

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
December 6, 2014**

President Patterson called the meeting to order at 10:00 a.m., in the Auditorium of the Mid-Hudson Library System.

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

Trustees Present: Lisa Baker Brill, John Dax, Stephen Mac Nish, Michele Ment, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, Myrna Sameth, Camilla W. von Bergen, Mark Wilson

Trustees Absent: John Bickford (e) Janet Schnitzer (e) David Rolfe (u)

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District

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

**2. PRESIDENT'S REPORT**

In his report, President Patterson:

- welcomed the Board and thanked them for their attendance;
- thanked Steve Mac Nish for his service and contributions to the Board, read the proposed Resolution (14-12-2A) and called for a motion to approve. Ms. von Bergen moved and Ms. Profera seconded THAT "THEREFORE BE IT RESOLVED THAT STEPHEN MAC NISH BE AND IS HEREBY HONORED FOR FIVE 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.**

Mr. Mac Nish thanked the Board for the opportunity to work with them and System staff, and expressed his desire to continue to work on behalf of libraries.

*President's  
report presented*

*Resolution  
passed*

**3. APPROVAL OF MINUTES**

Mr. Mac Nish moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE ANNUAL MEMBERSHIP MEETING AND OCTOBER BOARD MEETING BE APPROVED. **The motion carried.**

*Minutes  
approved*

**4. TREASURER'S REPORTS**

**A. Financial Report for October**

Board Treasurer, Morini, reported that she reviewed the financial report for October and found it acceptable. Ms. Morini moved and Ms. Brill seconded THAT THE BOARD ACCEPTS THE FINANCIAL REPORT FOR OCTOBER. **The motion carried.**

*Financial report received*

**B. Fiscal Designation for 2015**

Ms. Morini requested that Ms. Vittone, Business Office Manager, report on the System's proposed Bank of Business for 2015. Ms. Vittone reported that First Niagara Bank is proposed to continue to handle the System's financial business in 2015. Ms. Morini moved and Mr. Mac Nish seconded THAT THE BOARD APPROVES THE DESIGNATION OF FIRST NIAGARA BANK AS THE SYSTEM'S BANK OF BUSINESS IN 2015. **The motion carried.**

*First Niagara designated Bank of Business*

**5. REPORT ON PAYMENT OF BILLS**

Ms. Profera reported that she reviewed the warrant for October (14-12-5A) and found it acceptable.

*Warrant s received*

Ms. Morini reported that she reviewed the warrant for November (14-12-5B) and found it acceptable.

Ms. Profera moved and Mr. Mac Nish seconded THAT THE WARRANTS FOR OCTOBER AND NOVEMBER BE RECEIVED. **The motion carried.**

**6. DIRECTOR'S REPORT**

Mr. Sloan expressed the staff's appreciation for the luncheon provided by the Directors Association, following the December 5<sup>th</sup> meeting, to recognize System staff for their service and dedication to the member libraries.

*Director's report presented*

He then highlighted the *Moving Forward Project's* assessment of the System's Cooperative Collection Development Service.

Ms. Advocate briefly reviewed the goals and objectives for this service, as outlined in the Plan of Service, and the data used in the evaluation process including: costs associated with MHLS, shared costs, and cost savings resulting from group purchase of materials (14-12-6).

*Collection Development discussed*

Mr. Sloan briefly reviewed the three circulation charts created to assist with the assessment process and provide information for decision-making regarding present and future collection development needs (12-12-6A1-4). The Executive Director informed the Board that System staff will continue to work with the Directors Association to review the best allocation of System resources for future collection development, and will offer additional education sessions and a small pilot project to examine the feasibility of changing/updating existing collection development policies to increase circulation.

*The Board discussed current circulation trends, library patronage and overall usage, and agreed that it is important that the System continue to work with the directors to determine how resources are best utilized for future collection development.*

Mr. Patterson commended the staff for the work they are doing on evaluating System services.

*Staff commended*

**7. DIRECTORS ASSOCIATION REPORTS**

In the absence of Mr. Rees, Directors Association Liaison to the Board, Mr. Patterson distributed copies of his December report (14-12-7B). Mr. Lawrence reported that the Directors are in the process of discussing the valuable data collected by System staff on collections and circulation trends.

*Liaison reports presented*

**8. CENTRAL LIBRARY REFERENCE SERVICES REPORT**

Mr. Lawrence presented his report (14-12-8), and highlighted the charts indicating the cost sharing for System databases, eBooks/eAudio, and catalog enhancements. In addition, he informed the Board that the Central Library plans to produce individual library reports showing items 10 years older that have not circulated in the last 5 years, to assist each library with maintenance of their collections.

*CL report presented*

**9. FINANCE COMMITTEE REPORT**

**A. 2015 Preliminary Budget with Projections**

Ms. Morini, Chair of the Finance Committee, reported that the committee met on December 2, and reviewed the preliminary 2015 budget (14-12-9A). Mr. Sloan briefly reviewed elements of the proposed budget, and noted that this year the System is proposing a balanced budget. He thanked Ms. Vittone, Business Office Manager, for the work she did to prepare the budget, and Ms. Morini moved the committee's recommendation THAT THE BOARD APPROVE THE 2015 BUDGET, AS PRESENTED. Ms. von Bergen seconded the motion. **The motion carried.**

*2015 Budget approved*

**B. Operating Reserve Fund Policy**

Mr. Sloan briefly reviewed the rationale for the establishment of policies for a Board designated Operating reserve Fund and a Contingency Fund that specifies how each are to be funded, used, and maintained (14-12-9B/9C).

*Reserve Fund Policy approved*

Following a brief overview of the proposed Operating Reserve Fund Policy, Ms. Morini moved the Finance Committee's recommendation THAT THE BOARD APPROVE THE ADOPTION OF THE OPERATING RESERVE FUND POLICY, AS PRESENTED. Ms. Brill seconded the motion. **The motion carried.**

**C. Operating Contingency Fund Policy**

Following review of the proposed Operating Contingency Fund Policy, Mr. Lawrence expressed concern that maintaining a 10% Contingency Fund conflicts with an agreement made in 2010 between the System and the Directors Association, that reserve funds, in excess of \$150,000, be used to offset member fees. The Executive Director informed the Board that the MHLS staff was not able to locate a record or documentation of this agreement, however, he is open to further dialog with the Directors Association. Mr. Sloan reported that the proposed 2015 Contingency fund amount was \$103,817, well below \$150,000.

*Contingency Fund Policy approved*

*The Board concurred with the Executive Director that the goal of maintaining a 10% Operating Contingency Fund is prudent, and that the annual review of both Operating Reserve Funds ensures that adjustments/changes are made, as deemed necessary.*

Following discussion, Ms. Morini moved the Committee's recommendation THAT THE BOARD APPROVE THE ADOPTION OF THE OPERATING CONTINGENCY FUND POLICY, AS PRESENTED. Ms. Brill seconded the motion. **The motion carried.**

**10. NOMINATIONS AND ELECTIONS COMMITTEE**

Ms. Brill, Chair of the Nominations and Elections Committee, presented the following proposed slate of Board Officers for 2015 (14-12-10):

*2015 Officers  
Elected*

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

There being no additional nominations from the floor, Mr. Patterson moved that the secretary cast a single ballot. Ms. Brill moved and Mr. Mac Nish seconded THAT THE BOARD ACCEPTS THE 2015 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.**

**11. PERSONNEL AND PLANNING COMMITTEE**

A/B. 2014 MHLS Library Director/Board Presidents Surveys

*Survey reports  
presented*

In the absence of Mr. Bickford, Chair of the Personnel and Planning Committee, Mr. Patterson informed the Board that the committee is planning another meeting this month, to discuss how to compile the responses to the System Services Surveys from library directors and board presidents.

**12. FACILITIES COMMITTEE REPORT**

Mr. Mac Nish, Chair of the Facilities Committee, briefly reviewed completed and ongoing building projects including: repair and repaving of the parking lot; installation of new office windows; landscaping of the grounds; and, the repair and painting of the side wall and stairs. Projects planned for 2015 include replacement of the condenser and furnace and removal of dry wall and asbestos in the auditorium.

*Facilities report  
presented*

**13. UNFINISHED BUSINESS**

A. 2015 Meeting Dates

Mr. Sloan informed the Board that the locations of the 2015 Outreach Board meetings are as follows: September 16<sup>th</sup> at the Roeliff Jansen Community Library; May 6<sup>th</sup> at the Town of Esopus Library. Both meetings have been scheduled for 10:00 a.m., in an effort to accommodate long distance travelling.

*Outreach  
meetings  
scheduled*

**14. NEW BUSINESS**

A. Establishment of 2015 Committees

President Patterson, informed the Board that he will email copies of the proposed 2015 committee assignments, and asked the Board to contact him, with their preferences or requests for changes. In addition, he asked that, in requesting specific committee service consideration be given to areas of expertise and possible conflicts of interest.

*Committee  
assignments*

**B. CSEA Union Contract Negotiations**

Mr. Sloan reported that Mr. Bickford and System staff met with the CSEA Representative in November to present the MHLS Board approved salary adjustments. The CSEA voted to accept the proposed 2015 salary increases. There being no further discussion, Ms. von Bergen moved and Ms. Ment seconded THAT THE MID-HUDSON LIBRARY SYSTEM BOARD OF TRUSTEES AUTHORIZES THE MHLS EXECUTIVE DIRECTOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH CSEA LOCAL 702 FOR SALARY ADJUSTMENTS, AS APPROVED BY THE BOARD ON OCTOBER 24, 2014. **The motion carried.**

*Memorandum of Understanding to be signed*

**C. Highlight of Technology Operations Services**

Mr. Drake, Technology Operations Manager, distributed written copies of his report (14-12-13C), and briefly reviewed the five (5) main services provided by the System's Technology Operation staff: Support; Operational Responsibilities; Training; Research; and Projects. Mr. Drake concluded his report by thanking his entire technology team for the outstanding work and support they provide for the department. *The Board thanked Mr. Drake for his informative report.*

*Technology Operations highlighted*

**15. COMMUNICATION**

**A. Board/Liaisons**

Mr. Mac Nish informed the Board that the Pleasant Valley Library's first Fall book sale was very successful due, in part, to the posting of signs in local businesses.

*Book sales successful*

Mr. Lawrence reported that the Poughkeepsie Public Library District's Holiday Book Sale netted \$18,000 thanks, in part, to a generous donation of memorabilia from the Norman Rockwell estate.

Ms. Morini informed the Board that she has started a conversation with her local Post Office about making shipping rates for audio materials the same as for library books.

*Mailing rates discussed*

Ms. Ment reported that, thanks to a grant from Assemblymember Sandy Galef, the Kent Library has renovated its Community Room, which is now being utilized by the Friends Group as storage space.

*Kent Library news*

Mr. Lawrence reported that the Bardavon Theater, in Poughkeepsie, recently adopted, and made part of its regular programming, aspects of the Poughkeepsie Public Library District's "Traveling Lincoln Exhibit". The library received recognition for the program, and hopes for a similar collaboration based on next year's "Big Read" theme, "*The Grapes of Wrath*".

*PPLD collaboration*

**B. Staff**

Mr. Sloan informed the Board that:

- the Starr Library's request to become a Special District Library was vetoed by Governor Cuomo;
- the Clinton Library has a new Board in place, and the library

*Library news reported*

