

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the January 24, 2015
BOARD OF TRUSTEES MEETING
*Rescheduled for February 13, 2015***

Roland Patterson, Board President, called the meeting to order at 10:05 a.m. in the Auditorium of the Mid-Hudson Library System.

OATH OF OFFICE

Ms. Winn administered the 2015 Oath of Office to trustees in attendance.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, John Dax, Michele Ment, Regina Morini, Roland Patterson, Caroline Profera, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Camilla W. von Bergen

Trustees Absent: Lisa Baker Brill (e), Dean Lavin (e), David Rolfe (u), Myrna Sameth (e), Mark Wilson (e)

Liaisons Present: Tom Lawrence, Director Poughkeepsie Public Library District
Frank Rees, Director Saugerties Public Library

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

2. PRESIDENT'S REPORT

In his report, President Patterson:

- referred to the proposed 2015 committee assignments (15-01-2A), and asked that requests for any additional changes be sent to his attention, by email; *President's report presented*
- requested the Board to review the preliminary schedule for 2015 committee meetings and contact him with any additional questions.

3. APPROVAL OF MINUTES

Ms. Profera moved and Ms. Morini seconded THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED. **The motion carried.**

Dec. Minutes approved

4. TREASURER'S REPORT

Board Treasurer, Morini, reported that she reviewed the Treasurer's Report for November and found it acceptable. Ms. Morini moved and Ms. Profera seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

Financial report received

5. REPORT ON PAYMENT OF BILLS

In the absence of Ms. Brill, Mr. Patterson reported that she reviewed the warrant and savings transfers for December and found them acceptable (15-01-5A/B). Ms. Ment moved and Mr. Bickford seconded THAT THE WARRANT AND SAVINGS TRANSFERS FOR DECEMBER BE RECEIVED. **The motion carried.**

Warrant/transfers received

6. DIRECTOR'S REPORT

In addition to his written report (15-01-6), Mr. Sloan:

Director's report presented

- reviewed the goals and progress of the “*Moving Forward Project*”(document distributed and appended to file), and emphasized how the assessment of all services and input from all stakeholders will help determine the best allocation of System funds and directly impact the development of the new five-year Plan of Service (2016-2020);
- asked Ms. Advocate to review the process used to assess Interlibrary Loan Services. Ms. Advocate reviewed the goal of Interlibrary Loan Service, as specified in the Plan of Service, and the process used to determine the outputs, outcomes, costs to the System and member libraries, and the value to the member libraries and patrons (15-01-6A2). *The Board discussed the cost to value ratio of continuing to use the Online Computer Library Catalog (OCLC) to provide materials to member libraries and to libraries outside of the System.*

ILL Assessed

OCLC discussed

Mr. Sloan informed the Board that the System is now limiting borrowing and lending through OCLC to non-fiction DVD materials only, and will implement additional policy changes, upon consensus of all stakeholders.

- reported that the assessment of Special Client Groups, which includes Adult Literacy, Coordinated Outreach, Correctional Facilities, and Youth Services, is underway;
- reported that the System is taking two proactive measures to help reverse the downturn in System-wide circulation (15-01-6A3), namely: the provision of continuing education sessions, specifically related to weeding and collection development, and, a pilot “*Increase Circulation Incubator Project*” (15-01-6A4), created to encourage the development and implementation of strategic plans to increase circulation.
- referenced the letter to the Town of Union Vale Supervisor, Lisette Hitsman (15-01-6A5), indicating that the System can impose additional restrictions on the use of its member libraries by Town residents, as stipulated in its Direct Access Plan (15-01-6A6), if a minimum of \$50,000 is not allocated by the Town for provision of library services. In accordance with the Plan of Service, the Beekman, LaGrange and Millbrook Libraries are eligible to submit claim letters citing “serious inequities and hardships” to the System for review and validation by this Board. This documentation will be included in the March Board packet, and the Board will be asked to suggest a level of restriction(s) to be implemented.

CS assessment begun

Increase circulation initiatives

Library usage by Union Vale discussed

Following discussion and, in an effort to work with the Town of Union Vale to increase its budgeted allocation for System library services, Ms. von Bergen moved and Mr. Bickford seconded THAT THE BOARD DIRECTS BOARD PRESIDENT PATTERSON TO INVITE THE MEMBERS OF THE TOWN OF UNION VALE BOARD TO ATTEND ITS MARCH 21 MEETING AND PARTICIPATE IN DISCUSSIONS REGARDING THE SYSTEM'S DIRECT ACCESS PLAN. **The motion carried.**

7. DIRECTORS ASSOCIATION LIASON REPORT

Mr. Rees, Directors Association Liaison to the Board, presented his report (15-

Liaison report

01-7), and informed the Board that the February meeting was canceled, and that the Directors will be focusing on discussing member assessment fees at their March meeting. *presented*

8. PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee met in December and reviewed the final version of the Executive Director's appraisal form, and discussed future meeting items. He then referred to the **2014 Annual Member Survey Report** (15-01-8A), and highlighted: *P & P report presented*

- staff and Board actions resulting from the findings reported in the 2013 surveys to directors and board presidents;
- the significant increase in participation due, in part, to the new survey formats;
- the methodology used by System staff and the Board to assess and evaluate the data received from the surveys;
- survey responses from library directors and Board Presidents (*Appendices A-C*) and service areas deemed by library directors as needing additional focus in 2015. *Mr. Bickford asked the Board to accept the recommendations for 2015 Service Priority Themes, as outlined in the surveys. The Board accepted the 2015 Service Priority Themes, as presented.*
- Board President responses indicated the need for additional Board outreach initiatives.

2015 service priorities set

In addition, Mr. Bickford reported that: feedback from the surveys was very positive overall, and addressed all major service areas; areas rated as consistently successful, will not be included in the 2015 survey; copies of the final report will be distributed to all participants and, additional information obtained by contacting him directly..

The Board thanked Mr. Bickford for his outstanding efforts in the preparation, facilitation and compilation of the surveys.

9. UNFINISHED BUSINESS

A. Bylaws, Policy & Procedures Committee Report- Whistleblower Policy

Ms. von Bergen, member of the Bylaws, Policy and Procedures Committee, reported that, the Whistleblower Policy has been reviewed by the committee and by private counsel and found to meet all New York State requirements. Following this explanation, Ms. von Bergen moved the committee's recommendation THAT THE BOARD APPROVE THE SYSTEM'S WHISTLEBLOWER POLICY, AS PRESENTED. Ms. Profera seconded the motion. **The motion carried.**

Whistleblower Policy approved

10. NEW BUSINESS

A Staff Positions and Salaries 2015

Mr. Sloan informed the Board that based on information provided by the Office of the State Comptroller the MHLS Board should yearly approve all staff positions and salaries (15-01-11A). Following this explanation, Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD APPROVES ALL STAFF POSITIONS AND SALARIES FOR 2015, AS PRESENTED. **The motion carried.**

Staff positions approved

B. Conflict of Interest Policy

Mr. Sloan briefly reviewed the purpose and scope of the Conflict of Interest Policy (15-01-10B), and informed the Board that a *Conflict of Interest Policy Disclosure Statement* (15-01-10B1) must be signed annually by all System staff and Board members. Copies of the statement were distributed, and the Board was asked to sign and return them to Ms. Winn, for filing. *Disclosure statement requested*

C. Orientation for 2015 Advocacy Day

In the absence of Ms. Smith Aldrich, Coordinator for Library Sustainability, Mr. Sloan and Ms. Advocate presented the following information regarding Library Advocacy Day: *Advocacy Day Briefing*

- face to face contact with local legislators has proven to be an extremely effective advocacy tool;
- two important issues to discuss are: full funding for libraries; and inclusion of libraries in the MTA exemption bill;
- the System's online Advocacy Center is an excellent resource for sending personalized messages to local legislators;
- MHLS online registration is available for an "Advocacy Day Briefing" Webinar being presented on Wednesday, February 18.

Mr. Sloan briefly reviewed the history of the Starr Library's efforts to gain Special District status, and reported that, although the library's vote was successful in the Legislature, the Governor vetoed the initiative. System staff is working with Assemblymember Kevin Cahill and Senator Susan Serino regarding the Special District legislation.

12. COMMUNICATION

A. Board Members

Ms. Schnitzer reported that the Hudson Area Association Library hosted an evening of "Drink Cocktails" for the library at Café Le Perche, featuring author, Tim Federle, who regaled the audience with tales of the many hours of grueling research he was forced to undertake to create his books Tequila Mockingbird, and Hickory Daiquiri Dock. *HAAL event*

Ms. Ment informed the Board that the Kent Library's new program room, made possible by a grant from Senator Sandra Galef, is now open and being utilized by the Friends Group to store books for quarterly book sales, and to present library programs. *Kent program room open*

B. Staff – (15-01-12B1)

Ms. Advocate, Outreach & Education Coordinator, called attention to the *History of Library Aid Chart* (15-01-10C2) that indicates consistently flat funding for libraries, and the need for ongoing advocacy efforts.

Mr. Drake, Technology Operations Manager, informed the Board that the IT staff has been focusing its efforts on assisting member libraries with the preparation of their Annual Reports.

13. ADJOURNMENT

At 12:15 p.m., Mr. Dax moved and Ms. Schnitzer seconded that the meeting be adjourned. **The motion carried.**

The next meeting is scheduled for Saturday, March 21, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.

Board Member Orientation & Luncheon @ MHLS following the meeting.

Respectfully submitted by

Janet Schnitzer, Acting Secretary

Approved 2015
by the MHLS Board of Trustees