

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
September 17, 2014**

Roland Patterson, Board President, called the meeting to order at 5:08 p.m., in the third floor Community Room of the Mahopac Public Library.

**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, David Rolfe, Myrna Sameth, Janet Schnitzer, Camilla W. von Bergen, Mark Wilson

Trustees Absent: Caroline Profera (excused), Lynne Ridgeway (excused)

Liaisons Present: Frank Rees, Director Saugerties Public Library

Staff Present: Merribeth Advocate, Rebekkah Smith Aldrich, Robert Drake, Tom Sloan, Linda Vittone, Peggy Winn

Others Present: James F. Letterio, Jr., CPA, William H. Cochran, Audit Manager, Sedore & Company, Carol Donick, Director, Kent Public Library, Chair of the Putnam County Library Association

**2. PRESIDENT'S REPORT**

President Patterson welcomed attendees, and gave the floor to Regina Morini, Mahopac resident and former Board President of the Mahopac Public Library.

*President's report presented*

Ms. Morini welcomed the Board, and spoke briefly about how the library has grown over the past 12 years, as evidenced by the increase in the number of visits, materials borrowed, programs attended, computer usage and more recently the number of home access and Web users.

Mr. Patterson thanked Ms. Morini on behalf of the Board.

**3. APPROVAL OF MINUTES**

Mr. Dax moved and Mr. Mac Nish seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. **The motion carried.**

*July Minutes approved*

**4. TREASURER'S REPORTS**

A-C. Board Treasurer, Morini, reported that she reviewed the financial reports for June ((14-09- 4A), July (14-09- 4B) and August (14-09-4C), and found them acceptable.

*Financial Reports received*

Ms. Morini moved and Mr. Mac Nish seconded THAT THE FINANCIAL REPORTS FOR JUNE, JULY AND AUGUST BE RECEIVED. **The motion carried.**

**D. Proposed 2015 Budget Summary Revision**

Ms. Morini, Chair of the Finance Committee, reported that, the Finance Committee reviewed the proposed format for the 2015 budget summary and recommends the revised format.

*New reporting format*

Mr. Sloan informed the Board that, in response to requests at the July meeting for a report that provides better tracking of budget changes, a new “Adjustments” column will be added to the budget summary, in 2015. Adjustments to all line items will be provided, as incurred.

*The Board thanked the committee and Ms. Vittone, and agreed that the proposed format change provides necessary information for the accurate monthly review of the System’s budget.*

**5. REPORT ON PAYMENT OF BILLS**

Mr. Dax reported that he reviewed the warrant for June and found it acceptable (14-09-5A).

*Warrants received*

Ms. Ment reported that she reviewed the warrant for July and found it acceptable (14-09-5B).

Ms. Brill reported that she reviewed the warrant for August and found it acceptable.

Mr. Bickford moved and Ms. Morini seconded THAT THE WARRANTS FOR JUNE, JULY AND AUGUST BE RECEIVED. **The motion carried.**

**6. DIRECTOR’S REPORT**

In his report, the Executive Director briefly reviewed:

*Director’s report presented*

- the purpose and goals of the Moving Forward Project (14-09-6);
- the process and categories used to assess Cataloging and Delivery Services (14-09-6A3/6A4), and explained that final System overhead costs will be calculated, upon completion of all service assessments;
- the process used to gather data for the Staff Salary Survey, that was negotiated for in the 2014 Union contract agreement;
- the nomination process, approved by the Nominations & Elections Committee, and adopted by the Board in May. Copies of the Minutes of the committee’s April meeting, and the notification sent to the Dutchess County Board Presidents and Library Directors requesting a nominee, were distributed (appended to file). Mr. Sloan informed the Board, that in keeping with procedures, the final Election notice has been sent out one month prior to the Annual Membership Meeting.

*Mr. Bickford asked if a state law or the System’s Charter has a written policy for the selection of MHLS trustees.*

Ms. Smith Aldrich agreed to follow-up on this issue.

*A second suggestion, that the Nominations & Elections Committee consider renaming the election process, at the Annual Membership Meeting, was not seconded.*

Mr. Sloan, referenced the Annual Membership Meeting flyer (14-09-6B), and expressed his wish that all members of this Board are able to attend.

**7. DIRECTORS ASSOCIATION LIAISON REPORTS**

In addition to his written report for July (14-09-7), Mr. Rees, Directors

*Liaison reports*

Association Liaison to the Board, distributed copies of his September report, and noted that links to all Directors Association meeting materials are now posted at the bottom of his reports. *presented*

**8. FACILITIES COMMITTEE REPORT**

Mr. Mac Nish, Chair of the Facilities Committee, reported that the committee met on July 16, and then briefly reviewed the proposed Construction Grant projects for 2015, and explained that renovation of the 3<sup>rd</sup> floor of the MHLS office building has been postponed, due to preliminary excessive cost estimates. He then reviewed the two projects proposed for full funding from the System's Capital Fund (14-09-8), and moved the committee's recommendation THAT THE BOARD AUTHORIZE THE EXPENDITURE OF \$37,000 FROM THE MHLS CAPITAL FUND FOR THE REPAIR AND REPAINTING OF THE MHLS OFFICE BUILDING EXTERIOR AND FRONT PROPERTY WALL (\$30,000) AND FOR THE REMOVAL OF OVERGROWN LANDSCAPE AROUND THE MHLS OFFICE BUILDING, AND THE REPLACEMENT OF LANDSCAPING APPROPRIATE FOR THE PROPERTY (\$7,000). *Facilities report presented*

Mr. Bickford seconded the motion. **The motion carried.** *Capital Fund projects approved*

**9. INCENTIVES COMMITTEE REPORT**

In the absence of Ms. Profera, Chair of the Incentives Committee, committee member, Janet Schnitzer, reported that the committee met on August 28, and reviewed the System's Construction Grant application and ranked and prioritized 15 Construction Grant applications submitted by member libraries, using the funding criteria approved by the committee, in May. *Construction Grant Awards approved*

The committee agreed to recommend approval of the System's Construction Grant Application, and to divide the remaining funds among 14 member libraries, whose proposals met the Board's funding priorities (14-09-9B). Ms. Schnitzer thanked Ms. Smith Aldrich for her invaluable assistance in streamlining the entire review process, and asked if she wished to add further comments. Ms. Smith Aldrich informed the Board that the grant application process is now more methodical and incorporates suggestions from the Directors Association that ensures the impartiality of reviewers and the anonymity of applicants.

**A. Authentication of MHLS Construction Grant Application**

Following a brief review of the System's two proposed Construction Grant projects (14-09-9A), Ms. Schnitzer moved the committee's recommendation THAT THE BOARD AUTHENTICATE THE MID-HUDSON LIBRARY SYSTEM'S 2014-2015 CONSTRUCTION GRANT APPLICATION FOR TWO AUDITORIUM PROJECTS, AS PRESENTED. Ms. Morini seconded the motion. **The motion carried.** *System Application authenticated*

**B. Member Library Construction Grant Recommendations**

Following conformation of the complete anonymity of the review of the Member Library Construction Grant Applications (14-09-9B), Ms. Schnitzer moved the committee's recommendation THAT THE BOARD APPROVE THE RECOMMENDATIONS FOR 2014-2015 CONSTRUCTION GRANT AWARDS FOR THE MEMBER LIBRARIES, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.** *Member Awards approved*

**10. NOMINATIONS AND ELECTIONS COMMITTEE REPORT**

Ms. Brill, Chair of the Nominations and Elections Committee, reported that she contacted the current Board officers regarding their availability and desire to continue to serve on the Executive Committee. She then conferred with the committee, and moved its recommendation to present the following slate of officers for 2015:

*2015Slate  
presented*

- President                      Roland Patterson
- Vice President                Caroline Profera
- Secretary                      Lisa Baker Brill
- Treasurer                      Regina Morini
- Board Member                Camilla von Bergen

There being no additional nominations from the floor, Ms. Brill moved the committee's recommendation THAT THE BOARD ACCEPT THE PROPOSED SLATE OF OFFICERS FOR 2015, AS PRESENTED. Mr. Mac Nish seconded the motion. **The motion carried.** The Board will vote to accept the slate in December.

**11. PERSONNEL AND PLANNING COMMITTEE REPORT**

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that the committee met on August 14, and reviewed the goals of the Annual Surveys and drafts of the revised formats for Library Directors and Board Presidents (14-09-11). He then reviewed the questionnaire sent to Library Directors and some preliminary responses. Mr. Bickford noted that while responses have been favorable overall, there is a need to consider a way to substantiate negative feedback, in future surveys. An analysis of the surveys will be prepared, and a final report presented to the Board at the December meeting.

*Surveys  
reviewed*

**12. AUDIT COMMITTEE REPORT**

Mr. Dax, Chair of the Audit Committee, reported that he and Mr. Patterson reviewed and discussed three proposals received from vendors for external review/auditing services of the System's financial records for the years ending December 31, 2014 and 2015. Following a brief review of the comparative costs proposed by vendors for providing this service (14-09-12), Mr. Dax and Ms. Morini, members of the Audit Committee recommended THAT THE MHLS CONTRACT WITH SEDORE & COMPANY FOR FISCAL REVIEW SERVICES FOR THE YEAR ENDING DECEMBER 31, 2014 AND FOR AUDIT SERVICES FOR THE YEAR ENDING DECEMBER 31, 2015. Mr. Rolfe seconded the motion. **The motion carried.**

*Audit vendor  
approved*

*Ms. Ment, member of the Audit Committee, expressed her support of the decision.*

President Patterson then introduced James F. Letterio, Jr., CPA, and William J. Cochran, Audit Manager, from the firm of Sedore & Company. Mr. Letterio gave the Board some background information about the firm, noting that the company's clientele includes commercial, not-for-profits and municipalities. He expressed full confidence in Sedore's ability to serve the System, and stated that he is looking forward to working with System staff

and the Board to meet their deadlines for completion of audits.

**13. NEW BUSINESS**

A. Proposed Meeting Dates for 2015

Mr. Sloan reviewed the proposed meeting dates for 2015 (14-09-14A) and noted that the schedule includes continuation of a Board Orientation session in March, a Board/staff luncheon in July, and two library Outreach meetings in May and September. Following review, the board accepted the proposed dates, as presented.

*2015 meeting  
dates  
approved*

The Executive Director will contact two member libraries to host the May and September meetings, and inform the Board, upon confirmation.

B. Approval of Library Literacy Services Grant Reports

Ms. Advocate, Education & Outreach Coordinator, informed the Board that the New York State Division of Library Development has requested Board approval of the final reports for the three-year Family and Adult Literacy Services grants (14-09-14B1/B2). She then briefly reviewed the synopsis of each grant explaining the purpose, activities and results of the first year of both grants.

*Grant reports  
approved*

Following review, Mr. Bickford moved and Ms. Baker Brill seconded THAT THE BOARD APPROVES THE FAMILY AND ADULT LIBRARY LITERACY SERVICES GRANT REPORTS, AS PRESENTED. **The motion carried.**

C. Executive Session

At 6:33 p.m., Mr. Patterson called for a motion to go into Executive Session to discuss an employment matter. Ms. Morini moved and Mr. Bickford seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS AN EMPLOYMENT MATTER. **The motion carried.**

*Board goes to  
Executive  
Session*

At 6:45 p.m., Ms. Schnitzer moved and Ms. Baker Brill seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 6:48 p.m., Mr. Patterson reopened the regular session of the Board.

**14. OUTREACH**

A. Report on Libraries from Putnam County Library Association

Mr. Patterson introduced Carol Donick, Director of the Kent Public Library and Chair of the Putnam County Library Association, who presented a Power Point "Tour" of the eight (8) Putnam County Libraries, highlighting the activities and challenges of each.

*Putnam  
Libraries  
highlighted*

*The Board thanked Ms. Donick for her informative presentation.*

**15. COMMUNICATION**

A. Staff

Mr. Drake, Technology Information Manager, reported that: usage of the new OPAC enhancement product "Encore" is up, and showing a great deal of success; he is continuing to work with member libraries to increase their Broadband access and e-rate participation, as well as provide necessary training on collection development; Tom O'Connell, the new Automation Coordinator, has become an asset to his team.

*Technology  
report*

Mr. Sloan complimented Mr. Drake on his excellent performance in the newly created position that combines oversight of the Integrated Library

System and Technology.

Ms. Smith Aldrich, Coordinator for Library Sustainability, reported that:

- member libraries are operating in an increasingly regulated environment and that MHLS is working to assist libraries with the variety of laws and regulations they need to comply with such as civil service, internal financial controls and the tax cap legislation.
- the System is working to bring a presenter from the State Office of the Comptroller to Poughkeepsie for a custom workshop for member libraries.
- at the invitation of the NYS Division of Library Development she provided a statewide webinar on September 12th that will be archived at:  
<http://www.nysl.nysed.gov/libdev/webinars/index.html#archived>, on *Best Practices for New Public Library Directors in New York State*.

*Sustainability  
report  
presented*

Ms. Advocate, Outreach & Continuing Education Coordinator, reported that: “Essential Trustee Duties & Responsibilities” training sessions are underway. The first of the four sessions was held in Kingston and had 20 attendees. Dates of future sessions are posted on the System’s calendar; circulation of OverDrive eBooks and Audio Books continues to skyrocket.

*Training  
sessions in  
progress*

## **16. ADJOURNMENT**

At 7:12 p.m., Ms. Baker Brill moved and Ms. Ment seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

*The Annual Membership Meeting is scheduled for Friday, October 24 @ 8:30 a.m. @ the Poughkeepsie Grand Hotel*

*The next regular Board Meeting is scheduled for Friday, October 24 @ 12:30 p.m. @ the Poughkeepsie Grand Hotel, 4<sup>th</sup> Floor*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2014  
by the MHLS Board of Trustees

