestos abatement contractor.
- Air monitoring during all abatement measures shall be separately contracted.

- A licensed asbestos abatement contractor shall perform an operation and maintenance (O&M) clean-up prior to abatement.
- Following the O&M clean-up, book shelves will be removed down to floor level prior to the abatement. The licensed asbestos abatement contractor will remove remaining book shelf brackets along with the flooring.
- All asbestos waste will be removed from the site by a fully licensed and insured waste hauler and properly disposed of at an EPA-approved landfill or facility.
- All work is to proceed in accordance with OSHA Regulations, including all required monitoring and New York State Department of Labor Industrial Code Rule (IRC) 56.
- Asbestos liability insurance of 10 million per occurrence and 25 million in the aggregate for pollution will be required.

Roof Replacement

Replacement of Auditorium's roof is proceeding according to plan, although we were very surprised by the bids coming in much higher than expected. We received a Public Library Construction Grant of \$32,879 based on estimates of \$53,259. We received 7 bids; low bid was \$73,000. This did not, however, include the alternate bid for a complete replacement of the decking, which, at its lowest, came in at \$10,140.

Peter Hoffmann, however, who has been working on this project pro bono, has been talking with the low bidder and exploring opportunities to reduce costs, which may result in slicing as much as \$17,000 off the cost. The hope is the work will be under contract by the time the Board meets on September 19.

The painting and refurbishing of the Auditorium's facade, which has been estimated at \$12,500, will be scheduled for spring 2013.

STATE AID

The Division of Library Development has released the charts for this year's state funding and it seems we'll receive \$56,355 more than expected. To date, we have received 90% of the aid with the exception of the supplemental aid, which has not been distributed.

We expect to receive \$27,350 more than expected in general aid.

	2012 Budget	State Charts	Difference
Basic Aid	\$1,081,451	\$1,104,025	\$22,574
Automation	\$61,860	\$61,166	-\$694
Supplemental	\$154,985	\$158,586	\$3,601
Library System Services Aid	\$124,776	\$126,645	\$1,869
Total General Aid	\$1,423,072	\$1,450,422	\$27,350

We expect to receive an additional \$29,005 in categorical aid.

	2012 Budget	State Charts	Difference
Budgeted Categorical Aid			
Outreach	\$97,431	\$102,017	\$4,586
Corrections	\$57,464	\$69,374	\$11,910
Jails	\$4,175	\$4,588	\$413
Total Budgeted Categorical Aid	\$159,070	\$175,979	\$16,909

Important: Central Library Aid is passed through to the Poughkeepsie Public Library District (PPLD) and doesn't get budgeted in our general fund. The Central Library & Collection Development Advisory Committee, however, does adopt a budget for this funding, which is administered by PPLD.

	2012 Budget	State Charts	Difference
Pass-Through Categorical Aid			
Central Library Development Aid	\$155,980	\$166,489	\$10,509
Central Library Book Aid	\$55,581	\$57,168	\$1,587
Total Pass-Through Categorical Aid	\$211,561	\$223,657	\$12,096

Finally, we expect to receive \$175,362 for Local Library Incentive Aid (LLSA). This aid is passed through to member libraries. By law, we're obligated to pass this through to our members within 30 days of receiving it. Although we received 90% of this, checks were sent out to the members for the full amount on September 1, which was standard practice before 2008.

DELIVERY AND TAX FREE FUEL

Tom Finnigan continues to work with Dutchess County Division of Central Services in securing tax-free fuel for our delivery. However, the county is installing a new system and it's unlikely that we'll have access to the fuel before January 2013. But because we changed the routes in July, Tom, Chris Herron and our contractor Alex Iberra have had a chance to determine the exact number of miles being driven each week and the number of gallons needed for the routes, which is approximately 330. Hopefully we'll have a contract with the county by the end of the year.

PERSONNEL

Temporary appointment

I have hired Elizabeth Anastasi of Fiskkill as a temporary employee to complete the work she started this summer as a student intern. She is a recent graduate of the Information Science Program at the University at Albany and will work 14 hours a week for 8 weeks. She is working with Meribeth and Rebekkah on developing online tutorials.

Retirees

We held an informational session on August 30 for our retirees. We had 10 retirees attend as well as staff and Board President, Peter Hoffmann. Patrick Malleolo of Malleolo Associates, a Division of Marshall & Sterling Insurance, talked about trends in health insurance and answered questions. He outlined available benefit options and the differences between them, including Medicare, Medicare Advantage, Medicare Supplements and employer-sponsored coverage.

We also had an opportunity to clarify that the share paid by pre-2006 retirees is set at Mid-Hudson's lowest tier of employee and employer cost-sharing for health insurance. In this group, the retiree's share is 8.5% for an individual plan and 20% for the portion of a family plan.

Executive Director Recruitment Process

I have a draft of a recruitment process for the executive director, which I will share with the Personnel and Planning Committee sometime before the end of the year. I have recommended this process to a number of member library boards that needed to recruit directors. The Committee has discussed the desire of staff to have more of a role in reviewing candidates for the position of director than it had in 2010. The review and possible adoption of a process is a step towards addressing these concerns. The process I am recommending is based on a hiring toolkit for nonprofits developed by the consulting firm the Bridgespan Group.

Letters of appreciation

We have recently received a number of letters and emails praising the work and dedication of Mid-Hudson staff, including Merribeth Advocate, Rebekkah Smith Aldrich, Eric McCarthy and Robert Drake. We are fortunate to have such a talented and conscientious group working to support our member libraries!

Recent Presentation

Merribeth Advocate joined staff from the Division of Library Development in a presentation to the librarians and library clerks of the Department of Corrections and Community Supervision (DOCCS) in August 21 on Public Library System Services to State Correctional Facility Libraries. The presentation was part of a two-day DOCCS Training Academy.

Leadership Training

Rebekkah Smith Aldrich and Merribeth Advocate have been working with nationally recognized leader Sandra Nelson to develop what promises to be an outstanding program on leadership. Funded in part of a \$17,400 Federal Library Services and Technology Grant, this program begins on September 12. The focus is building the skills of directors to become more effective at building awareness, reaching consensus and motivating staff and trustees in achieving sustainable funding and program success for their libraries.

REBUILD OF MID-HUDSON WEBSITE

The rebuilding of Mid-Hudson's website has begun with a draft of its menu and organizational structure and the decision to use the content-management system Wordpress for the backend. The lack of staffing will be the biggest challenge in moving forward with this rebuild and the preliminary 2013 budget does include a temporary part-time staff to assist in this effort.

MTA TAX REFUND

Although this just affects the libraries in Dutchess and Putnam Counties, refunds for the MTA tax are expected soon. The Legislature had appropriated \$1.3M to offset the MTA payroll tax for libraries but there was no guidance on how this would be apportioned, which delayed its disbursement. You may have read about the recent court ruling that the MTA tax violated the state constitution's home rule provision and that the state did not have the authority to institute the tax in the first place.

NEW YORK ALLIANCE OF LIBRARY SYSTEMS ANNUAL RETREAT

The [New York Alliance of Library Systems](#) (NYALS) state-wide annual retreat in August focused on ways to implement the 6 recommendations for library systems in the Regents plan, *Creating the Future: a 2020 Vision Plan for Library Service in New York State*. The recommendations include developing greater flexibility and more collaboration around the delivery of system services up to and including consolidation and public library districts as the model to achieve sustainable funding, and emphasizes innovation, training, professional development, outreach and marketing.

NYALS includes the directors and representatives of the state's 72 library systems, which include 23 public library systems, 42 school library systems and 9 regional resource councils.

Potential barriers and possible ways of overcoming barriers to implement the recommendations were identified and drafts of action steps were developed. I have been asked to represent the 23 public library systems in the follow-up on this initial work.