

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
December 10, 2011**

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:	John Bickford, Lisa Baker Brill, Bill Conine, Jean Ehnebuske, Peter Hoffmann, Steve Mac Nish, Martin Miller, Patricia Miller, Michael Minor, Roland Patterson, Caroline Profera, Myrna Sameth, Janet Schnitzer, Jim Tuttle
Trustees Absent:	Matthew Perry
Liaisons:	Erica Freudenberger, Director Red Hook Public Library
Staff Present:	Merribeth Advocate, Mike Nyerges, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn
Other:	Regina Morini, Board Member Elect, System retirees: Linda Crow, Carl Hadden, Mary Keelan, Beverly Tas, Dolores Tillou, Frank Van Zanten

II. PRESIDENT'S REPORT

In his report, President Tuttle:

- thanked the board for the opportunity to serve as President and for their assistance during his tenure, and Merribeth Advocate for her invaluable assistance during the transition period
- encouraged the board to consider making a year-end contribution to *the Foundation for Hudson Valley Libraries* (to be matched by the Executive Director) for the purchase of ebooks.

*President's
report presented*

III. APPROVAL OF MINUTES

Mr. Hoffmann moved and Mr. Mac Nish seconded THAT THE MINUTES OF THE SEPTEMBER meeting be approved, as amended.

The motion carried.

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

*Minutes
approved*

IV. TREASURER'S REPORTS

Mr. Patterson reported that he reviewed the financial reports for August/September/October, and asked if there were any questions. There being none, Mr. Patterson moved and Mr. Mac Nish seconded THAT THE FINANCIAL REPORTS FOR AUGUST/SEPTEMBER/OCTOBER BE

*Financial
reports received*

RECEIVED. **The motion carried.**

FISCAL DESIGNATION FOR 2012

Mr. Patterson reported that HSBC Bank is proposed to continue to handle the System's financial business in 2012. Business Manager, Linda Vittone, verified that the System has a \$250,000 line of credit available with the bank. Mr. Bickford asked for clarification of the signatories required to access a line of credit. Following discussion, the board agreed to revise the signatory authorization and accept HSBC as its 2012 Bank of Business. Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD APPROVES: THE REVISION TO THE AUTHORIZATION STATEMENT FOR ACCESSING A LINE OF CREDIT TO REQUIRE THE JOINT SIGNATURES OF ONE BOARD OFFICER AND ONE SYSTEM MANAGER; AND, THE DESIGNATION OF HSBC AS THE SYSTEM'S BANK OF BUSINESS IN 2012. **The motion carried.**

*HSBC designated
Bank of Business*

FINANCIAL REVIEW REPORT

Mr. Hoffmann, Chair of the Audit Committee, reported that the committee reviewed the audit review letter prepared by the Certified Public Account firm of Nugent & Haeussler and found it to be in order. In addition, he informed the board that the report continues to identify two concerns: revenue from the state and retirement funding. Following his report, Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD APPROVES THE 2010 FINANCIAL REVIEW REPORT PREPARED BY NUGENT & HAEUSSELER, CERTIFIED PUBLIC ACCOUNTS. **The motion carried.**

*Financial review
approved*

V. REPORT ON PAYMENT OF BILLS

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

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

Ms. Ehnebuske reported that she reviewed the warrant for November and found it acceptable (BOT-10-12-R2b).

Mr. Bickford moved and Mr. Miller seconded THAT THE WARRANTS FOR SEPTEMBER/OCTOBER/NOVEMBER BE RECEIVED. **The motion carried.**

*Warrants
received*

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-11-12-R3), Mr. Nyerges reported that:

- the System's latest round of educational workshops on social networking have been well attended and received;
- there may still be time to post comments to the NYS Assembly Standing Committee on Libraries and Education Technology regarding the negative impact budgetary cuts are having on Public Libraries and Library Systems;
- continued lobbying efforts are needed to ensure that libraries are exempted from the proposed MTA tax;

*Director's report
presented*

- additional advertising is being implemented to increase the pool of candidates for the position of Automation Supervisor. System Technology staff have been trained and given additional assignments to ensure that services continue to run smoothly during the recruitment period.
- the Personnel and Planning Committee is to be commended for their diligence in implementing and codifying the Annual Member Survey;
- although budgetary restraints prevent full parity, it is hoped that salary adjustments for all System staff will help close the gap between those received by employees in similar management and Civil Service positions;
- the Planning and Personnel Committee will review the proposed Lifetime Health Benefit policy and bring its recommendation to the full board in January;
- It is hoped that by including libraries and library systems as partners in workforce development efforts, additional grants and funds will be made available to libraries.

*Liaison reports
presented*

VII. OTHER REPORTS

A. Liaison Reports

In addition to her written reports (BOT-11-12-R4/4a/4b), Ms. Freudenberger, as Directors Association Liaison to the Board, informed the board that two issues of concern to directors are the resignation of the Automation Supervisor, and meeting the budgetary challenge created by the growing demand for ebooks.

Following a lengthy discussion regarding the ever increasing demand for ebooks, the board made the following suggestions: the possibility of securing designated county funds; use of additional System and CLDA funds; and private donations. Mr. Nyerges informed the board that the Central Library/Collection Development Advisory Committee will continue to address this issue and review its policies regularly in an effort to ensure that libraries remain viable sources of these materials.

*Services survey
positive*

B. Committee Reports

a). Personnel and Planning Committee

Annual Member Survey

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that the response to this year's Annual Member Survey was greater than last year, and overall very positive. He noted three areas of some concern: the board's interaction with the member libraries, and the ease at which they can be contacted; staff contact on behalf of libraries with legislators; and the need for better communication about System business.

Mr. Nyerges reiterated that overall the positive comments far outweighed any negatives or criticism and that the work performed by System staff is recognized and greatly appreciated. Mr. Bickford closed his report with the suggestion that System staff consider implementing some of the good ideas and suggestions gleaned from the report.

The Trustee Services Committee agreed to brainstorm about ways to

improve board interaction with member libraries, at its next meeting.

Union Contract

Following his report, Mr. Bickford asked President Tuttle to call for a motion to go into Executive Session to discuss personnel issues. At 11:09 a.m. Mr. Bickford moved and Mr. Hoffmann seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS THE UNION CONTRACT AND THE EXECUTIVE DIRECTOR'S EVALUATION

The motion carried.

At 12:18 p.m., Ms. Schnitzer moved and Mr. Minor seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 12:24 p.m., President Tuttle resumed the regular meeting and asked Mr. Bickford to read the motions proposed by the Planning & Personnel Committee in Executive Session.

*CSEA agreement
approved*

Mr. Bickford moved and Mr. Mac Nish seconded the following motion for the CSEA agreement::

THE BOARD OF TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE THE TERMS OF A TWO-YEAR CONTRACT AGREEMENT (2012-2013) BETWEEN THE LIBRARY SYSTEM AND THE CSEA LOCAL 702 FOR CSEA COVERED EMPLOYEES. **The motion carried.**

The terms of the agreement are:

- Cost of living increase of 1% on 2011 salaries and wages payable over 2012; an additional cost of living increase of 1% on salaries and wages also payable over 2012; a cost of living increase of 1% in 2013.
- Percentages of employee contributions for health insurance premiums shall be based on an employee's annual wage and salary as follows:
- Employees with annual wages and salaries up to \$49,999 shall pay 8.5% of the premium on individual plans and 20% on family portions.
- Employees with annual wages and salaries of \$50,000 to \$69,999 shall pay 12% of the premium on individual plans and 25% on family health portions.
- Employees with annual wages and salaries of \$70,000 and above shall pay 15% of the premium on individual plans and 30% on family portions.
- Employee contributions for dental insurance premiums are to be 35%.
- Salaries and wages of CSEA covered employees shall also be increased in a one-time salary and wage adjustment according to the findings and recommendations of the Executive Director's Salary Review.

*Non-union
Salary/wage
adjustments*

Mr. Bickford moved and Mr. Miller seconded the following motion for extending the terms of the CSEA agreement to other staff:

THE BOARD OF TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO IMPLEMENT THE TERMS OF THE TWO-YEAR

AGREEMENT WITH CSEA LOCAL 702 AND PROVIDE THE COST-OF-LIVING INCREASES TO ALL OTHER LIBRARY SYSTEM EMPLOYEES; APPLY THE PERCENTAGES OF EMPLOYEE CONTRIBUTIONS FOR HEALTH AND DENTAL INSURANCE TO ALL OTHER BENEFIT-ELIGIBLE EMPLOYEES; AND INCREASE THE SALARIES AND WAGES OF ALL OTHER EMPLOYEES IN A ONE-TIME SALARY AND WAGE ADJUSTMENT ACCORDING TO THE FINDINGS AND RECOMMENDATIONS OF THE EXECUTIVE DIRECTOR'S SALARY REVIEW. **The motion carried.**

Mr. Bickford moved and Ms. Profera seconded the following motion on contributions of retirees for health insurance:

Health Insurance contributions

THE BOARD OF TRUSTEES AUTORIZES THE EXECUTIVE DIRECTOR TO BASE RETIREE CONTRIBUTIONS FOR HEALTH INSURANCE PREMIUMS ON A RETIREE'S FINAL EXIT WAGE OR SALARY FROM THE LIBRARY SYSTEM AND USE THE SAME SALARY-BASED CONTRIBUTION RATES APPLIED TO CURRENT EMPLOYEES WITH THE EXCEPTION OF PRE-2006 RETIREES. THE CONTRIBUTION TOWARDS HEALTH INSURANCE PREMIUMS FOR PRE-2006 RETIREES SHALL BE 8.5% ON INDIVIDUAL PLANS AND 20% ON FAMILY PORTIONS IRRESPECTIVE OF THEIR FINAL/EXIT SALARIES FROM THE LIBRARY SYSTEM. **The motion carried.**

Executive Director's Evaluation

E.D. evaluation results

President Tuttle informed the board that he and Mr. Hoffmann will go over the results of the Executive Director's Evaluation with Mr. Nyerges.

Retiree Comments

Keelan replies

Mr. Tuttle invited comments from retirees in attendance regarding the health benefit resolution. Mary Keelan spoke on their behalf and requested that retirees who were not in attendance be given an opportunity to review the motion before commenting. In addition she emphasized that she would continue to advocate for total suspension of insurance premiums payments by pre-2006 retirees.

b. Finance Committee

2012 Budget approved

Mr. Patterson, Chair of the Finance Committee, asked if the board had any questions regarding the proposed 2012 budget. There being none, Mr. Mac Nish moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE 2012 BUDGET, AS PRESENTED. **The motion carried.**

Rules & Procedures revised

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-10-12-R6) and recommends that the requirement to hold one meeting a year at a member library be reviewed. Following discussion, Ms. Schnitzer moved and Mr. Mac Nish seconded THAT THE BOARD REVISES THE RULES AND PROCEDURES REQUIREMENT TO

HOLD ONE MEETING A YEAR AT A MEMBER LIBRARY AS FOLLOWS: IT IS SUGGESTED THAT THE ONE OR MORE MEETINGS BE HELD AT A MEMBER LIBRARY, IF POSSIBLE. **The motion carried.**

d. Nominating and Elections Committee

Ms. Miller, Chair of the Nominating and Elections Committee, presented the following slate of Board Officers for 2012:

President	Peter Hoffmann
Vice President	Caroline Profera
Secretary	Janet Schnitzer
Treasurer	Roland Patterson

There being no additional nominations from the floor, Ms. Miller moved that the secretary cast a single ballot THAT THE BOARD ACCEPTS THE 2012 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.** Ms. Brill abstained.

*2012 Officers
Elected*

VIII. COMMUNICATION

A. Board Members

Mr. Miller:

- reported that the Patterson Library's renovation project is progressing well, and Phase I of the project, the Family Center, is now operational. Completion of the entire project is slated for March.
- thanked Ms. Miller for her service on the board and welcomed Ms. Morini; and,
- thanked Jim Tuttle for his service as Board President.

*Renovation
project near
completion*

Ms. Miller expressed her pleasure in having been given the opportunity to serve for over 10 years on the board, and emphasized her intention to continue to advocate on behalf of libraries.

Miller farewell

Ms. Schnitzer informed the board that patrons of the Hudson Area Association Library are excited and pleased about the library's new Director, Emily Bennison Chameides.

*HAAL director
praised*

Ms. Ehnebuske said goodbye to Ms. Miller and welcomed Regina Morini, Board President of the Mahopac Public Library, to the board. She then informed the board that:

*PC Leg Breakfast
planned*

- the Putnam County Library Directors and Presidents are planning a Legislative breakfast in January (*date to be decided*);
- the Julia L. Butterfield Memorial Library in Cold Spring has been named a five star library by *American Library Journal*;
- the System's trustee newsletter, "*Across the Board*", is a wonderful reference source for all trustees, and Rebekkah Smith Aldrich is to be complimented for its excellent content and facilitating its publication.

*Newsletter
praised*

Mr. Minor thanked Mid-Hudson staff on behalf of the Director and Board President of the Town of Esopus Library for the excellent and informative session on *Legal Issues for Libraries*.

*CE sessions
praised*

Mr. Bickford thanked Mid-Hudson staff for the Social Media workshops presented over the past few weeks and, recognized the Personnel and Planning Committee for their diligence in tackling the challenges presented to them during this exceptionally busy year.

B. Staff

*Outreach
services report*

Ms. Advocate, Outreach & Education Coordinator, reported that: The MHLS Outreach Advisory Committee, representing service agencies and cultural groups in the region, concluded at their recent meeting that we all share a similar goal – connecting with each other as service agencies & being connectors to people who need services; the new Education Commissioner Dr. John King is a strong supporter of the need for education to “get better” and to build a workforce; two workshops are slated for February 2012 for library staff who work with children to incorporate early literacy practices into their story times; all MHLS libraries have access to an excellent suite of online resources for supporting job seekers in their communities.

Ms. Smith Aldrich, Coordinator of Member Information, reported that Ron Oppen, former Greene County representative to the MHLS Board and trustee of the Haines Falls Free Library, has passed away; requested that Dutchess and Putnam County board representatives speak to their state legislators and the Governor to advocate for the exemption of libraries from the MTA tax; and, reported on the activities surrounding the MHLS LSTA grant program, Building Your Base Online.

Mr. Nyerges thanked Jim Tuttle for his support throughout 2011.

C. Visitors

*System staff
praised*

Mary Keelan introduced retirees in attendance, and speaking on their behalf, thanked:

- Mike Nyerges and Linda Vittone for their consistent response to all of her correspondence;
- Jim Tuttle, John Bickford, Peter Hoffmann and Roland Patterson for being both gracious and receptive to discussing retiree health benefit contributions; and,
- System staff for revitalizing the 501c(3) organization “the Foundation for Hudson Valley Libraries” which, since its inception during her employment at the System, has afforded an excellent opportunity to raise funds for libraries.

Approved 2012
by the MHLS Board of Trustees