



Report of the Incentives Committee

Incentives Committee Meeting – August 28, 10:00am-12:00pm

1. Roll Call

- X - Caroline Benton Profera, Chair – (G)
- X - Steve Mac Nish – (D)
- X - Janet Schnitzer – (C)
- X - Myrna Sameth – (U)
- 0 – Camilla W. von Berger – (P)
- X - Roland (Skip) Patterson (ex officio)
- X - Tom Sloan, Rebekkah Smith Aldrich

2. Call to Order

Ms. Benton Profera, Committee Chair, called the meeting to order.

3. Review of Public Library Construction Program Applications

- a) Committee members were provided a State Aid for Public Library Construction Program Summary of Applications document and an Applications Ranking Worksheet document.
- b) Committee members reviewed the three MHLS Board Priorities for Funding, which are:
 - (1) 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
 - (2) An increase in access (e.g., handicapped accessibility); and/or
 - (3) 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).
- c) Committee members reviewed the Criteria in Ranking Applications, which are:
 - (1) Projects meeting one or more of the MHLS Board Priorities for Funding;
 - (2) Impact of the project on the community and region based on the impact statement submitted with the application.
- d) Committee members reviewed and discussed the MHLS application, agreeing the application met MHLS Board Priorities for Funding and should be funded.
- e) Committee members reviewed and discussed each public library application, recording individual scores based on the number of MHLS Board Priorities for Funding a project addressed.



- f) Committee members reported and discussed their score for each application and reached agreement on a single overall ranking of each application based on the application addressing one, two, or all three MHLS Board Priorities for Funding.

4. Calculation of Public Library Construction Program Funds

- a) Committee members agreed each application ranked in the same category should receive the same percentage of funding. MHLS staff were assigned to use the rankings as decided by the Committee and assigned percentages to the rank order to calculate recommended award amounts. Committee members would review and approve final recommended award amounts, which would be presented to the MHLS Board.

5. Disbursement of Additional Funds

- a) The Committee agreed that should additional funding come to MHLS through NYS for the purposes of this program that it be disbursed amongst the top ranked projects (those ranked as #1s).
- b) The Committee agreed that should any projects recommended for funding be pulled by the applicant prior to the award recommendations being sent to the NYS Division of Library Development that those funds will be distributed across all recommended projects using the same formula developed to award the initial grant amount to the remaining libraries

6. Recognition of Ms. Smith Aldrich

- a) Committee members complimented and thanked Ms. Smith Aldrich for her many efforts in support of the Public Library Construction Program and the work of the Committee.

7. Meeting Adjourned

Ms. Benton Profera, Committee Chair, called for and the Committee agreed to adjourn the meeting.

INCENTIVES COMMITTEE - Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.