

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
December 11, 2010**

President Tuttle 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: Steve Benson, John Bickford, Lisa Baker Brill, Bill Conine, Jean Ehnebuske, Peter Hoffmann, Martin Miller Michael Minor, Roland Patterson, Caroline Profera, Sally Rhoads Janet Schnitzer, Jim Tuttle

Trustees Absent: Patricia Miller

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

Staff Present: Merribeth Advocate, Laurie Shedrick, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn

Other: Michael Nyerges, Incoming Executive Director

II. PRESIDENT'S REPORT

President Tuttle introduced and welcomed incoming Executive Director, Michael Nyerges, to the meeting. He informed the board that Mr. Nyerges will begin his tenure at Mid-Hudson on January 10, 2011.

The board introduced themselves to Mr. Nyerges and welcomed him to the System.

*President's
report presented*

III. APPROVAL OF MINUTES

Ms. Profera moved and Mr. Hoffmann seconded THAT THE MINUTES OF THE SEPTEMBER meeting be approved. **The motion carried.** Mr. Bickford and Ms. Rhoades abstained.

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

Mr. Miller moved and Mr. Minor seconded THAT THE MINUTES OF THE NOVEMBER MEETING BE APPROVED. **The motion carried.** Mr. Conine abstained.

*Minutes
approved*

IV. TREASURER'S REPORTS

A.B.C. Mr. Patterson reported that he reviewed the financial reports for August/September/October, and found them acceptable. Following

*Financial
reports received*

review of the receipts and disbursements for October, Mr. Bickford moved and Mr. Minor seconded THAT THE FINANCIAL REPORTS FOR AUGUST/SEPTEMBER/OCTOBER BE RECEIVED. **The motion carried.**

The board suggested that the Business Office examine its present quarterly billing procedure for member libraries to determine if the Systems monthly cash flow could be improved.

*2009 Audit
completed*

D. AUDIT REVIEW LETTER

Mr. Hoffmann, Chair of the Audit Committee, reported that the committee reviewed the full audit for the year ended December 31, 2009 performed by Nugent & Haeussler, P.C. and the explanatory letter (BOT-10-12-R1c). He noted that a communication received on August 11 raised two issues in regard to the internal preparation of statements and disclosures, and the need for an actuarial projection of retiree benefit liability. Following discussion regarding the need to be proactive about future financial liability, Ms. Rhoades moved and Mr. Bickford seconded THAT THE BOARD AUTHORIZES THE SYSTEM TO SPEND NO MORE THAN \$3,000 TO OBTAIN AN ACTUARIAL PROJECTION OF THE SYSTEM'S FUTURE LIABILITY FOR POST-EMPLOYEE BENEFITS.

*Actuarial
projection
requested*

The motion carried

Mr. Hoffmann then reported that the System has complied with all auditing standards and no difficulties were encountered in the performance and completion of the 2009 audit.

The board thanked Ms. Vittone and the Business Office staff for their efficient management of the System's financial records.

E. FISCAL DESIGNATION FOR 2011

Mr. Patterson reported that HSBC Bank is proposed to continue to handle the System's financial business in 2011 (BOT-10-12-R1d). Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD APPROVES THE DESIGNATION OF HSBC AS THE SYSTEM'S BANK OF BUSINESS IN 2011. **The motion carried.**

*HSBC designated
Bank of Business*

V. REPORT ON PAYMENT OF BILLS

Ms. Schnitzer reported that she reviewed the warrant for August and found it acceptable (BOT-10-12-R2).

Ms. Profera reported that she reviewed the warrant for September and found it acceptable (BOT-10-12-R2a).

Mr. Minor reported that he reviewed the warrant for October and found it acceptable.

Mr. Bickford moved and Ms. Profera seconded THAT THE WARRANTS FOR AUGUST/SEPTEMBER/OCTOBER BE RECEIVED. **The motion carried.**

*Warrants
received*

VI. DIRECTOR'S REPORT

In addition to her written report (BOT-10-12-R3), Ms. Advocate reported that:

- there has been no forward movement on passage of the EFLA bill which provides for distribution of Supplementary Aid to Systems.

*Director's report
presented*

There will be an informational conference call with PULISDO and DLD staff next week regarding the release of the rest of the funds proportioned for Library Systems in 2010;

- the newly formed System Services Ad Hoc Advisory Committee is scheduling meetings for 2011, and focus groups sessions are being organized to help develop the new Plan of Service;
- the installation of new light fixtures at the System has already resulted in energy cost savings;
- it is important that the board refer to the “PAC Voters Guide” to see how their representatives have supported library legislation;
- in light of the retirement of Barabara Clapp, the Health Information Project Coordinator, the System is examining how to continue the Project in a way that will increase budget revenue;
- the rising cost of gas continues to impact the cost of delivery service;
- the System will continue to address building security issues to ensure staff safety;
- since its launch in November, ebook usage has exceeded expectation;
- the System would like to recognize the trustees of the Pine Plains Library who singularly met the board’s challenge of 100% board attendance at Essential Trustee Education sessions within 2006-2010;
- the staff would like to thank the directors for hosting this year’s Staff Recognition Luncheon which provided an excellent opportunity to network;
- staff and director library visit reports will now be included with the director’s report and continue to provide valuable information on staff activities.

POS committees formed

Security issues ongoing

Library recognized

Directors thanked

VII. OTHER REPORTS

A. Liaison Report

In addition to her written reports (BOT-10-12-R4/4a/4b), Ms. Freudenberger, as Directors Association Liaison to the Board, informed the board that:

Liaison reports presented

- the Cairo, E. Fishkill, Chatham and Philmont libraries have offered to host the May meeting of this board;
- the directors would like to congratulate Merribeth Advocate for working in collaboration with the them to finalize a mutually agreeable formula for member fees, commencing in 2012;
- she will again serve as the Directors Association Liaison to the board in 2011;
- a number of requests have been made for additional information about the new Executive Director, Michael Nyerges;
- attendance at Library Advocacy Day on March 1, in Albany, is crucial to keep library funding concerns in the forefront.

Ms Smith Aldrich thanked Ms. Ehnebuske for researching and clarifying that other Systems refer to Library Legislation Day as Library Advocacy Day. She noted that the System is planning a targeted and organized

Lobby Day March 1

campaign prior to March 1, to teach library staff how to advocate more effectively. She encouraged the board to attend the event on March 1.

B. Committee Reports

a. Finance Committee

*Member Fee
Schedule adopted*

Mr. Patterson, as Chair of the Finance Committee, asked for motion to adopt the proposed member library fee schedule reviewed at the November meeting, Mr. Mac Nish moved and Ms. Profera seconded **THAT THE BOARD ADOPTS THE PROPOSED MEMBER LIBRARY FEE DISTRIBUTION FOR 2012 OF NOT MORE THAN \$600,151 BASED ON THE FORMULA CREATED BY THE SYSTEM FUNDING TASK FORCE AND APPROVED BY THE DIRECTORS ASSOCIATION AT ITS NOVEMBER 9, MEETING. The motion carried.**

*Board goes to
Executive Session*

He then asked Mr. Tuttle to call for a motion to go into Executive Session to discuss a personnel issue.

At 11:13 a.m., Mr. Hoffmann moved and Mr. Patterson seconded **THAT THE BOARD GO INTO EXECUTIVE SESSION. The motion carried.**

At 11:58 a.m., Ms. Rhoades moved and Mr. Conine seconded **THAT THE BOARD LEAVE EXECUTIVE SESSION. The motion carried.**

At 12:00 noon, Mr. Tuttle resumed the regular meeting of the Board.

Mr. Conine reported that during Executive Session, Mr. Conine moved and Ms. Rhoades seconded **THAT THE BOARD AUTHORIZES THE BOARD PRESIDENT AND EXECUTIVE DIRECTOR TO TAKE BUDGET ACTIONS, AS DISCUSSED IN EXECUTIVE SESSION. The motion carried.**

Statement issued

Mr. Conine then issued the following statement from the board: “The economic climate has forced many public entities, including libraries, to evaluate their budgets and face the possibility of reducing expenses and the elimination of jobs. We are sensitive to the needs of our staff and will work to minimize the adverse effects of declining revenues”.

*Travel
reimbursement
suspended*

Ms. Rhoades then asked for a motion to eliminate the budget item line for Travel for trustees during 2011. Ms. Rhoades moved and Mr. Bickford seconded **THAT ALL TRAVEL AND REFRESHMENT EXPENSES INCURRED BY TRUSTEES DURING 2011 WILL NOT BE REIMBURSED BY THE SYSTEM. The motion was approved.**

Mr. Minor asked to amend the proposed motion to include wording that allows for travel expenses up to .30 per mile. **The motion was defeated.** Mr. Miller abstained.

b. Bylaws, Policy and Procedures Committee

*Rules &
Procedures
reviewed*

Ms. Schnitzer, Chair of the Bylaws, Policy and Procedures Committee reported that the committee reviewed the Board’s Rules and Procedures (BOT-10-12-R6) and recommends no changes at this time. Mr. Bickford moved and Mr. Conine seconded **THAT THE BOARD ACCEPTS THE COMMITTEES RECOMMENDATION TO MAKE NO CHANGES TO ITS RULES AND PROCEDURES. The motion carried.**

Following review of the document, the board concurred with Mr. Lawrence that there is a requirement for quarterly reports from the Central

Library, and Ms. Rhoades moved and Mr. Conine seconded THAT THE CENTRAL LIBRARY DIRECTOR RESUME PREPARATION OF QUARTERLY REPORTS FOR DISTRIBUTION WITH THE AGENDA, IN 2011. **The motion carried.**

In addition, the board will be requested, at the January meeting, to indicate their preference for continued membership in ALA and NYLA.

c. Incentives Committee

Ms. Profera, Chair of the Incentives Committee, reported that the committee met immediately before the November 10, meeting and suggested that, due to the current economic climate, and the non-receipt of Supplemental funds, non-monetary Incentive awards be given for attendance at System training sessions in 2011. The committee also discussed the feasibility of instating mandatory certification for trustees who serve on library boards (BOT-10-12-R7).

*Incentives
Program change
approved*

d. Nominating and Elections Committee

Mr. Conine, Chair of the Nominating and Elections Committee, presented the following slate of Board Officers for 2011:

President	Jim Tuttle
Vice President	Michael Minor
Secretary	Janet Schnitzer
Treasurer	Roland Patterson

*2011 Officers
Elected*

There being no additional nominations from the floor, Mr. Conine moved that the secretary cast a single ballot THAT THE BOARD ACCEPTS THE 2011 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.** There being no Past President currently seated on the Board, Mr. Benson agreed to continue to serve on this committee in 2011.

e. Personnel and Planning Committee

Mr. Benson, Chair of the Personnel and Planning Committee, reported that the committee met immediately before this meeting and reviewed the results of the annual Member Library Assessment survey of System services. He reported that the 33 responses received were positive overall however, the committee would like to see an increase in the number of responses. He informed the board that four directors requested contact from their county representatives on this board, and emphasized that the assessment serves to inform the directors that this board is responding to their needs, and provides valuable information for developing the new Plan of Service.

*Personnel
Committee report*

He then informed the board that he and Mr. Patterson met with System staff and the union representative to begin negotiations for a new contract.

*Services survey
positive*

*Contract
negotiations
underway*

VIII. COMMUNICATION

A. Board Members

Mr. Miller informed the board that the Putnam County libraries are facing a 10% funding decrease, which will inevitably result in cuts in services and personnel. In addition, he suggested that, board packets be sent only electronically to save the cost of paper and postage. Following discussion, the board agreed to try this procedure for January and evaluate the process

*Putnam facing
funding cuts*

at that meeting. A notice will be sent out when the documents have been posted with a web address (link) to access and review them. At this time, monthly warrants will continue to be sent, by mail, to reviewers.

Mr. Benson informed the board that the new Roeliff Jansen Community Library is officially open, and photographs that he took will appear in the magazine, *Berkshire Living*. He also reported that the opening was followed by an unfortunate shooting incident that caused between \$7,000-8,000 of damage.

*New Jansen
Library open*

Mr. Minor reported a 34% decrease in energy costs at the Town of Esopus Library, which is a 100% geothermal building.

*Energy savings
reported*

Janet Schnitzer reported that the Hudson Area Association Library Assistant, who recently left to join the staff at the North East Millerton Library, will be sorely missed.

*Library Assistant
recognized*

Mr. Mac Nish informed the board that Pleasant Valley Library's 414 vote passed.

PV vote passed

B. Staff

Ms. Advocate informed the board that she has suggested that the directors include their Mid-Hudson board representatives on their event mailing lists.

Ms. Smith Aldrich informed the board that 87% of library budget votes passed this year, and that she will continue working with libraries to help increase the win margins for these votes.

*Upgrade s
pending*

Ms. Shedrick noted that the new OPAC, which is about to be launched, will provide many upgrades, and staff will continue to work to streamline the holds process to keep delivery costs level.

IX. NEW BUSINESS

A. Announcement of 2011 Committee Assignments

President Tuttle, distributed copies of the 2010 committee roster. He asked the Board to contact him with their preferences for committee placement in 2011.

*2011 Committee
assignments
discussed*

B. Variance Request

Ms. Advocate informed the Board that The Patterson Library must submit a 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. Patti Haar, Director of the Patterson Library, was given special permission to be the director of the library without having completed her MLS Degree. In order to meet the new deadline to be eligible to receive state aid, a *Variance Request Form* for the Patterson Library, was signed by President Tuttle and submitted in October. The full board must approve the submission of the Variance Request. Following this explanation, Ms. Miller moved and Mr. Bickford seconded

*Patterson
Variance request
approved*

Approved 2011
by the MHLS Board of Trustees