

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
July 9, 2014**

Roland Patterson, Board President, called the meeting to order at 10:00 a.m., in the MHLS Auditorium.

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

Trustees Present:	John Bickford, Lisa Baker Brill, John Dax, Stephen Mac Nish, Michelle Ment, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, David Rolfe, Myrna Sameth, Camilla W. von Bergen, Mark Wilson (via Skype)
Trustees Absent:	Janet Schnitzer
Liaisons Present:	Tom Lawrence, Director Poughkeepsie Public Library District, Frank Rees, Director Saugerties Public Library
Staff Present:	Merribeth Advocate, Rebekkah Smith Aldrich, Robert Drake, Tom Finnigan, Thomas O'Connell, Tom Sloan, Linda Vittone, Peggy Winn
Others Present:	Mark Levy, P.C., Nugent & Haeussler, Certified Public Accountants

**2. PRESIDENT'S REPORT**

In his report, President Patterson:

- welcomed attendees and called for a motion for a Resolution to recognize Bill Conine for his considerable contributions to the Board (14-07-2). Ms. Morini moved and Mr. Mac Nish seconded THAT BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM THAT BILL CONINE BE AND IS HEREBY HONORED FOR 10 YEARS OF OUTSTANDING SERVICE AND DEDICATION TO THE MID-HUDSON BOARD OF TRUSTEES AND IS EXTENDED THE GRATITUDE AND BEST WISHES OF THE ENTIRE MID-HUDSON LIBRARY SYSTEM. **The motion carried.**

*President's  
report  
presented*

**3. APPROVAL OF MINUTES**

Mr. Bickford moved and Mr. Mac Nish seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED. **The motion carried.** Ms. Sameth and Mr. Rolfe abstained.

*May Minutes  
approved*

**4. TREASURER'S REPORTS**

Board Treasurer, Morini, reported that she reviewed the financial reports for April (14-07- 4A) and May (14-07- 4B), and found them acceptable. Ms. Profera moved and Ms. Brill seconded THAT THE FINANCIAL REPORTS FOR APRIL/MAY BE RECEIVED. **The motion carried.**

*Financial  
Reports  
received*

**5. REPORT ON PAYMENT OF BILLS**

Mr. Patterson reported that Ms. Schnitzer contacted him by email that she had reviewed the warrant for April and found it acceptable (14-07-5A). Mr. Patterson reported that he reviewed the warrant for May and found it acceptable (14-07-5B). Ms. Morini moved and Ms. Ment seconded THAT THE WARRANTS FOR APRIL/MAY BE RECEIVED. **The motion carried.**

*Warrants  
received*

**6. DIRECTOR'S REPORT**

Mr. Sloan highlighted the following items from his written report (14-07-6):

- Item 4, VACANT BOARD SEAT: MHLS has not yet received a nomination to fill the Greene County vacancy resulting from the resignation of Bill Conine. In keeping with the System's Bylaws, the vacancy will now be filled at the Annual Membership Meeting, in October. Nominees for the Columbia and Dutchess County seats have already been provided by the library associations of those counties. It is anticipated that a nominee is forthcoming from the Greene County Library Association. A final election notice providing candidate information will be sent to all Board Presidents and Directors, in August.
- Item 5, AUTOMATION COORDINATOR HIRED: Mr. Sloan introduced the new Automation Coordinator, Thomas O'Connell, and emphasized that the System is fortunate to have hired someone with his considerable experience and expertise. Mr. O'Connell spoke briefly about his background and of his personal and professional eagerness to join the MHLS staff.
- Item 6, COMPARATIVE SALARY SURVEY: Mr. Sloan informed the Board that the Contractual Agreement between the CSEA and the System to perform a Comparative Salary Survey for full-time employees is underway. He then briefly reviewed the steps of the process. Following discussion on the reasons for choosing the four Benchmark Institutions, and the methodology that will be used for calculating comparable salary ranges, Ms. Ment moved and Ms. Brill seconded THAT THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO PROCEED WITH THE COMPARATIVE SALARY SURVEY FOR FULL-TIME EMPLOYEES, AS PRESENTED. **The motion carried.**

*Director's  
report  
presented*

*GC candidate  
sought*

*O'Connell  
joins staff*

*Salary survey  
in progress*

**7. DIRECTORS ASSOCIATION LIAISON REPORT**

In addition to his written report (14-07-7), Mr. Rees, Directors Association Liaison to the Board, reported that the directors met on June 5, and will meet again on July 25. At the June 5, meeting, the directors approved the

*Liaison  
report  
presented*

consideration, by the Resource Sharing Advisory Committee, of a less restrictive log in policy to Sierra.

**8. INCENTIVES COMMITTEE REPORT**

Ms. Profera, Chair of the Incentives Committee thanked Facilities Manager, Chris Herron and Coordinator for Library Sustainability, Rebekkah Smith Aldrich, for their valuable input to the committee. She then reported that the committee conducted a telephone meeting on May 19<sup>th</sup> and reviewed the proposed Guidelines for Reviewing and Ranking Construction Grant Applications regarding **energy conservation useful life maintenance projects** (14- 07-8). Following this review, the committee agreed to adopt and follow the recommended guidelines and, in addition, to request that application narratives indicate how projects will be maintained.

*Funding  
priorities  
reviewed*

**9. TRUSTEE SERVICES COMMITTEE REPORT**

Ms. von Bergen, Chair of the Trustee Services Committee, reported that the committee met on June 12, and reviewed the action items of her written report (14- 07-9).

*Trustee  
Services  
report  
presented*

Following a brief review of the proposed revisions to the committee's charge (14-07-9 Item, 4a), Ms. von Bergen moved the committee's recommendation THAT THE BOARD APPROVE THE CHANGES TO THE CHARGE OF THE TRUSTEE SERVICES COMMITTEE, AS PRESENTED. Ms. Profera seconded the motion. **The motion carried.**

Following a brief review of the committee's recommendation for Board outreach to member libraries (14-07-9 Item 8a), Ms. von Bergen moved the committee's recommendation THAT A LETTER OF INTRODUCTION AND INFORMATION SHEET FROM EACH COUNTY DELEGATION BE SENT TO THE PRESIDENT OF EACH MEMBER LIBRARY BOARD. Ms. Brill seconded the motion. **The motion carried.**

*Outreach  
planned*

In addition, the committee recommended that the System continue to discuss ways to recognize library Friends Groups for their outstanding contributions.

**10. FINANCE COMMITTEE REPORT**

Ms. Morini, Chair of the Finance Committee, reported that the committee met on June 24, and reviewed the proposed adjustments to the 2014 budget, and the projected 2015 budget. Ms. Morini then moved the committee's recommendation THAT THE BOARD APPROVE THE REVISIONS TO THE SYSTEM'S 2014 MID-YEAR BUDGET, AS PRESENTED. Mr. Mac Nish seconded the motion. **The motion carried.**

*Budget  
adjustments  
approved*

*Following discussion regarding the need for more detailed review of proposed financial revisions, it was suggested by Messrs. Bickford and Rolfe that, in the future, the committee present more structured presentations regarding proposed revisions to financial documents, and ensure that financial data is consistent on all financial reports. The Executive Director, the Financial Manager, and Finance Committee will take this suggestion under advisement.*

**11. AUDIT COMMITTEE REPORT**

Mr. Dax, Chair of the Audit Committee, reported that the committee reviewed the “INDEPENDENT ACCOUNTANTS REVIEW REPORT” of the System’s financial statements for the year ended December 31, 2013, and agreed to recommend that it be accepted. However, following further discussion by the Executive Director, Board President, Patterson, and himself it was agreed that the report be formally presented to the full Board by an auditor from Nugent & Haeussler, P.C., Certified Public Accountants.

*Audit Report  
presented*

**A. Presentation of Audit**

Mr. Sloan introduced Mark Levy, C.P.A., who reviewed and explained key components of the audit report, including; financial statements and notes, pie charts and graphs, and the System’s ongoing liability for provision of Other Post Employment Benefits (14-07-12). *The Board thanked Mr. Levy for summarizing and clarifying the report.*

*CPA review  
of Audit*

**B. Financial Statements & Supplementary Information**

Following Mr. Levy’s review of the audit report and, there being no additional questions, Mr. Dax moved the committee’s recommendation THAT THE BOARD ACCEPT THE AUDIT REVIEW OF THE SYSTEM’S 2013 FINANCIAL STATEMENTS PREPARED BY NUGENT & HAEUSSLER, P.C., CERTIFIED PUBLIC ACCOUNTS, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.**

*Audit Review  
accepted*

In response to Mr. Bickford’s query as to whether the new Non Profit Revitalization Act will impact the future of System financial reporting, the Executive Director informed the Board that the System is still waiting for this information from the State Education Department.

**12. NEW BUSINESS**

**A. Highlight of Delivery Services**

Tom Finnigan, Shipping & Receiving Manager, gave a presenting, including PowerPoint slides, highlighting the operation of the System’s Delivery Service. The report provided a brief retrospective of the department’s history and a detailed overview of the volume of materials handled, delivery routes utilized, staffing needs, and the costs incurred by the System and saved by member libraries for providing physical delivery of library materials. *The Board thanked Mr. Finnigan for his informative and well presented, report.* The Executive Director praised Mr. Finnigan and his staff for their outstanding service.

*Delivery  
Services  
reviewed*

**B. Orientation to MHLS Budget**

At the suggestion of the Executive Director, and due to a time constraint, Mr. Patterson tabled the presentation of the Orientation to the MHLS Budget. Ms. Advocate, distributed paper copies of the “Orientation to Key Components of the MHLS Budget” for preview, before the formal presentation at the September meeting.

*Budget  
review tabled*

**13. ADJOURNMENT**

At 11:50 a.m., Ms. Morini moved and Ms. Brill seconded that the meeting be adjourned. **The motion carried.**

*The next meeting is scheduled for Wednesday, September 17 at 5:00 p.m. @ the Mahopac Public Library.  
Meeting with Putnam County Directors @ Mahopac Public Library, immediately following the regular Board Meeting.*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2014  
by the MHLS Board of Trustees