

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 6, 2015**

Roland Patterson, Board President, called the meeting to order at 10:00 a.m., in the Community Room of the Roeliff Jansen Community Library, Hillsdale, New York.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	John Bickford, Lisa Baker Brill, John Dax, Michelle Ment, Regina Morini, Roland Patterson, Lynne Ridgeway, Myrna Sameth, Janet Schnitzer, Richard Sweirat, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	Dean Lavin (e), Carolyn Profera (e), David Rolfe (e)
Liaisons Present:	Tom Lawrence, Director Poughkeepsie Public Library District
Liaisons Absent:	Frank Rees, Director Saugerties Public Library
Staff Present:	Merribeth Advocate, Rebekkah Smith Aldrich, Robert Drake, Tom Sloan, Linda Vittone, Peggy Winn
Others Present:	Sally Alderdice, Director Claverack Free Library, Karen Garafalo, Director Philmont Public Library. Julie DeLisle, Director Chatham Public Library, Pat Placona, Board President Roeliff Jansen Community Library, Meg Wormley, Trustee Roeliff Jansen Community Library, Sean Fay, Jim Letterio, Accountants Sedore & Company, CPA.s, P.C.

2. PRESIDENT'S REPORT

Mr. Patterson informed the Board that:

- the Process and Timeline (15-05-2A) and Report Form for MHLS Board Members (14-05-152B) for the Executive Director's Performance Appraisal were approved by the Board in 2014, and asked the Board to review both documents in preparation for the Executive Director's 2015 evaluation. *President's report presented*
- the Audit Committee Report (*Agenda Item 11.*) will be presented upon arrival of both auditors from Sedore & Company, CPA's, P.C.

3. APPROVAL OF MINUTES

Ms. Ridgeway moved and Mr. Wilson seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.** *Minutes approved*

4. TREASURER'S REPORTS

Board Treasurer, Morini, reported that she reviewed the financial reports for February and March and found them acceptable. Ms. Morini moved and Mr. Swierat seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY AND MARCH BE RECEIVED. **The motion carried.** *Financial reports received*

5. REPORT ON PAYMENT OF BILLS

Mr. Wilson reported that he reviewed the warrant for March and found it acceptable (14-05-5A).

*Warrant
Received*

Mr. Wilson moved and Ms. von Bergen seconded THAT THE WARRANT FOR MARCH BE RECEIVED. **The motion carried.**

AUDIT COMMITTEE REPORT

At this point in the meeting, President Patterson gave the floor to Jim Letterio, Partner and Auditor with Sedore & Company, CPA's, P.C.

*Audit report
presented*

Mr. Letterio introduced himself and Sean Fay, the auditor who performed the System's 2014 Audit Review. A Summary Report of the "Reviewed Financial Statements" (*appended to file*) was distributed. Mr. Letterio briefly reviewed financial sections of the report and the findings and implications therein, and answered questions on topics concerning: the System's current and projected net position, and staff preparation for the 2015 Audit to ensure compliance with standards set by the State Comptroller for state and local governments. In conclusion, Mr. Letterio informed the Board that his firm will be conducting a full audit of the System's 2015 financial statements, and will inform staff of any new requirements, well in advance.

The Board thanked the auditors for the review, and Mr. Dax moved the committee's recommendation THAT THE BOARD APPROVES THE INDEPENDENT ACCOUNTANTS' REVIEW REPORT FOR 2014 PERFORMED BY SEDORE & COMPANY CPA.s, P.C., AS PRESENTED. Ms. von Bergen seconded the motion. **The motion carried.**

6. DIRECTOR'S REPORT

In addition to his written report (15-05-6), Mr. Sloan:

- asked Ms. Advocate to review the process and data compiled for the *Moving Forward Project's* assessment of Youth Services (15-05-6A1), and informed the Board that completed assessment summary reports are now posted on the System's Website.

*Director's
report
presented*

Ms. Advocate reviewed the goal of Youth Services, as specified in the Plan of Service, and the process used to determine the outputs, outcomes, costs to the System, revenue, and value of this service to member libraries.

- briefly reviewed the additional information requested by the Board at its March meeting, regarding the percentage of individual library budgets expended for MHLS Member Service Fees. Referencing Attachment F of the revised Member Service Fee Report (15-05-6A3), Mr. Sloan reported that the majority of libraries are paying less than three percent of their budgets for System service fees.

*Service Fees
reviewed*

Following review and discussion of the new data, the Board agreed that all information germane to member library service fees has been reviewed, and asked to be kept apprised of any changes proposed by the Directors Association.

- reviewed the proposed staff recommendations for the conduct of the salary and benefit surveys for full and part-time employees, and asked for Board approval of the three step process, as outlined (15-05-6A4). Following review of the proposed procedures, Ms. Morini moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES THE SYSTEM'S RECOMMENDATIONS FOR 2015 SURVEYS OF

*Survey process
approved*

MHLS SALARIES AND BENEFITS, AS PRESENTED. **The motion carried.**

7. DIRECTORS ASSOCIATION LIAISON REPORT

A. Report from April Meeting

In the absence of Mr. Rees, Directors Association Liaison to the Board, the Board accepted his written report (15-05-7).

Liaison report accepted

B. Member Library Capital Development Fund Policy

Mr. Lawrence informed the Board that the Member Library Capital Development Fund Policy (15-05-7A), approved by the Directors Association at its April meeting, is an updated version of an existing policy that clarifies and defines the terms, administration and expenditure of funds for licenses, modules/enhancements and migration.

CFP reviewed and accepted

Following this explanation, Mr. Bickford moved and Ms. Brill seconded THAT THE BOARD APPROVES THE DIRECTORS ASSOCIATION CAPITAL DEVELOPMENT FUND POLICY, AS PRESENTED. **The motion carried.**

8. CENTRAL LIBRARY REFERENCE SERVICES REPORT

Mr. Lawrence, Director of the Poughkeepsie Public Library District, presented the Central Library's second quarter report on the supplemental reference and training services to the member libraries and correctional facilities (15-05-8), and highlighted: the creation of customized reports for each member library itemizing items at least 10 years old that have not circulated in five years, to help libraries update their collections and increase circulation and, the increase in the number of non-fiction eBooks being requested and purchased with Central Library Development Aid and Book Aid funds.

CL Report presented

9. TRUSTEE SERVICES COMMITTEE REPORT

Ms. von Bergen, Chair of the Trustee Services Committee, asked if there were any questions regarding the Minutes of the committee's April 10 meeting (15-05-9). There being none, Ms. von Bergen briefly reviewed the purposes of the proposed outreach memo and recommended Board approval for distribution, following final review and edit by the committee.

Trustee Services report presented

Ms. von Bergen then moved the committee's recommendation THAT THE BOARD APPROVES DISTRIBUTION OF THE POSTED MEMO TO BOARD PRESIDENTS AND LIBRARY DIRECTORS IN THEIR COUNTIES, BY EMAIL, FOLLOWING FINAL REVIEW AND EDIT BY THE TRUSTEE SERVICES COMMITTEE **The motion carried.** Ms. Ridgeway seconded the motion.

Memo approved

10. BYLAWS, POLICY & PROCEDURES COMMITTEE REPORT

Ms. Schnitzer, Chair of the Bylaws, Policy & Procedures Committee, reported that the committee corresponded by email, following the annual review of the System's Bylaws (15-05-10A), and recommends no changes to the document, at this time.

MHLS Bylaws reviewed

11. AUDIT COMMITTEE

Report presented following acceptance of Financial Reports.

12. NEW BUSINESS

A. Review & Acceptance of 2014 Annual Report

Mr. Sloan informed the Board that New York State requires Board review and acceptance of the System's Annual Report (15-05-13A), and thanked Linda Vittone and Merribeth Advocate for their diligence in the preparation of the report. There being no additional questions or comments, Ms. Morini moved and Ms. Ment seconded **THAT THE BOARD HAS REVIEWED AND ACCEPTED THE MHLS 2014 ANNUAL REPORT, AS PRESENTED. The motion carried.**

Annual Report accepted

B. New Delivery Services Agreement

Mr. Sloan informed the Board that the proposed agreement between MHLS and Hudson River Transports for provision of the System's delivery service is still under negotiation; however, Board approval of the expenditure of additional funds from the 2015 budget for this service, from July-December 2015 is requested. Following this explanation, Mr. Bickford moved and Ms. Sameth seconded **THAT THE BOARD AUTHORIZES THE EXPENDITURE OF FUNDS TO EXECUTE A NEW DELIVERY SERVICE AGREEMENT WITH HUDSON RIVER TRANSPORTS, AS PRESENTED. The motion carried.**

Funds approved for delivery service

C. Materials Handler Position

Mr. Sloan informed the Board that the System is requesting approval to create a new part-time Materials Handler Position at the posted salary (15-05-13C). Ms. von Bergen moved and Ms. Brill seconded **THAT THE BOARD APPROVES THE CREATION OF AN ADDITIONAL MHLS MATERIALS HANDLER POSITION, AS PRESENTED. The motion carried.**

Position created

14. COMMUNICATION

A. Board Members

New State of America's Libraries Report

Mr. Patterson informed the Board that the American Library Association's News Article entitled "*New State of America's Libraries Report finds shift in role of U.S. libraries*" (15-05-14A1), provides information that System staff might find useful in planning for future library services.

Article discussed

Ms. Schnitzer reported on the success of the recent Children's Book Festival in Hudson, N.Y., and encouraged the Board to attend the event next year, and informed the Board that she and Messrs. Dax and Wilson are planning to attend the Columbia County Directors meeting, in June.

Hudson event reported

B. Staff

Ms. Advocate, Assistant Director, informed the Board that the individualized reports created by Central Library staff to assist member libraries with collection weeding, and the well attended, ongoing collection development workshops, are valuable tools for ensuring the success of the System's initiative to increase circulation of library materials.

Circ. Project initiatives

Ms. Smith Aldrich, Coordinator for Library Sustainability, highlighted the following items from her written report:

Sustainability report presented

- the newly introduced webinar and information reported to inform member libraries of the parameters and timeline of the State Aid for Public Library Construction Grant Program;
- the Roeliff Jansen Community Library is an excellent example of how state construction grant funds have been leveraged to create a highly energy efficient building and a model "green library";
- the summary report from the County Funding Advocacy effort to inform members and MHLS trustees about funding levels, decision makers, timelines and history to better inform future advocacy efforts at the county level;
- the upcoming workshop to be presented by the executive director of the national political action committee for libraries, EveryLibrary, which is sold out, and noted the continued efforts to help all member libraries, a) have a public vote on their budget and b) more routinely go out to voters out of respect for the tax cap while keeping up with community demand for public library services. It was noted that the libraries that have not held a public vote on their budget or those that have waited 5+ years between budget votes find themselves paying a larger percentage of their operating budget towards System fees which could be indicative that they are lagging behind developing their budgets in light of current community demand.

Mr. Drake, Technology Operations Manager, reported that he and his staff are continuing to provide "Sierra Create List" training sessions for the member libraries, and preparing for the upcoming "Sierra Data Entry: Spring Cleaning" training sessions.

Sierra training ongoing

C. Greene County Libraries Association Annual Report

Mr. Patterson informed the Board that the Greene County Libraries Association Annual Report (15-05-14B3) is very well organized and serves as an excellent model for other System county reports.

GCLA Annual Report praised

D. Presentation from Columbia County Directors

Sally Alderdice, Director of the Claverack Free Library, presented a brief report on the history, funding and governance of the Columbia County Libraries.

CC Library presentation

Karen Garafalo, Director of the Philmont Public Library shared how her library overcame enormous odds to complete its expansion project, the addition of a cultural center, that is well utilized for both library and community events. *The Board thanked Ms. Alderdice and Ms. Garafalo for their informative presentations.*

Pat Placona, Board President of the Roeliff Jansen Community Library, introduced herself and welcomed the Board to the library. She then spoke briefly about the important role that her new "green" library plays in the community. Meg Wormley, trustee of the Roeliff Jansen Community Library, was introduced and offered to conduct a tour of the facility, at the close of the meeting.

Board welcomed

15. ADJOURNMENT

At 12:01 p.m., Ms. Brill moved and Mr. Bickford seconded that the meeting be adjourned. **The motion carried.**

The next meeting is scheduled for Wednesday, July 8 at 10:00 a.m. in the MHLS Auditorium.

Board/Staff Luncheon, in Auditorium, following meeting.

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2015
by the MHLS Board of Trustees