

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
March 22, 2014**

Roland Patterson, Board President, called the meeting to order at 10:01 a.m. in the Auditorium of the Mid-Hudson Library System.

**1. ROLL CALL AND APPROVAL OF AGENDA**

Trustees Present:	John Bickford, Lisa Baker Brill, John Dax, Michelle Ment, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, David Rolfe, Myrna Sameth, Janet Schnitzer, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	Bill Conine (excused), Steve Mac Nish (unexcused)
Liaisons Present:	Tom Lawrence, Director Poughkeepsie Public Library District; Frank Rees, Director Saugerties Public Library
Staff Present:	Merribeth Advocate, Eric McCarthy, Tom Sloan, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn

**2. PRESIDENT'S REPORT**

In his report, President Patterson:

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| <ul style="list-style-type: none"><li>informed the Board that the committee roster has been finalized and honors specific requests for placement (BOT-14-03-2A) and special attention should be paid to the proposed schedule of Board committee meetings for 2014 (BOT-14-03-2B);</li></ul>   | <i>President's report presented</i>        |
| <ul style="list-style-type: none"><li>asked Mr. Sloan to briefly address the Board regarding the transition to his new position as Executive Director. Mr. Sloan informed the Board that his time at the System has been exciting and challenging and that System staff and member library directors have been helpful, respectful and cooperative.</li></ul>                  | <i>E.D. welcomed</i>                       |
| <ul style="list-style-type: none"><li>reported that the Executive Director has compiled draft documents for his Performance Evaluation and a process timeline for Board review. An ad hoc Committee comprised of the Executive Committee and Chairs of the Board committees will be asked to review the documents in April, prior to presentation to the full board.</li></ul> | <i>E.D. evaluation form to be reviewed</i> |
| <ul style="list-style-type: none"><li>informed the Board that the Trustee Services Committee is working with System staff to develop an education package to help the Board function more effectively. A suggestion was made that a specific System service be highlighted at each meeting.</li></ul>  | <i>Board Education programs planned</i>    |

**3. APPROVAL OF MINUTES**

Ms. Profera moved and Mr. Rolfe seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED. **The motion carried.**

*January Minutes  
approved*

**4. TREASURER'S REPORTS**

Board Treasurer, Morini, reported that she reviewed the financial reports for December and January and found them acceptable. Following clarification by Business Manager, Vittone, that the Member Database line of the December 2013 Summary is at 65% due to non-renewal of Heritage Quest, Mr. Bickford moved and Ms. Von Bergen seconded THAT THE FINANCIAL REPORTS FOR DECEMBER/JANUARY BE RECEIVED. **The motion carried.**

*Financial  
Reports  
received*

**5. REPORT ON PAYMENT OF BILLS**

Ms. Ridgeway reported that she reviewed the warrant for January and found it acceptable (BOT-14-03-5A).

*Warrants  
received*

Mr. Bickford reported that he reviewed the warrant for February and found it acceptable (BOT-14-03-5B).

Mr. Bickford moved and Ms. Sameth seconded THAT THE WARRANTS FOR JANUARY AND FEBRUARY BE RECEIVED. **The motion carried.**

**6. DIRECTOR'S REPORT**

In his report, Mr. Sloan called attention to the need for Board approval of implementation of the Mileage Equalization Grant Program and the parameters of the Library Construction Grant Program, as presented in the Incentives Committee report. He noted that the excellent feedback received in the Annual Member Survey was extremely helpful to the committee. In addition, he noted that a number of recommendations for staff and Board activities in the survey responses have already been implemented and others will continue to be addressed throughout the year (BOT-14-03-6).

*Director's report  
presented*

**7. DIRECTORS ASSOCIATION LIAISON REPORTS**

Mr. Rees, Directors Association Liaison to the Board, presented his written reports for February and March (BOT-14-03-7).

*Liaison reports  
presented*

*The Board asked that Minutes of the Directors Association meetings be linked to Board packet documents to provide additional clarification of Liaison Reports.*

**8. INCENTIVES COMMITTEE REPORT**

Ms. Profera, Chair of the Incentives Committee, reported that the committee met and reviewed: the Public Library Construction Grant Program including: System staff and Board support of the review process; funding priorities; and the definition of "an Economically Disadvantaged Community" (BOT-14-03-8).

*Incentive  
Committee report  
presented*

**A Public Library Construction Grant Program**

Following a brief review of state and System application criteria for Construction Grant applications (BOT-14-03-8A), Ms. Profera moved and Ms. Morini seconded THAT THE BOARD APPROVES THE PUBLIC LIBRARY CONSTRUCTION GRANT CRITERIA FOR FUNDING AND

*PL Construction  
Grant criteria  
approved*

THE DEFINITION OF AN “ECONOMICALLY DISADVANTAGED COMMUNITY”, AS PRESENTED. **The motion carried.**

**B. Member Library Mileage Equalization Grant Program**

Ms. Profera reported that the Incentives Committee reviewed the Mileage Equalization Grant Program parameters for Board review of claims, the proposed amount of the System Grant match (75%), and the proposed amount of the Member Library grant match (25%), and recommends approval of the program.

*Mileage Program  
approved*

Following review, Ms. Profera moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES IMPLEMENTATION OF THE MEMBER LIBRARY EQUALIZATION GRANT PROGRAM, AS PRESENTED. **The motion carried.** Mr. Sloan informed the Board that funding for this grant will be evaluated periodically, and a budget recommendation made yearly.

**9. FINANCE COMMITTEE REPORT**

Ms. Morini, Chair of the Finance Committee, reported that a committee conference call meeting was held to review three proposed written fiscal procedures for Budget Adjustments, Check Signing, and Credit Cards. There being no additional questions regarding the recommended written procedures (BOT-14-03-9), Ms. Morini moved and Mr. Bickford seconded that THE BOARD APPROVES THE WRITTEN FISCAL PROCEDURES FOR BUDGET ADJUSTMENTS, CHECK SIGNING AND CREDIT CARDS, AS PRESENTED. **The motion carried.**

*Finance  
Committee report  
presented*

*The Board requested that the new financial procedures be formally posted with other financial procedural documents.*

**10. NEW BUSINESS**

**A. Certification of Expenditure of 2013 Central Library Book Aid Funds**

Mr. Lawrence asked if there were any questions regarding the expenditure of the Central Library’s 2013 Book Aid Funds for adult not-fiction or foreign language materials in print, microform, or digital format (BOT-14-03-11A). There being none, Mr. Bickford moved and Ms. Baker Brill seconded THAT THE BOARD ACCEPTS CERTIFICATION FROM THE CENTRAL LIBRARY THAT THE 2013 BOOK AID FUNDS WERE EXPENDED, AS MANDATED. **The motion carried.**

*CL Book Aid  
Funds certified*

**B. 2014 Meeting Schedule Revisions**

Mr. Sloan reviewed two proposed changes for the 2014 Meeting Schedule: the May 7<sup>th</sup> meeting at the Cairo Public Library will begin at 3:30 p.m. and be followed by a Regional Meet and Greet with guest speaker, Assemblyman Peter Lopez; and, a brief Board meeting will follow the Annual Membership Meeting on October 24 to comply with System deadlines for submission of Library Variances to the state and the selection of a new audit firm.

*Revisions  
approved*

**C. Highlight of MHLS Library Sustainability Services**

Ms. Smith Aldrich, Coordinator for Library Sustainability, gave a Power Point presentation highlighting how Library Sustainability Services fulfills the goals of the System’s Plan of Service. Her report concisely outlined the invaluable services she provides to the membership through her specialized

*Library  
Sustainability  
presentation*

consultation services on strategic long-range planning, sustainable funding, community outreach, state and local advocacy, and construction projects. *Following a brief question and answer period, the Board acknowledged that Ms. Smith Aldrich has been enormously helpful in assisting member libraries to reach their funding and expansion goals.*

**11. COMMUNICATION**

**A. Board Members and Liaisons**

Ms. von Bergen thanked Mr. Sloan for his presentation at the Putnam County Library Association Meeting and announced that the Garrison Library is happy to welcome its new Director, Jan McCreery.

*New Director welcomed*

Mr. Rolfe, as Chair of Operations Committee of the Kingston Board of Trustees, reported that he will make a second attempt to obtain approval of a “Conceptional Design Plan” for the library’s interior construction project. It is hoped that the interior design plan will enhance and compliment the already completed outside projects.

*Bldg. Project planning*

Ms. Schnitzer reported that:

- Author, Enid Futerma, gave a reading from her book “Bittersweet Journey” at the Hudson Area Association Library that was followed by a tasting of Artisanal Chocolates from shops in Columbia County and the Berkshires.
- The Hudson Area Association Library’s “Chopin and Chardonnay” fundraiser scheduled for this evening has been sold out.

*HAAL events reported*

Ms. Morini informed the Board that the new Director of the Mahopac Library raved about the valuable information she learned at the “Legal Issues For Libraries” workshop she attended at the System.

*Workshop praised*

Mr. Lawrence reported that the Central Library:

- has been chosen by the Mills Street Loft to receive a “Friends of the Arts Award;”
- will host an Abraham Lincoln Travelling Exhibit from November-January The event kickoff will be held at the Bardavon, in Poughkeepsie;
- will host a “Literary Cocktail Event” on May 3<sup>rd</sup> featuring a speaker from the Dorothy Parker Society and cocktails from the Dorothy Parker era.

*CL events reported*

Ms. Ment reported that the Kent Library:

- is continuing the celebration of its 50<sup>th</sup> Anniversary that will culminate on June 7, with a dinner dance;
- has received a \$50,000 grant through the efforts of Assembly member Sheldon Silver, that will be used to create additional space for the library;
- has implemented a number of space improvements in the library that were suggested by former Director, Frank Rees, which have worked very well.

*Kent Library news*

Mr. Wilson thanked System staff for their outstanding organization of “Library Advocacy Day.” The event afforded an excellent opportunity to network with legislators on behalf of the Kinderhook Library. In addition, he mentioned the popularity of the Museum Pass lending program which has already saved patrons \$12,000.

*Staff praised*

Ms. Sameth informed the Board that the Saugerties Public Library:

*SPL news*

- is happy to welcome Frank Rees as its new Director;
- held a "Send Your Stuffed Animal To Spend the Night At the Library" event that was enthusiastically received by adults and children;
- has seen a steady monthly increase in applications for new library cards;
- has purchased an adjacent building which is evidence of how the library is continuing to grow.

**B. Staff – (BOT-14-03-12B)**

Ms. Advocate, Outreach & Education Coordinator, announced that Mid-Hudson is one of two Systems to have completed and submitted their Annual Reports to the state first.

*Annual Reports submitted*

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

- the state budget will be finalized soon;
- both the Senate and Assembly have proposed restoring the amount cut by the Governor’s budget proposal;
- advocacy must continue throughout budget completion to promote the Senate’s \$8 million library aid restoration proposal;
- it is likely that libraries and MHLS will finally be exempted from the MTA Payroll tax this year, but we await final word on that;
- MHLS Trustees are encouraged to attend the New York Library Trustee Association (LTA) Institute at the Westchester Marriott in Tarrytown on May 2-3.

*Advocacy issues reported*

Mr. McCarthy, Automation Coordinator, reported that implementation of “Encore” will change how the public and staff search the online catalog, and will provide federated search capability and complete integration of the eBook collection.

*Search product praised*

**12. ADJOURNMENT**

At 11:35, a.m., Ms. Morini moved and Ms Baker Brill seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Wednesday, May 7 at 3:30 p.m.in the Community Room of the Cairo Public Library.*

*Regional Meet & Greet 5-6 p.m. @ the Cairo Public Library.*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2014  
by the MHLS Board of Trustees