

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
December 10, 2013**

President Hoffmann called the meeting to order at 10:07 a.m. in the Auditorium of the Mid-Hudson Library System.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Peter Hoffmann, Steve Mac Nish, Martin Miller, Roland Patterson, Lynne Ridgeway, Myrna Sameth, Jim Tuttle, Camilla W. von Bergen, Mark Wilson

Trustees Absent: Lisa Baker Brill, Bill Conine, Regina Morini, Caroline Profera, Janet Schnitzer

Liaisons: Frank Rees, Director Saugerties Public Library

Staff Present: Merribeth Advocate, Eric McCarthy, Tom Sloan, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn

Other: MHLS trustees elect: John Dax, Michele Ment,

2. PRESIDENT'S REPORT

In his report, President Hoffmann:

- called for motion to amend the Agenda to go into Executive Session to discuss Item 3., CSEA Contract, under the Personnel & Planning Committee Report, in Executive Session. Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD DISCUSS THE CSEA CONTRACT, ITEM 3.UNDER THE PERSONNEL AND PLANNING COMMITTEE REPORT, IN EXECUTIVE SESSION. **The motion carried.**
- introduced Executive Director, Tom Sloan and welcomed Board member elect, John Dax (Columbia County) to the meeting;
- informed the Board that, since the September meeting, he attended meetings of the Personnel & Planning and Finance Committee;
- invited the Board to read and sign the American Library Association's "*Declaration of the Right to Libraries*" affirming the right to access to quality libraries.

*President's
report presented*

3. APPROVAL OF MINUTES

Mr. Bickford moved and Mr. Mac Nish seconded THAT THE MINUTES OF THE SEPTEMBER MEETING AND THE ANNUAL MEETING BE APPROVED. **The motion carried.**

*Minutes
approved*

4. TREASURER'S REPORTS

*Financial
reports received*

A/B. In the absence of Ms. Morini, Mr. Sloan asked if there were any questions regarding the financial reports. There being none, Mr. Patterson moved and Mr. Tuttle seconded THAT THE BOARD ACCEPTS THE FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER. **The motion carried.**

C. FISCAL DESIGNATION FOR 2014

*First Niagara
designated Bank
of Business*

In the absence of Treasurer Morini, Ms. Vittone reported that First Niagara Bank is proposed to continue to handle the System's financial business in 2014. Mr. Tuttle moved and Mr. Patterson seconded THAT THE BOARD APPROVES THE DESIGNATION OF FIRST NIAGARA BANK AS THE SYSTEM'S BANK OF BUSINESS IN 2014. **The motion carried.**

5. REPORT ON PAYMENT OF BILLS

*Warrants
received*

In the absence of Ms. Profera, the September warrant (BOT-13-12-5A) was tabled.

Ms. Sameth reported that she reviewed the warrant for October (BOT-13-12-5B) and found it acceptable. Mr. Tuttle moved and Ms. Sameth seconded THAT THE WARRANTS FOR SEPTEMBER/OCTOBER BE RECEIVED. **The motion carried.**

The Board agreed that warrant reviewers be given notification prior to meetings and/or that a yearly warrant review schedule be made available to ensure that the warrant is reassigned if attendance at a meeting is not expected.

6. DIRECTOR'S REPORT

*Director's report
presented*

Referencing his report, Mr. Sloan explained and reviewed the purpose and process for implementing Item 8., the Moving Forward Project (BOT-13-12-6A). He emphasized that the initiative will help to determine which services are of most value and what new resources might be reallocated or added. In addition, he emphasized that the process will be fair and transparent and include input from all stakeholders, and hopefully result in better managing and governing decisions regarding the provision of services that are aligned with the needs of member libraries. Following Mr. Sloan's review, Mr. Tuttle moved and Ms. Ridgeway seconded THAT THE BOARD GIVES ITS FULL SUPPORT TO THE EXECUTIVE DIRECTOR'S MOVING FORWARD PROJECT. **The motion carried.**

7. DIRECTORS ASSOCIATION REPORTS

*Liaison reports
presented*

In addition to his written reports (BOT-13-12-7), Mr. Rees reported that:

- at the December 6 meeting, the Directors approved the Member Library Mileage Equalization Grant Program, as presented (BOT-13-13-9A);
- following this meeting, Directors hosted a System staff appreciation luncheon;
- the Directors are in support of the Executive Director's *Moving*

Forward Project.

8. CENTRAL LIBRARY REFERENCE SERVICES REPORT

*CL report
presented*

In the absence of Mr. Lawrence, Mr. Sloan asked if there were any questions about his reference services report (BOT-13-12-8). There being none, the Board thanked Mr. Lawrence for his well formatted report.

9. COMMITTEE REPORTS

A. Personnel and Planning Committee

1. Member Library Mileage Equalization Grant Program

*Mileage Grant
Program*

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that the Committee met and reviewed the Member Library Mileage Equalization Grant Program (BOT-13-12-9A) and will recommend full board approval at the January meeting. He reported that some concerns regarding the expenditure of funds for the program have been expressed and asked that members of this Board continue to discuss the program with librarians in their counties. Mr. Sloan informed the Board that reimbursement for travel to and from meetings was formally a part of the System's Incentive Program and reinstating this practice provides an excellent opportunity to reinstate what is considered a general "best practice" to help to ensure that representation at meetings from all libraries is maximized.

2. Annual Member Survey

*Member Survey
update*

Mr. Bickford distributed copies of a Preliminary Report on the 2013 MHLS Annual Member Survey (appended to file) outlining the methodology and number of responses. He then briefly reviewed the number of responses from Board Presidents and Directors and noted that while this year's participation was slightly lower, it was greater than in previous years. He emphasized that while comments were very positive, there is a desire for more consultations from this Board with Board Presidents of member libraries. As in previous years, comments provided much constructive criticism and suggestions. The full report will be shared with the Personnel & Planning Committee before being made available to this Board and participants.

3. CSEA Contract

To be discussed in Executive Session.

B. Finance Committee

In the absence of Ms. Morini, Chair of the Finance Committee, Mr. Sloan reported that the committee met in November and reviewed the proposed 2014 budget (BOT-13-12-9B2). He then briefly reviewed the committee report (BOT-13-12-9B1) and highlighted the committee's request that the transfer of funds process be clarified with a written policy, in the coming year. There being no additional questions on the proposed 2014 budget, Mr. Tuttle moved and Mr. Miller seconded THAT THE BOARD APPROVES THE 2014 BUDGET, AS PRESENTED. **The motion carried.**

*2014 Budget
approved*

C. Bylaws, Policy and Procedures Committee

In the absence of Ms. Schnitzer, Chair of the Bylaws, Policy and Procedures Committee, Ms. Winn reported that Ms. Schnitzer informed her that the committee reviewed the Board's Rules and Procedures and recommends no changes at this time.

*Rules &
Procedures
reviewed*

D. Nominating and Elections Committee

In the absence of Mr. Conine, Chair of the Nominating and Elections Committee, Mr. Hoffmann presented the following slate of Board Officers for 2014 (BOT-13-12-9D):

*2014 Officers
Elected*

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

There being no additional nominations from the floor, Mr. Hoffmann moved that the secretary cast a single ballot. In the absence of Ms. Brill, Mr. Mac Nish moved and Mr. Tuttle seconded THAT THE BOARD ACCEPTS THE 2014 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.**

8. COMMUNICATION

A. Board Members

President Hoffmann thanked retiring Board members, Jim Tuttle and Martin Miller for their years of outstanding service to the Board and expressed his pleasure at having served on the Board for the past ten years, and as Board President in 2013.

*Board members
recognized*

Mr. Tuttle thanked Mr. Hoffmann for his service as Board President during a very difficult transition period. In addition, he thanked Merribeth Advocate, Rebekkah Smith Aldrich and Linda Vittone for their help and support during his tenure.

*Tuttle thanks
staff*

Mr. Miller informed the Board that:

*Miller thanks
former Board
Presidents*

- passage of the Patterson Library's 414 referendum will enable the library to purchase and install a generator and some much needed sewers;
- a recent program hosted by the Patterson Town Ethics Board entitled "Violence in the Workplace" would be an excellent program to provide for library staff;
- he will miss the excellent continuing education programs provided by System staff;
- he enjoyed his seven year tenure on the Board and would like to thank Jim Tuttle and Peter Hoffmann for their service as Board Presidents;
- he wishes Tom Sloan the best of luck in his new position.

Mr. Mac Nish reported that he has toured the basement and that the asbestos abatement project has been successfully completed. He informed

*Abatement
project
completed*

the Board that the next project will be the installation of energy efficient windows in the main office building.

B. Staff

Ms. Advocate, Outreach & Education Coordinator, reported that

- the System will be hosting a state-wide Library Assistants technical training program in January. An 18 hour achievement certificate will be awarded upon completion of this New York State Library Association/Library Directors collaborative initiative. The program begins on January 7, and registration is already filling up.
- there was an Outreach mini-grant this year for long term incorporation of early literacy components into library story times. Sixteen member libraries received these mini-grants. The goal is to show parents how their libraries are a vital part of the early educational process. Participating libraries, in all five counties, are part of an electronic discussion board where they are afforded an opportunity to share their experiences and learn from each other.

January training program

Mini-grants awarded

Ms. Smith Aldrich, Coordinator of Library Sustainability:

- reported on behalf of Janet Schnitzer about the Columbia County Library Association dinner held last week. The CCLA is an organization that is renewing itself to begin advocating more energetically for county funds. All three Columbia County representatives from the MHLS Board were in attendance at the meeting as were MHLS Executive Director Tom Sloan, MHLS Assistant Director Meribeth Advocate and myself.
- NYLA Advocacy Day is Thursday, February 27th. MHLS will coordinate transportation along the NYS Thruway at the New Paltz, Kingston and Catskill stops. Rebekkah will make all appointments with State legislators.
- MHLS Construction grants have passed the first level of review at the State. There are relatively minor corrections needed to most applications but once that is done all will move on to the next phase in January which is review by the Dormitory Authority of New York State.
- 2014 Sustainable Funding Report:
 - 87% passage rate
 - 2 special library districts were created this year: Wappingers Falls & Carmel;
 - 2 building related referendums passed: Pine Plains and Hurley;
 - 16% of member libraries do not have sustainable funding at this point, and she will continue to work with the remaining 11 libraries to help them achieve stable funding.

CCLA dinner well attended

Advocacy Day preparations underway

Dorm. Auth. to review Construction Grants

Funding report presented

The Board applauded Ms. Smith Aldrich in recognition of her outstanding work performance in helping member libraries attain sustainable funding.

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

- Sierra has successfully been upgraded to the latest version 1.1.3;
- Patron self-registration has been implemented at five libraries;
- Rebekkah, Robert and he are planning to visit the Suffolk County Library System to review and assess automation member services;
- Robert Drake, IT Coordinator, will host an E-rate Webinar on Friday at the System and help libraries understand the application process.

*Migration
successful*

C. Visitors

President Hoffmann, introduced Putnam County Trustee Elect, Michele Ment, and asked the Board and staff to introduce themselves to her and Trustee elect, John Dax.

*Technology &
Automation
report presented*

Ms. Ment informed the Board that she is happy that she was able to attend the meeting and that she has obtained valuable information as well as being given the chance to “put a face” to System contacts. In addition, she expressed her desire to fulfill the Board’s expectations during her tenure.

*Trustees elect
speak*

Mr. Dax informed the Board that he is looking forward to serving on this Board and is thankful for having been given the opportunity to attend this meeting.

11. UNFINISHED BUSINESS

A. 2014 Meeting Dates

President Hoffmann called for a motion to approve the proposed meeting dates for 2014 (BOT-13-12-11A). Mr. Sloan informed the Board that a suggestion was made that the December meeting be held on a week day rather than a Saturday. *The Board agreed to meet on Tuesday, December 9, and choose a new snow date for that meeting. In addition a suggestion was made that two meetings be held at member libraries in 2014, and that the Board be surveyed to determine if Saturday meeting dates are still preferred.*

*Meeting dates
approved*

Following this discussion, Mr. Tuttle moved and Mr. Wilson seconded THAT THE BOARD APPROVES THE 2014 MEETING DATES, AS AMENDED. **The motion carried.**

B. Board Mileage Reimbursement Policy

Referencing the Board Mileage Reimbursement Policy (BOT-13-12-11B), Mr. Sloan informed the Board that funds for this policy have been allocated in the 2014 budget. Mr. Bickford informed the board that this policy formalizes a former practice and is not tied to the Directors reimbursement program. In addition, he asked that a citation be added to the bottom of the policy indicating the use of the IRS standard business rate.

*Board Mileage
Policy approved*

12. NEW BUSINESS

A. Library Variance Requests

*Variances
approved*

Mr. Sloan informed the board that submission of variances for libraries in non-compliance of any of the Commissioner's Regulations is required by the System in order to receive full state aid.

He then explained that the Patterson and Hudson Area Association Libraries must submit Variance request to the state for non-compliance with Standard 11 that requires a library serving more than 7,500 to have a director with an MLS Degree. In addition, the LaGrange Association Library must submit a Variance request for non-compliance with Standard 7 that requires a library with a population of over 15,000 to be open a minimum of 40 hours a week. *The Board agreed that future Variance Requests be made available for Board review and are accompanied by the library's plan for compliance.*

Mr. Miller moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE SUBMISSION OF A VARIANCE REQUEST TO THE STATE LIBRARY FROM THE PATTERSON, HUDSON AREA ASSOCIATION AND LAGRANGE LIBRARIES. **The motion carried.**

B. Bylaws Article IV. Sec. 7. Disqualification

*Bylaws Article
reviewed*

Mr. Sloan informed the Board that the Bylaws are clear regarding meeting attendance requirements: Bylaws Article IV: Section 7. Disqualification: *A trustee who fails to attend four Board or Committee meetings per annum, without an excuse accepted as satisfactory by the Board shall, at the next regular meeting following the fourth absence, be declared to have resigned.*

He noted that, to date, the Minutes have not reflected excused and non-excused absences, and suggested that roll call be conducted at each meeting and absences be recorded as a matter of public record. *Following discussion, the board suggested that the incoming President consider revising the Bylaws to reflect what constitutes an excused absence.*

C. Announcement of Establishment of 2014 Committee Assignments

*2014 Committee
assignments*

President elect, Patterson, distributed copies of the current committee assignments indicating current vacancies, and asked the Board to contact him, by email, with their preferences for committee placement in 2014.

D. EXECUTIVE SESSION

*Board goes into
Executive Session*

At 12:12 p.m., President Hoffmann called for a motion to go into Executive Session to discuss personnel matters relating to the CSEA Union Contract negotiations. Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS RELATING TO THE CSEA UNION CONTRACT NEGOTIATIONS. **The motion carried.**

At 12:31 p.m., President Hoffmann called for a motion to leave Executive Session. Mr. Mac Nish moved and Mr. Bickford seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 12:35 p.m., President Hoffmann resumed the regular board meeting and reported that no action was taken during Executive Session.

13. ADJOURNMENT

At 12:37 p.m., Mr. Miller moved and Mr. Tuttle seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The next meeting is scheduled for Saturday, January 18, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Lynne Ridgeway
Acting Secretary

Approved 2014
by the MHLS Board of Trustees