



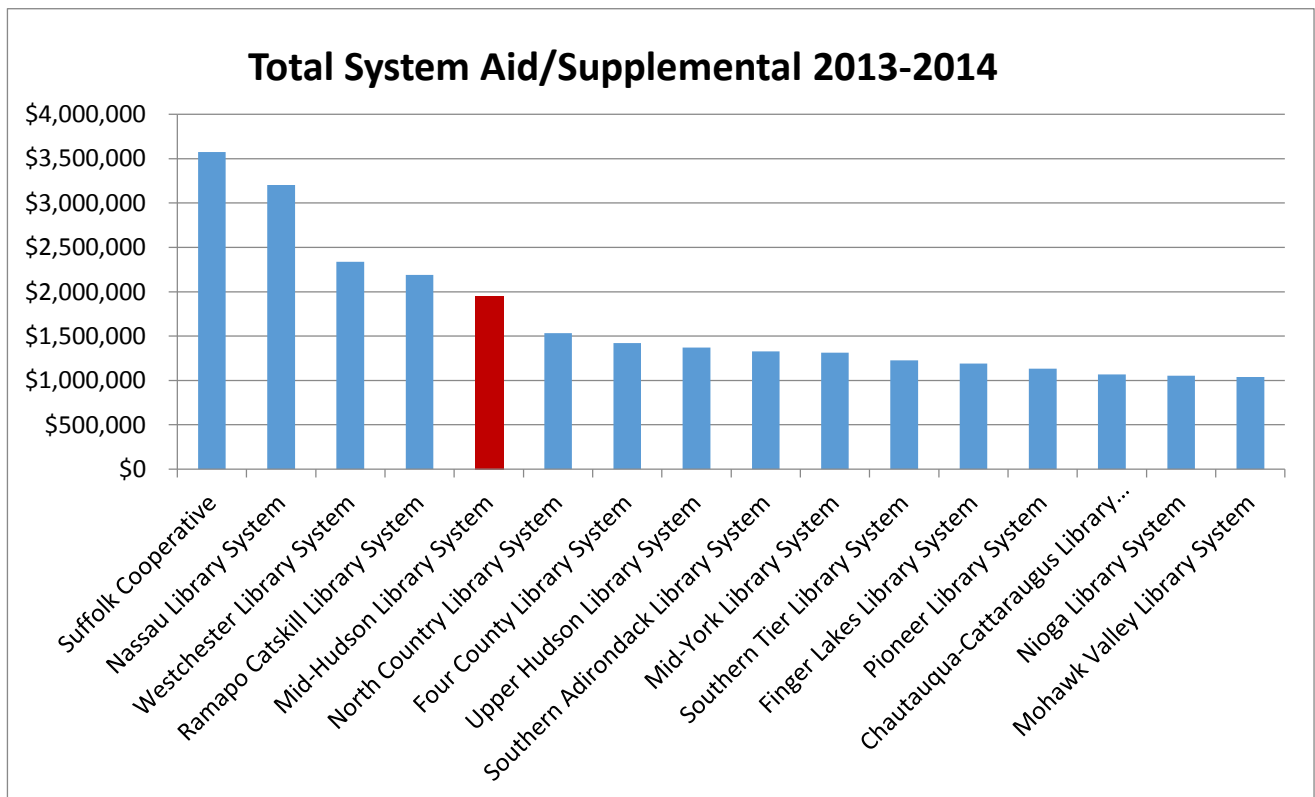
Executive Director’s Report to MHLS Board – September 2014

1) MOVING FORWARD – ASSESSMENT OF MHLS SERVICES

- a) [Scope Statement](#) (Supplemental Document)
- b) [Integrated Library System Services Assessment](#) – Reviewed/Adopted by DA & MHLS Board (Supplemental Document)
- c) [Cataloging Services Assessment – Discussion Draft](#) (Supplemental Document)
- d) [Delivery Services – Discussion Draft](#) (Supplemental Document)

2) MHLS STAFF SALARY SURVEY

- a) AGREEMENT By and between the MID-HUDSON LIBRARY SYSTEM and CSEA Local 1000 AFSCME, AFL-CIO is to institute a comparative salary study between MHLS and other comparable employers.
- b) Selecting Comparative Organizations
 - i) New York cooperative public library systems, with State funding most similar to MHLS, will be used to collect comparable salary data.





Mid-Hudson Library System

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- c) Selecting Comparative Salary Data
 - i) A minimum of 3 comparable salaries will be used to calculate MHLS comparable salaries.
 - ii) Up to 4 comparable salaries will be used based on data from Four County Library System (Vestal), the North County Library System (Watertown), the Ramapo-Catskill Library System (Middletown), and the Westchester Library System (Tarrytown), the organizations most closely ranked above and below MHLS in State funding.
 - iii) If 3 comparable salaries are not available from FCLS, NCLS, RCLS, and WLS, other comparable organizations will be identified based on their ranking above or below MHLS in State funding.
- d) Cost of Living Calculation
 - i) All salary data will be reported both in actual amounts and adjusted for cost of living.
 - ii) The cost of living calculator used will reference the sources on which the calculations are based. (e.g., <http://www.areavibes.com/cost-of-living-calculator/>)
- e) Timeline:
 - i) August/September - Salary Survey Working Group reviews data from comparable organizations
 - ii) September 17 Board meeting – Executive Director provide update to the MHLS Board on the salary survey
 - iii) October 17 - Personnel & Planning Committee considers salary survey findings and develops a recommendation(s) to the MHLS Board
 - iv) October 24 - MHLS Board meeting executive session to review recommendation(s) of the Personnel & Planning Committee and to determine the Board’s plan of action
 - v) November - Limited negotiations between MHLS and CSEA on salary compensation only
 - vi) December 6 Board Meeting - Board executive session to review and decide on any proposed CSEA Agreement change(s) regarding salary compensation
 - vii) Jan. 1, 2015 - Any staff salary adjustments granted by the Board go into effect



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3) TRAVEL GRANTS

a) When funding permits, the Mid-Hudson Library System (MHLS) provides an equalization mileage grant to its member libraries based, in whole or in part, on the IRS business rate. Reimbursement is contingent on member libraries providing their staff reimbursement at the IRS rate for travel to attend training or to participate in meetings sponsored by and located at MHLS. The number of claims, the amount of the match, and the total available funding shall be periodically determined by the MHLS Board of Trustees. The first 20 miles each way between MHLS and member libraries shall be excluded from reimbursement. Procedures for claims and payment shall be established by the MHLS Executive Director.

Directors Association Recommendation to the MHLS Board Approved – December 6, 2013

MHLS Board Approved – January 18, 2014

b) Travel Grants Awarded for January – June 2014

CATSKILL PUBLIC LIBRARY	\$53.76
KINDERHOOK MEMORIAL LIBRARY	\$214.62
MAHOPAC LIBRARY	\$62.16
PHILMONT PUBLIC LIBRARY	\$119.70
PHOENICIA LIBRARY	\$50.40
RED HOOK PUBLIC LIBRARY	\$10.50
REED MEMORIAL LIBRARY	\$45.36
WEST HURLEY PUBLIC LIBRARY	\$79.38
A.C. DESMOND & H. FISH LIBRARY	\$40.32
BREWSTER PUBLIC LIBRARY	\$41.58
HEERMANCE MEMORIAL LIBRARY	\$211.68
KENT PUBLIC LIBRARY	\$42.00
PATTERSON LIBRARY	\$68.04
PAWLING FREE LIBRARY	<u>\$16.80</u>
	\$1,056.30

4) NOMINATION & ELECTION OF MHLS TRUSTEES

a) Three seats on the MHLS Board will be elected at the Annual Membership Meeting on October 24. MHLS has received nominations from the library directors’ associations in Columbia, Dutchess, and Greene Counties.



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- b) ELECTION NOTICE - One month prior to the Annual Membership Meeting, an election notice will be sent to the President of each Board of Trustees, providing information regarding the election, including information regarding the candidates, a copy of these "Procedures for Election of Trustees", and a proxy.
- 5) ANNUAL MEMBERSHIP MEETING – FRIDAY, OCTOBER 24
- a) [Invitation and Registration](#) (Supplemental Document)
 - b) Keynote Speaker - Dr. Joseph Luzzi, writer and associate professor at Bard College, will be speaking on the topic *Five Books Every Book Lover Should Read*. <http://josephluzzi.com/speaking-engagements/>
He is the author of the very recently published memoir, *My Two Italies*.
<http://www.barnesandnoble.com/c/joseph-luzzi>
- 6) EXECUTIVE DIRECTOR’S EVENT PARTICIPATION - Since July 28
- a) Visit to Stone Ridge Library
 - b) Ulster County’s Legislative Programs, Education and Community Services Committee Meeting
 - c) Clinton Community Library Board of Trustees Meeting
 - d) MHLS Board’s Personnel & Planning Committee Meeting
 - e) New York Alliance of Library Systems Retreat
 - f) Greene County Directors Meeting
 - g) Visit to Windham Public Library
 - h) Visit to Haines Falls/Tannersville/Mountain Top Library
 - i) Beekman Library, Dover Plains, and LaGrange Association Library Meeting
 - j) Visit to Beekman Library
 - k) Putnam County Directors Meeting
 - l) MHLS Board’s Incentives Committee
 - m) MHLS Board’s Audit Committee Meeting