

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 8, 2015**

Roland Patterson, Board President, called the meeting to order at 10:05 a.m., in the MHLS Auditorium.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John Bickford, Lisa Baker Brill, John Dax, Dean Lavin, Michelle Ment, Roland Patterson, Caroline Profera, Lynne Ridgeway, Myrna Sameth, Janet Schnitzer, Camilla W. von Bergen, Mark Wilson

Trustees Absent: Regina Morini (e), David Rolfe (u), Richard Swierat (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: John Georghiou, Director Plattekill Public Library

2. PRESIDENT'S REPORT

In his report, President Patterson:

- welcomed Ms. Profera to the meeting following her absence and recuperation;
- asked the Board to read two articles published in The Washington Post, “Do we still need libraries?”, and “Straddling the digital and print ages, new Silver Spring Library opens”, that mention the unique challenges libraries are facing and provide a snapshot of current trends in library usage (*articles appended to file*).
- encouraged the compilation of similar articles on public libraries to be shared at meetings.

President's report presented

3. APPROVAL OF MINUTES

Mr. Bickford moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED. **The motion carried.**

May Minutes approved

4. TREASURER'S REPORTS

In the absence of Board Treasurer, Morini, Mr. Sloan reported that Ms. Morini reviewed the financial reports for April (4A) and May (4B), and found them acceptable.

Financial Reports received

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Mr. Bickford moved and Ms. Sameth seconded THAT THE FINANCIAL REPORTS FOR APRIL/MAY BE RECEIVED. **The motion carried.**

5. REPORT ON PAYMENT OF BILLS

Ms. Ridgeway reported that she reviewed the warrant and savings transfer for April and found them acceptable (5A). *Warrants received*

Mr. Bickford reported that he reviewed the warrant and savings transfer for May and found them acceptable (5B).

Mr. Bickford moved and Ms. von Bergen seconded THAT THE WARRANTS FOR APRIL/MAY BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In addition to his written report (15-07-6), Mr. Sloan:

Director's report presented

- asked Ms. Advocate, Assistant Director, to review the *Moving Forward Project's* Assessment Summary report of two Special Client Groups: Correctional Facilities; and Adult Literacy (Element 2 in MHLS Plan of Service). Ms. Advocate reviewed the goals, outputs, outcomes, revenue and value of services from the compiled data of each report (*full reports appended to file*). Mr. Sloan noted that all Assessment reports now include a "primary funding source" section. In addition, he informed the Board that all reports are shared with the Directors Association and adjustments made, as necessary.
- reported that the chart of Circulation Trends for 2010-2014 by Library (6B) represents the final numbers reported by member libraries in their 2014 Annual Reports and indicates a downward trend in circulation. Following a brief review of System-wide initiatives to increase circulation figures in 2015, *the Board discussed the value of compiling additional data from libraries regarding overall library usage and services provided by library staff*. In response, Mr. Sloan informed the Board that MHLS provided libraries in Putman County with a statistical report on circulation plus five other public services for the period of 2010-2014 informed the Board that, no 2015 contract has been implemented with the Town of Union Vale for provision of library services to its residents, and member library directors have reviewed and discussed the restriction on circulation of non-print materials to Union Vale residents. An *official notice to member libraries and town residents will be issued prior to implementation of the new restriction*.
- briefly reviewed the end of year fund balances, as reported in the 2014 audit, and informed the Board that a MHLS Capital Reserve Fund Policy is being developed and, upon approval, will authorize how MHLS capital funds are managed.
- reported that the nomination process to fill three MHLS Board vacancies in 2016 is underway. County Library Associations in Dutchess, Columbia and Greene are charged with the duty of nominating candidates for these positions. Dutchess County has selected a nominee, and Columbia and Greene Counties must submit candidates by August 16.

Circ report reviewed

Town of Union Vale loan restrictions

Financial funds reviewed

Board vacancies to be filled

7. DIRECTORS ASSOCIATION LIAISON REPORTS

In the absence of Mr. Rees, Directors Association Liaison to the Board, Mr. Lawrence asked if there were any questions on the May report. There being none, he reported that at the June meeting the motion to recommend the NYLA **Professional Development Grant Program** was defeated by a 14–16 vote. The vote indicates a concern on the part of several libraries that rather than using funds for incentive grants, funds should be returned to the libraries in the form of a credit on an MHLS assessment. While a \$250 grant might not seem to be something for libraries to object to, there are libraries that would use that money for additional programming, materials, or even conferencing but that the decision about how to use the money should be made at the local level.

Liaison reports presented

8. FACILITIES COMMITTEE REPORT

Mr. Wilson, Chair of the Facilities Committee, thanked System staff and committee members for their input at the committee’s meeting on May 20, and reported that the committee reviewed the status of the System’s 2014 and 2015 Public Library Construction Grant projects (Doc 8, Items 4/5) and reviewed the System’s proposed first and second priority facility construction projects for 2016: the renovation of the ground floor public restrooms and ground floor lobby (8.6b); and, replacement of the 1st floor condenser & air circulator (8.6c). Following review of the first priority project and timeline, Mr. Wilson moved the committee’s recommendation THAT THE BOARD AUTHORIZES MHLS STAFF TO DEVELOP, AS A FIRST PRIORITY, A PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM APPLICATION FOR THE RENOVATION OF THE GROUND FLOOR PUBLIC RESTROOMS TO BE ADA COMPLIANT AND THE RENOVATION OF THE GROUND FLOOR LOBBY OUTSIDE THE PUBLIC RESTROOMS TO CREATE A SAFER WORKING ENVIRONMENT FOR STAFF AND VISITORS. Mr. Bickford seconded the motion. **The motion carried.**

System’s Construction Grant projects approved

1st Construction Project approved

Following review of the second priority project and timeline, Mr. Wilson moved the committee’s recommendation THAT THE BOARD AUTHORIZES MHLS STAFF TO DEVELOP, AS A SECOND PRIORITY, A PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM APPLICATION FOR REPLACING THE MHLS OFFICE BUILDING GROUND FLOOR’S CONDENSER AND THE AIR CIRCULATOR WITH UNITS MEETING MHLS ENERGY CONSERVATION USEFUL LIFE MAINTENANCE GUIDELINES. Ms. Profera seconded the motion. **The motion carried.**

2nd Construction Project approved

Mr. Wilson informed the Board that as a precautionary action, and in the event of an emergency, the committee recommends THAT THE MHLS BOARD AUTHORIZES MHLS STAFF TO PROCEED IMMEDIATELY WITH THE PURCHASE OF A CONDENSER AND/OR AIR CIRCULATOR FOR THE MHLS OFFICE BUILDING’S GROUND FLOOR, IF THE EQUIPMENT FAILS AND CANNOT BE REPAIRED. Ms. Baker Brill seconded the motion. **The motion carried.**

Equipment replacement authorized

In conclusion, Mr. Wilson reported that the committee reviewed the format

of the draft MHLS Capital Plan that will provide the status of all System facility projects. The Draft Capital Plan and Draft Capital Fund Policy will be presented to the Board in September.

The Board suggested that a separate chart be created indicating all operating expenses incurred for facility capital improvements.

9. PERSONNEL & PLANNING COMMITTEE REPORT

A. Summary of Report of June Meeting

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee:

- reviewed the status of the 2015 MHLS Staff Benefits and Salary Surveys and the Health Plan Benefits for Retired System Employees and agreed to bring recommendations to the Board following further discussion.
- reviewed and endorsed survey questions on three service areas to member library directors (9.A.1), and survey questions for library Board Presidents on MHLS Board Outreach efforts (9.A.2).

Surveys reviewed

B. Telecommuting Policy

Mr. Bickford informed the Board that following review of the Telecommuting Policy by the committee, the following two additional stipulations were added to the Telecommuting Policy Draft: a) *MHLS employees may not meet in their home with another person(s) in the conduct of any MHLS business*; and, b) *MHLS is not responsible for any incident that may occur in the employee's home. MHLS recommends employees working at home review their homeowners insurance's liability coverage and discuss with their insurance agent their coverage for all situations associated with working at home (revised policy distributed and appended to file)*. Following this review, Mr. Bickford moved the committee's recommendation THAT THE BOARD APPROVES THE MHLS' TELECOMMUTING POLICY, AS REVISED. Ms. von Bergen seconded the motion. **The motion carried.**

Telecommuting policy approved

10. UNFINISHED BUSINESS

A. General Fund 2014 Year-End Report

Mr. Sloan referred to the copy of the 2014 Year-end General Fund-Equity Fund Balance, issued by Sedore & Company – Certified Public Accountants, with a total of \$1,953,056 (10.A.1), and informed the Board that upon recalculation by Business Manager, Vittone, the correct 2014 General Fund Equity Fund Balance is \$1,907,390 (10.A.2). He then asked for a motion to accept the corrected 2014 Year-end General Fund-Equity Fund Balance, issued by Sedore & Company – Certified Public Accountants, with a total of \$1,907,390 (10.A.1). Ms. Baker Brill moved and Ms. von Bergen seconded THAT THE BOARD ACCEPTS THE CORRECTED 2014 GENERAL FUND EQUITY FUND BALANCE OF \$1,907,390, AS PRESENTED. **The motion carried.**

General Fund Balance revised

11. NEW BUSINESS

A. Orientation to Public Library Construction Grant Program

Ms. Smith Aldrich, Coordinator for Library Sustainability, gave a Power

PLCG Program reviewed

Point presentation on the New York State Public Library Construction Grant Program that included information regarding the source of program funding, administration responsibilities of the Board and staff, and the guidelines, components and timelines for submission of grant applications.

The Board thanked Ms. Smith Aldrich for her thorough and informative presentation and congratulated her for having achieved national recognition from both the New York Library Association (NYLA) and the American Library Association (ALA).

12. COMMUNICATION

A. Board Members

Ms. Ridgeway introduced John Georghiou, Director of the Plattekill Public Library, and thanked him for attending the meeting.

Director attends meeting

Ms. Sameth reported that:

- two libraries in Ulster County have already responded to the Board's county outreach memo;
- the Saugerties Public Library Friends Group's annual book sale was a huge community event;
- Saugerties Library has received a \$10,000 Bullet Aid grant from Senator Amedore.

Saugerties Library report

Mr. Wilson reported that he, Ms. Schnitzer and Mr. Dax attended the Columbia County Library Association Meeting in June and participated in discussions on various issues.

CCLA meeting attended

Mr. Bickford requested that the Board declare the trustee with four unexcused Board and committee meeting absences in 2015 as having resigned, as stated in **Article IV. BOARD OF TRUSTEES** Sec. 7. **Disqualification** of the Bylaws of the Mid-Hudson Library System. Following discussion, Mr. Sloan informed the Board that documentation of this trustee's meeting attendance record will be provided in the September Board packet and that he and Mr. Patterson will inform the trustee of the Board's request and determine his wishes regarding continued service on this Board.

Attendance issue discussed

B. Staff

Ms. Advocate, Assistant Director reported that:

- Summer Reading Programs are underway, twenty-six (26) libraries have received mini-grants: Nineteen (19) for Inquiry Based Programming for Families; and, seven (7) for Expanding Adult Literacy through Digital and/or Arts Programming;
- she and Ms. Smith Aldrich have just completed the first four Essential Trustee education sessions, which were very well attended. This training will be offered again in the fall.

SR Programs underway

Ms. Smith Aldrich, Coordinator for Library Sustainability:

- reported that a concerted push to encourage member libraries to

Advocacy news reported

