



Mid-Hudson Library System

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Report of the Incentives Committee

Monday, March 2, 2015, 2:00 PM, MHLS Conference Room

1. Roll Call

- ✓ Caroline Benton Profera, Chair - (G)
- ✓ Myrna Sameth - (U)
- ✓ Janet Schnitzer - (C) (by phone)
- ✓ Richard Swierat - (D)
- ✓ Camilla von Bergen - (P)
- ✓ Rebekkah Smith Aldrich – (Staff Liaison)
- ✓ Tom Sloan – (Staff Liaison)

2. Ms. Benton Profera requested and received approval of the meeting agenda.

3. Ms. Benton Profera cited the important responsibilities of the Committee including reviewing and ranking library construction projects, and recommending projects to the MHLS Board for funding through the NY Public Library Construction Grant Program.

4. Review of the Public Library Construction Grant Program

- a) Ms. Smith Aldrich presented an overview of the application process undertaken in 2015.
- b) Mr. Sloan presented the MHLS Public Library Construction Grant Program Survey Findings
https://www.surveymonkey.com/sr.aspx?sm=S_2bQA2NdMqoRXrn4y73HHXH3jTB8witV4vXFyIZgoVA_3d
- c) Mr. Sloan reported that based on survey findings, the Incentive Committee, in 2014, provided more detailed written information regarding what projects did and didn't match MHLS Board priorities for funding; and (2) more detailed written information regarding the criteria used for funding decisions.
- d) Incentive Committee Members considered the following issues, which were also raised in the MHLS Public Library Construction Grant Program Survey findings
 - 1) Should the presentation of applications to the Incentive Committee be made by a representative(s) of the libraries applying rather than the current "blind" review of applications?
 - i. Committee Members agreed the presentation of applications should remain "blind" with every effort made to foster unbiased review and minimizing favoritism.
 - 2) Should an appeal process be established in which a library not granted funds would meet with the Incentive Committee to discuss their application?
 - i. Committee Members agreed an appeal process is not necessary. The MHLS Board priorities for funding construction projects are clearly stated and measureable. Project applications must plainly cite and adhere to priorities.
 - 3) Should grants be "competitive" based on priorities and impact or should all applications receive funding divided evenly among each project?
 - i. Committee Members agreed funding amounts should be based on priorities and impact

and not be divided equally among all qualifying projects. For example, a project meeting multiple priorities should incentivize at a greater level than a project meeting only one priority.

- 4) Should the economic status of a community be a factor in the ranking of applications?
 - i. Committee Members agreed the economic status of a community should and is considered in allowing state aid to be provided up to 75% for buildings/public libraries located in such a community, however, should not be considered a MHLS Board funding priority.
 - e) Committee Members reviewed and approved the 2015 process to review applications.
 - f) Committee Members reviewed and approved a recommendation to the MHLS Board on Board funding priorities.
 - g) Committee Members reviewed and approved a recommendation to the MHLS Board for a definition of "Economically Disadvantaged Community."
 - h) Board Bylaws Policy on Conflict of Interest
 - i) Committee Members reviewed and discussed what constitutes a conflict of interest.
 - ii) Committee Members agreed to talk with the director of the home library to determine if their home library had any plans for submitting a 2015 construction grant application.
5. Committee Members reviewed and endorsed establishing a MHLS Member Library Professional Development Grant Program.
6. No public comments were presented.
7. Ms. Benton Profera requested and received approval 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.