

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
September 16, 2015**

Roland Patterson, Board President, called the meeting to order at 10: 05 a.m., in the Community Room of the Town of Esopus Library.

1. ROLL CALL AND APPROVAL OF AGENDA

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

Trustees Absent: David Rolfe (u), Janet Schnitzer (e)

Liaison Present: Tom Lawrence, Director Poughkeepsie Public Library District

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

Others Present: Julie Dempsey, Director Highland Public Library

2. PRESIDENT'S REPORT

President Patterson called the meeting to order, welcomed attendees and asked for a motion to approve the Minutes of the July Meeting (Doc. 3.A). *President opens meeting*

3. APPROVAL OF MINUTES

Ms. Profera moved and Ms. Brill seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. **The motion carried.** *July Minutes approved*

4. TREASURER'S REPORTS

Board Treasurer, Morini, reported that she reviewed the financial reports for June ((Doc. 4.A), July (Doc. 4.B) and August (Doc. 4.C), and found them acceptable. *Financial Reports received*

Mr. Bickford moved and Mr. Lavin seconded THAT THE FINANCIAL REPORTS FOR JUNE, JULY AND AUGUST BE RECEIVED. **The motion carried.**

5. REPORT ON PAYMENT OF BILLS

Mr. Wilson reported that he reviewed the warrant for June and found it acceptable (Doc. 5.A). *Warrants received*

Ms. Brill reported that she reviewed the warrant for August and found it

acceptable (Doc. 5.C). Mr. Bickford moved and Mr. Swierat seconded THAT THE WARRANTS FOR JUNE AND AUGUST BE RECEIVED. **The motion carried.**

Upon her arrival, Ms. Ment reported that she reviewed the warrant for July and found it acceptable (Doc. 5.B). Mr. Bickford moved and Ms. Brill seconded THAT THE WARRANT FOR JULY BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In addition to his written report (Doc. 6), the Executive Director:

- thanked Brooke Dittmar, Director of the Town of Esopus Library, for hosting the meeting, and recognized the efforts she has made on behalf of the library, since acquiring the position;
- asked Ms. Advocate, Assistant Director, to review *the Moving Forward Project's* assessment summary report of Coordinated Outreach Service. Ms. Advocate briefly reviewed the goal of Coordinated Outreach Service, as defined under NYS Education Law and the Commissioner's Regulations, and all resources allocated for the service, including: outputs; outcomes; funding sources; and value of the service (<http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Coordinated-Outreach-Summary-Assessment-1.pdf>).
- briefly reviewed the timeline and proposed planning process for the development of the System's new 5-year Plan of Service (Doc. 6.1.B.3), and emphasized that the Board, the Directors Association and System staff will work collaboratively in the planning process for the new Plan of Service, and play an integral part in the decision-making regarding how the System will allocate its resources for library services over the next five years (2016-2021).
- referred to the Program Attendance data reported by member libraries in their Annual Reports (Doc. 6.3.A), and noted that the 21% increase in program attendance indicates that programming is becoming a "growth service area" and, following review of all available statistical data, may be considered for inclusion in the new Plan of Service;
- reported that member library assessment fees compiled from 2012-2014 (Doc. 6.4.A) affirms that member library assessment fees represent less than the amount they receive in New York State aid, which precludes the need for use of local tax revenues to meet MHLS member assessments;
- informed the Board that following receipt of correspondence from Town of Union Vale's attorneys (Doc. 6.5.L), and with the approval of Board President Patterson, the System has retained Ellen M. Bach, as legal counsel, to act on its behalf in all correspondence with the Town of Union Vale's attorneys. The initial letter sent by Ms. Bach to the Town's attorney was distributed (appended to file). Following review of all relevant factual information, Ms. Bach will draft a response to the letter from the Town's attorneys for Board review and approval at the October 16, meeting.

The Board thanked Mr. Sloan for his ongoing efforts to secure adequate funding from the Town of Union Vale for the provision of

*Director's
report
presented*

*Coordinated
Outreach
reviewed*

*New Plan of
Service to be
developed*

*Programming
growth*

*Member Fees
reviewed*

*Union Vale
update*

library services to its residents.

- distributed registration forms for the Annual Membership Meeting and informed the Board that waiving of the fee for attendance by System Board members has been reinstituted. Mr. Sloan then noted that in keeping with the theme of this year's program "Libraries Build Sustainable Communities", the Keynote Speaker's address, as well as this year's awards to member libraries for demonstrating sustainable initiatives, will correspond with this theme.

*AMM
registration
underway*

7. DIRECTORS ASSOCIATION LIAISON REPORT

Mr. Lawrence asked if there were any questions regarding the Minutes of the July Directors Association Meeting, and reported that:

*Liaison
report
presented*

- at the suggestion of the System Services Advisory Committee (SSAC), the Directors Association agreed to use the approved Minutes of its meetings as liaison reports, and to rotate Board Liaisons to afford more directors the opportunity to attend System Board meetings.

8. NOMINATIONS AND ELECTIONS COMMITTEE REPORT

Ms. Brill, Chair of the Nominations and Elections Committee, reported that she conducted an email meeting with the committee on August 3, and reviewed the proposed slate of Board officers. Having received the committee's approval, Ms. Brill moved its recommendation to present the following slate of Board officers for 2016:

*2016 slate
presented*

- President Camilla von Bergen
- Vice President Mark Wilson
- Secretary Lisa Baker Brill
- Treasurer Regina Morini
- Board Member John Dax

There being no additional nominations from the floor, Ms. Brill moved the committee's recommendation THAT THE BOARD ACCEPTS THE PROPOSED SLATE OF OFFICERS FOR 2016, AS PRESENTED. Mr. Wilson seconded the motion. **The motion carried.** The Board will vote to elect the slate in December.

9. FINANCE COMMITTEE REPORT

Ms. Morini, Chair of the Finance Committee reported that the committee met on August 17, and reviewed the Monthly Financial Report for June, the 2015 mid-year budget adjustments, the proposed Capital Fund Policy, the proposed Financial Procedures Manual, the MHLS Operating Reserve Fund Policy, and the Operating Contingency Fund Policy (Doc. 9). She then moved the committee's recommendations THAT THE 2015 MID-YEAR ADJUSTED BUDGET BE APPROVED BY THE BOARD, AS PRESENTED. Mr. Swierat seconded the motion. **The motion carried.** And, THAT THE MHLS CAPITAL FUND POLICY BE APPROVED BY THE BOARD, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.**

*Budget
adjustments
approved*

*Capital Fund
Policy
approved*

10. INCENTIVES COMMITTEE REPORT

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on August 27, and reviewed the System's Construction Grant application and ranked and prioritized 11 member library Construction Grant applications. The applications were ranked and prioritized using the funding criteria approved by the committee in March and with diligence paid to ensuring the impartiality of reviewers and the anonymity of applicants. The committee agreed to recommend approval of the System's Construction Grant Application, and to divide the remaining funds among 11 member libraries, whose proposals met the Board's funding priorities (Doc. 9.B). *Ms. Profera thanked Ms. Smith Aldrich for her invaluable assistance in streamlining the review process.*

*Construction
Grant Awards
approved*

A. Member Library Construction Grant Award Recommendations

Following a brief review of the Member Library Construction Grant Applications (Doc. 10.B), Ms. Profera moved the committee's recommendation THAT THE BOARD APPROVES THE RECOMMENDATIONS FOR 2015- 2016 CONSTRUCTION GRANT AWARDS FOR THE MEMBER LIBRARIES, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.**

*Member
library awards
approved*

In conclusion, Ms. Profera informed the Board that the committee will meet again in March to conduct its annual review of the ranking priorities/criteria for Construction Grant awards.

PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee met on September 14, and reviewed and discussed salary and benefit data for full/part-time employees, preliminary responses from library directors and Board Presidents to the System surveys; and the upcoming CSEA negotiations.

*P & P report
presented*

11. UNFINISHED BUSINESS

A. Authentication of MHLS Construction Grant Application

Mr. Sloan informed the Board that all System Construction Grant Applications require Board Authentication, and asked Mr. Patterson to call for a motion to Authenticate the System's Construction Grant Project Application, in compliance with the recommendation of the Facilities Committee, and approval by the Board at the July 8th meeting.

*System grant
application
authenticated*

Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD AUTHENTICATES THE MHLS CONSTRUCTION GRANT APPLICATION FOR 2015 FUNDING FOR THE RENOVATION OF THE GROUND FLOOR PUBLIC RESTROOMS TO BE ADA COMPLIANT AND THE RENOVATION OF THE GROUND FLOOR LOBBY TO CREATE A SAFER WORKING ENVIRONMENT FOR STAFF AND VISITORS. **The motion carried.**

B. Consideration of Board Declaration of Resignation

Mr. Patterson distributed copies of the resignation notice from Ulster County Board representative, David Rolfe (*appended to file*). He then called for a motion to accept Mr. Rolfe's resignation. Mr. Bickford moved and Ms. Brill seconded THAT THE BOARD ACCEPTS THE RESIGNATION OF

*Resignation
accepted*

ULSTER COUNTY BOARD REPRESENTATIVE, DAVID ROLFE. **The motion carried.**

Mr. Sloan informed the Board that the Ulster County Library Association will be notified of the vacancy, as stipulated in the Board's "*Elections Procedures*" ([http://board.midhudson.org/Board/Election Procedures](http://board.midhudson.org/Board/Election%20Procedures)), and asked to submit a candidate to complete the unexpired portion of Mr. Rolfe's term. As defined in the System's Bylaws, under Article IV. Sec. 5b. *Filling of Vacancies* (<http://board.midhudson.org/Bylaws>), the Board will approve the appointment of a candidate, subsequent to the Annual Membership Meeting.

12. NEW BUSINESS

A. Proposed Meeting Dates for 2016

Mr. Patterson asked the Board if the proposed meeting dates for 2016 (Doc. 12.A) are acceptable. There being no objections, Ms. von Bergen moved and Mr. Wilson seconded THAT THE BOARD APPROVES THE 2016 MEETING DATES, AS PRESENTED. **The motion carried.**

*2016 meeting
dates
approved*

B. Approval of Library Literacy Services Grant Reports

Ms. Advocate, Education & Outreach Coordinator, informed the Board that the New York State Division of Library Development has requested Board approval of the final reports for the 2nd year Family Literacy and Adult Literacy Services grants. She then briefly reviewed the synopsis of each grant and explained the purpose, activities and results of the second year of both grants (Docs. 12B.1/B.2).

*Final grant
reports
approved*

Following review, Ms. von Bergen moved and Ms. Sameth seconded THAT THE BOARD APPROVES THE FAMILY LITERACY SERVICE AND ADULT LITERACY SERVICE GRANT FINAL REPORTS, AS PRESENTED. **The motion carried.**

C. Resolution to Participate in RFP with MHJMT

Mr. Sloan informed the Board that the MHLS has been invited to partner with the Mid-Hudson Joint Manager Team (MHJMT) in an RFP to solicit bids for bandwidth connectivity to the Internet for the MHLS and its member libraries (Doc. 12.C). This opportunity will provide System libraries with a reliable market analysis of current pricing available for bandwidth, however, in no way obligates any individual library to participate in the service provided by the successful bidder.

*Resolution for
RFP for
bandwidth
approved*

The Board agreed that participation in the joint RFP to solicit bids for bandwidth is an excellent opportunity, and encouraged the System to participate in future collaborations and partnerships that benefit the System and its member libraries.

Following discussion, Mr. Bickford moved and Ms. Profera seconded THAT THE BOARD APPROVES THE MID-HUDSON LIBRARY SYSTEM'S RESOLUTION TO PARTNER WITH THE MID-HUDSON JOINT MANAGEMENT TEAM (MHJMT) IN AN RFP TO SOLICIT BIDS FOR BANDWIDTH CONNECTIVITY TO THE INTERNET FOR THE MHLS AND THE MEMBER LIBRARIES. **The motion carried.**

D. Annual Membership Meeting Update

In addition to the information about the Annual Membership Meeting provided in Mr. Sloan's report, the Board was reminded that a regular Board meeting will follow this event to insure the timely approval of library Variance Request Forms, to facilitate the System's receipt of the final 10% of LLSA, and LSSA funds.

October Board Meeting scheduled

E. Executive Session for the Purpose of a Personnel Matter Regarding A Particular Person's Employment

At 11:18 a.m., Mr. Patterson called for a motion to go into Executive Session for the purpose of a personnel matter regarding a particular person's employment. Ms. Morini moved and Ms. Ridgeway seconded THAT THE BOARD GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF A PERSONNEL MATTER REGARDING A PARTICULAR PERSON'S EMPLOYMENT. **The motion carried.**

Board goes to Executive Session

At 11: 37 a.m., Mr. Swierat moved and Mr. Bickford seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 11:40 a.m., Mr. Patterson reopened the regular session of the Board meeting, and reported that no action was taken in Executive Session.

14. OUTREACH

A. Report on Libraries from Ulster County Library Association

Mr. Patterson introduced Julie Dempsey, Director of the Highland Public Library and Chair of the Ulster County Library Association, who welcomed the Board to Ulster County and spoke briefly about the county's population, funding, and unique split governance situation (17 Mid-Hudson Library System members and 4 Ramapo Catskill Library System members). She then related interesting news and activities taking place at Ulster County libraries. *The Board thanked Ms. Dempsey for her informative presentation.*

Report on U.C. Libraries presented

At the request of the Executive Director, Ms. Advocate briefly elaborated on Ulster County's split System membership, and explained that the four libraries that are members of the Ramapo Catskill Library System namely: the Cragmoor/Ellenville/Gardiner/Walkill libraries; work collaboratively with the 17 MHLS libraries to provide excellent service to all Ulster County library patrons.

15. COMMUNICATION

A Board

Ms. Sameth and Mr. Wilson reported on upcoming library events and meetings planned in Ulster and Columbia Counties, respectively.

Events reported

B. Staff

Ms. Advocate, Assistant Director, reported that:

- statistics confirm that usage and demand for OverDrive eBooks continues to rise;
- the recently held training sessions on OverDrive selection were very well attended and received.

CE report presented

Ms. Smith Aldrich, Coordinator for Library Sustainability, reported that:

- State Budget Efforts:

Sustainability report

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1. Advocacy efforts to impact the Governor's executive budget for 2016 are underway;
 2. Consistent advocacy message: "Libraries ARE Education"; funding goal is to match library aid increases to education aid increases;
 3. Save the Date: Wednesday, March 2, 2016 for Library Advocacy Day in Albany
- County Funding: MHLS is hosting a County Funding Advocacy Group meeting on December 15th. MHLS Trustees were welcomed to register.
 - Sustainable Funding Update: Governor vetoed the Starr Library's special district legislation for a second time, effectively closing the door to future special district libraries. Rebekkah will be serving on the taskforce to find alternative legislative solutions.
 - Internal Financial Controls: MHLS is continuing the 2-year effort to assist libraries to improve their internal financial controls to meet Office of the State Comptroller audit standards. A new worksheet has been created to help libraries assess their current controls.

Mr. Drake, Technology Information Manager, reported that:

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| <ul style="list-style-type: none"> • Technology staff is continuing to assist libraries with the installation of new computers; • a speaker has been scheduled to come to the System to provide libraries with information on the E-rate program; • he met with Suffolk County Library technology staff members to discuss ways to optimize usage of the ILS; | <p><i>Technology report presented</i></p> |
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16. ADJOURNMENT

At 12:00 noon, Mr. Bickford moved and Ms. Morini seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The Annual Membership Meeting is scheduled for Friday, October 16 @ 8:30 a.m. @ the Poughkeepsie Grand Hotel

The next regular Board Meeting is scheduled for Friday, October 16 @12:30 p.m. @ the Poughkeepsie Grand Hotel, Vassar Room/430

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2015
by the MHLS Board of Trustees

