



MHLS Board of Trustees
Incentives Committee Meeting - Monday, February 24, 10 AM, MHLS
Meeting Report

DRAFT Agenda - Revised

1) Roll Call

- X - Caroline Benton Profera, Chair – (G)
- X - Steve Mac Nish – (D) (phone)
- X - Lynne Ridgeway – (U)
- X - Janet Schnitzer – (C)
- X - Michele Ment – (P)
- X - Roland (Skip) Patterson (ex officio)
- X - Tom Sloan, Rebekkah Smith Aldrich, Merribeth Advocate

2) Agenda Approved

3) Chair's Comments

- a) In reviewing grants for 2013, it was recognized an annual review of the process is desirable and needed.
- b) The Chair welcomed the information provided from the survey of Library Directors. The survey information will aid the Committee in their review of the Construction Grant Program.

4) Review of the Public Library Construction Grant Program

a) Survey Findings - Click Link Below

https://www.surveymonkey.com/sr.aspx?sm=S_2bQA2NdMqoRXrn4y73HHHXH3jTB8witV4vXFyIZgoVA_3d

- i) Tom Sloan reported on several findings of the survey of Library Directors. He recommended the Committee provide for the FY2014-2015 grant process:

- (1) More detailed written information regarding what projects do and don't match MHLS Priorities for Funding; and
- (2) More detailed written information regarding the criteria used for funding decisions.

- ii) Sloan reported on several findings of the survey which require more time and input to consider. He recommended the Committee consider for the FY2015-2016 grant process:

- (1) Should the presentation of applications to the Incentive Committee be made by a representative(s) of the libraries applying rather than the current "blind" review of applications?
- (2) Should an appeal process be established in which a library not granted funds would meet with the Incentive Committee to discuss their application?
- (3) Should grants be "competitive" based on priorities and impact or should all applications receive funding divided evenly among each project?
- (4) Should the economic status of a community be a factor in the ranking of applications?

b) Assessment of Processes/Procedures - Click Link <http://midhudson.org/mhls/CGProcess.pdf>

- i) Rebekkah Smith Aldrich discussed the steps undertaken by staff to support the Construction Grant Program. Committee members noted Ms. Smith Aldrich's year-round efforts in working with member libraries to assess facility needs, advise on facility plans, and help position and prepare libraries to apply for construction grants.

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- ii) Smith Aldrich discussed the steps undertaken by the Incentives Committee and the MHLS Board in support of the Construction Grant Program. The Committee discussed the written criteria used for deciding how to rank each project.
- iii) Assessment of Funding Priorities
 - (1) The Committee confirmed a project must be part of a long-range plan or a prioritized facility plan, which is reported to MHLS through the Construction Needs Action memo issued annually in March.
 - (2) The Committee agreed to recommend to the MHLS Board the following funding priorities:
 - (i) An increase in services, through an increase in usable public space or increased staff efficiencies (e.g., new buildings, additions to current buildings, renovation of existing areas for new uses); and/or
 - (ii) An increase in access (e.g., handicapped accessibility); and/or
 - (iii) Energy conservation in the context of a professional's recommendations or with an historic preservation element. For the purposes of the board's ranking a "professional's recommendation" will, at least, include the results of an Energy Audit by the NYS Energy Research & Development Authority (NYSERDA).
 - (3) The Committee agreed to using the following criteria in ranking applications:
 - (i) Projects meeting one or more funding priorities;
 - (ii) Impact of the project on the community and region based on the impact statement submitted with the application. The Committee will now directly review an applicants' "Impact of Project" statement from the online application.
 - (4) The Committee reviewed the State's definition of "Routine Maintenance" and confirmed these annual activities are not eligible for construction grants.
 - (5) The Committee discussed "useful life maintenance projects" (e.g., roof, HVAC, lighting, windows) and requested MHLS staff research and report on if and how energy efficient standards may be used if the Committee wishes to fund these type of useful life maintenance projects.
- c) Assessment of Definition for "Economically Disadvantaged Community"
 - i) The Committee will recommend to the MHLS Board the 2013 definition for 2014, which is:
 - (1) a political subdivision within which 15 percent or more of the population is living in poverty as shown on the latest federal census.
 - (2) a public school district within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is 40 percent or more for at least one month during the twelve months prior to the date of filing of the grant application.
 - (3) a political subdivision as described in #1 within which 10 percent or more of the population is living in poverty and a public school district as described in #2 within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is 30 percent or more.

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- d) Board Bylaws Policy on Conflict of Interest
 - i) The Committee reviewed the MHLS Bylaws ARTICLE XI CONFLICT OF INTEREST, which are:
 - (1) Sec. 1 - A conflict of interest exists when a matter to be acted upon by the Board confers a direct, substantial benefit to any trustee, business or agency from which a trustee of the Board derives an income or has authority in governance.
 - (2) Sec. 2 - A trustee shall abstain from voting on any matter before the Board, which places him or her in a conflict of interest.
 - ii) The Committee agreed that Committee members who are current member library trustees will check to determine if their library plans to submit a construction grant application. If a Committee member's library does plan to submit an application, the Committee member will confer with Roland (Skip) Patterson, MHLS Board President, regarding the Committee member's appointment(s) to MHLS Committees.
- 5) The Committee reviewed the Mileage Equalization Grant recommendations and reporting form.
- 6) No public attended the meeting and no public comments were made.
- 7) The Incentive Committee meeting adjourned at noon.

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