

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
January 18, 2014**

Roland Patterson, Board President, called the meeting to order at 10:00 a.m. in the Auditorium of the Mid-Hudson Library System.

OATH OF OFFICE

Ms. Winn administered the 2014 Oath of Office to new trustees in attendance.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Bill Conine, John Dax, Stephen Mac Nish, Michelle Ment, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, David Rolfe, Myrna Sameth, Janet Schnitzer, Camilla W. von Bergen

Trustees Absent: Lisa Baker Brill (excused), Mark Wilson (excused)

Liaisons Absent: Tom Lawrence, Director Poughkeepsie Public Library District; Frank Rees, Director Saugerties Public Library

Staff Present: Merribeth Advocate, Robert Drake, Eric McCarthy, Tom Sloan, Linda Vittone, Peggy Winn

2. PRESIDENT'S REPORT

In his report, President Patterson:

- welcomed the Board, and introduced new trustees, David Rolfe (Ulster County) John Dax (Columbia County), and Michele Ment (Putnam County);
- briefly outlined a number of his goals for 2014, including: working to shorten the length of Board meetings, the institution of a Board Orientation Session for new System Trustees, and, a board/staff luncheon, to afford an opportunity for networking and discussion of staff services. Both sessions will follow regular Board meetings.

*President's
report presented*

3. APPROVAL OF MINUTES

Mr. Bickford moved and Ms. Morini seconded THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED. **The motion carried.**

*Dec. Minutes
approved*

4. TREASURER'S REPORTS

Board Treasurer, Morini, reported that she had one correction in the November Financial report on page 1, under "Disbursements", the amount shown under Regular Checks should be \$102,748 and the amount under NYS Retirement "0" (BOT-13-01-R1). Following this correction, Ms. Ridgeway, moved and Ms. Profera seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED, AS AMENDED. **The motion carried.**

*Financial report
for November
received*

5. REPORT ON PAYMENT OF BILLS

*Warrants
received*

Ms. Profera reported that she reviewed the warrant for September and found it acceptable (BOT-14-01-5A).

In her absence, Mr. Patterson reported that Ms. Brill reviewed the warrant for November and found it acceptable (BOT-14-01-5B).

Mr. Bickford reported that he reviewed the warrant for December and found it acceptable (BOT-14-1-5C).

Ms. Von Bergen moved and Mr. Conine seconded THAT THE WARRANTS FOR SEPTEMBER, NOVEMBER AND DECEMBER BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

*Director's report
presented*

In addition to his written report (BOT-14-01-6), Mr. Sloan reported that:

- he reviewed the Non-Competition and Conflict of Interest Policy and supports its approval, in concurrence with System staff;
- research preceding the purchase of the Encore discovery/search product was extensive and System funding is supported by the Directors and System staff. Board approval for funding must be given at this meeting to receive the quoted 2013 prices;
- perspective warrant reviewers will receive telephone notice before being assigned the review of a monthly warrant to ensure their planned attendance at that meeting. Questions regarding the warrant should be referred to Ms. Vittone.

In reference to Item 6. of the report, Legal Counsel and Fees, the Board requested that the Executive Director consider all options and/or solutions to legal questions, before contacting Thomas, Drohan, Waxman, Petigrow & Mayle, LLP given the firms high hourly rates.

7. DIRECTORS ASSOCIATION LIAISON REPORT

Liaison report

In the absence of Mr. Rees, Directors Association Liaison to the Board, there was no discussion on his written report (BOT-14-01-7).

8. PERSONNEL & PLANNING COMMITTEE REPORT

*P & P report
presented*

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee met in December and reviewed the Non-Competition and Conflict of Interest Policy, the Staff Development Policy, and the Member Library Annual Survey responses (BOT-14-01-8).

A. Non-Competition and Conflict of Interest Policy

*Non-Competition
Policy approved*

There being no questions regarding the proposed Non-Competition and Conflict of Interest Policy (BOT-14-01-8A), Mr. Bickford moved the committee's recommendation and Mr. Conine seconded the motion THAT THE BOARD APPROVES THE NON-COMPETITION AND CONFLICT OF INTEREST POLICY, AS PRESENTED. **The motion carried.**

B. Staff Development Policy

*Staff
Development
Policy approved*

There being no questions regarding the proposed Staff Development Policy (BOT-14-01-8B), Mr. Bickford moved the committee's recommendation and Ms. Von Bergen seconded the motion THAT THE BOARD APPROVES THE STAFF DEVELOPMENT POLICY, AS PRESENTED. **The motion carried.**

C. Annual Member Survey Results

*Annual Survey
results presented*

Mr. Bickford referred to the Annual Member Survey Results (BOT-14-01-8C), and:

- reviewed the methodology for the compilation and facilitation of the Annual Member Survey to Board Presidents and Directors;
- expressed disappointment that the total number of responses from Directors was lower than in 2012;
- briefly highlighted a number of valuable comments and suggestions from the Objective Responses and Open Comments regarding staff, the MHLS Board and Directors Association;
- asked for acceptance of the **Priority Themes for 2013** listed in the report. *The Board accepted the themes, as presented.*
- informed the Board that the report will be distributed to all participants by email and made available in hard copy, upon request;
- noted that he will solicit further comments from participants following distribution of the report, to determine the effectiveness of the survey and to assist in the design of future surveys. *The Board suggested that towards this end Mr. Bickford consider attending a Directors Association Meeting to get first-hand input /feedback regarding the survey and, thanked him for his considerable efforts.*

Mr. Bickford asked that the Board recognize System staff for the exceptionally positive feedback they received in the survey.

9. FACILITIES COMMITTEE REPORT

*Facilities report
presented*

Mr. Mac Nish, Chair of the Facilities Committee, referred to his written report (BOT-14-01-9), and asked if there were any additional questions. There being none, the report was accepted, as presented.

10. UNFINISHED BUSINESS

*Member
Reimbursement
Grant approved*

A. Member Library Mileage Reimbursement Equalization Grant

Referencing the Member Library Mileage Reimbursement Equalization Grant (BOT-14-01-10A), Mr. Bickford moved the committee's recommendation for approval and Mr. Mac Nish seconded the motion THAT THE BOARD APPROVES THE MEMBER LIBRARY MILEAGE REIMBURSEMENT EQUALIZATION GRANT, AS PRESENTED. **The motion carried.**

*2014 meeting
dates*

B. 2014 Meeting Dates

Mr. Sloan reported that he met with Mr. Patterson and discussed how to incorporate an Orientation session for new MHLS trustees, provide an opportunity for interaction between the Board and System staff, and increase County Outreach efforts, into the Board's 2014 meeting schedule. The revised schedule for remaining Board meetings (BOT-14-01-10B) reflects this effort. Following review of the revised schedule, Ms. von Bergen moved and Ms. Morini seconded THAT THE BOARD APPROVES THE REVISED SCHEDULE FOR 2014 MEETING DATES, AS PRESENTED. **The motion carried.**

The Board thanked Mr. Patterson and Mr. Sloan for their positive attempt to improve the conduct of Board business and communication with staff and

county trustees.

11. NEW BUSINESS

A. 2014 Committee Assignments

President Patterson referred to the proposed 2014 committee roster and asked if there were any requests for changes. As several changes were suggested, Mr. Patterson agreed to revise the proposed 2014 Committee Roster (BOT-14-01-11A) and redistribute the document. In addition, he asked that requests for other changes be emailed directly to his attention.

*2014 committee
assignments
reviewed*

B Funding Encore

Mr. Patterson referred to document (BOT-14-01-11B), and asked if there were any questions regarding the new Encore catalog discovery/search product. Following a brief review of the shared funding for the purchase of this product, Ms. Profera moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE EXPENDITURE OF SYSTEM FUNDS FOR FUNDING FOR THE ENCORE DISCOVERY/SEARCH CATALOG ENHANCEMENT PRODUCT, AS PRESENTED. **The motion carried.**

*Encore funding
approved*

C. Selecting & Funding 2013 Fiscal Review CPA

Mr. Patterson informed the Board that Nugent & Haeussler, P.C., Certified Public Accountants, have sent a letter of intent regarding the performance of an audit review of the System's 2013 financial statements (BOT-14-01-11C). *The Board requested that a Request for Proposals (RFP) be sent out in the fall to choose a new firm to conduct the 2014 audit review and subsequent 2015 full-audit.*

*CPA firm chosen
for audit review*

Following discussion, Mr. Mac Nish moved and Mr. Conine seconded THAT THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO EMPLOY NUGENT & HAEUSSLER, P.C., CERTIFIED PUBLIC ACCOUNTANTS, TO PERFORM THE SYSTEM'S 2013 AUDIT REVIEW. **The motion carried.**

D. Executive Session

Following a brief break, President Patterson called for a motion to go into Executive Session to discuss the proposed CSEA Agreement and a personnel issue. At 11:23, a.m., Ms. Profera moved and Mr. Mac Nish seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS THE PROPOSED CSEA AGREEMENT AND A PERSONNEL ISSUE. **The motion carried.**

*Board goes into
Executive Session*

At 11:45 a.m., Ms. Profera moved and Ms. Morini seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

*Board leaves
Executive Session*

At 11:50 a.m., President Patterson resumed the regular meeting of the Board. Mr. Bickford reported that in Executive Session the Board moved the following two motions:

THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE THE TERMS OF A TWO-YEAR CONTRACT AGREEMENT (2014-2015) BETWEEN THE LIBRARY SYSTEM AND THE CSEA LOCAL 702 FOR EMPLOYEES IN THE COLLECTIVE BARGAINING UNIT. Mr. Bickford moved and Mr. Rolfe seconded the motion. **The motion carried.**

*CSEA contract
terms approved*

THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO IMPLEMENT THE SALARY INCREASES FOR ALL FULL-TIME AND PART-TIME EMPLOYEES NOT IN THE COLLECTIVE BARGAINING UNIT, AND THE LONGEVITY INCREASES FOR ALL FULL-TIME EMPLOYEES NOT IN THE COLLECTIVE BARGAINING UNIT, AS SPECIFIED IN THE TWO-YEAR AGREEMENT WITH CSEA LOCAL 702. Mr. Bickford moved and Ms. Morini seconded the motion. **The motion carried.**

*Non-Union
benefits
approved*

The Board thanked Mr. Drake, Staff Union Representative, for his outstanding efforts throughout the negotiation process.

12. COMMUNICATION

A. Board Members

Ms. Morini reported that the Putnam County Library Association Meeting will be held next Thursday, January 23, at the Mahopac Library. Tom Sloan has been invited to speak on the future of libraries.

*PCLA meeting
Announced*

Mr. Bickford recognized System staff for the outstanding services they consistently provide the member libraries.

*System staff
lauded*

Mr. Rolfe announced that the Kingston Library is exploring an interior renovation project.

*Kingston bldg.
project*

Ms. Ment reported that, in celebration of the Kent Library's 50th Anniversary, special events will be held at the library on the first Saturday of each month culminating in June with a Children's Day and a Dinner Dance.

*Kent Library
Anniversary*

B. Staff – (BOT-14-01-12B)

Staff reports

Mr. Sloan informed the Board that comprehensive written staff reports are now being included with Board documents.

Ms. Advocate, Outreach & Education Coordinator, asked the Board if there were any questions regarding her written report. There being none, she distributed cards requesting input from the Board on "***What I wish I knew as a new Library System Trustee***" to assist System staff in developing useful topics for the "New Board Member Orientation Session", in March.

*Input
requested*

Ms. Smith Aldrich, Coordinator for Library Sustainability informed the Board that:

- the new date for Library Advocacy Day is February 26. Details for bus schedules and the itinerary are in her report and on the MHLS Website;
- the Governor's new budget is expected to be available on Tuesday;
- The "***Essential Document Inventory Project***" is in progress. The purpose of the initiative is to ensure that all libraries maintain the necessary policies to govern and manage their facilities.

*New date for
Advocacy Day*

Mr. McCarthy, Automation Coordinator, thanked the Board for approving funding for Encore, the catalog search/discovery product, emphasizing that

*Encore positive
change*

the enhancement will positively affect every patron using the catalog. Implementation will require some library staff training however, it is expected to be completed by the next meeting.

Mr. Drake, IT Coordinator, reported that: a member library survey is in progress to determine current bandwidth and need for upgrades; and, he is working with the Facilities Committee to find a new telephone service provider for the System.

IT survey in progress

13. ADJOURNMENT

At 12:07 p.m., Ms. Morini moved and Mr. Mac Nish seconded that the meeting be adjourned. **The motion carried.**

The next meeting is scheduled for Saturday, March 22, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.

New Board Member Orientation & Luncheon @ MHLS following the meeting.

Respectfully submitted by

Janet Schnitzer, Acting Secretary

Approved 2014
by the MHLS Board of Trustees