

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

Roland Patterson, Board President, called the meeting to order at 12:05 p.m., in the Vassar Room of the Poughkeepsie Grand Hotel.

1. ROLL CALL AND APPROVAL OF AGENDA

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

Trustees Absent: John Dax (e)

Liaisons Present: Tom Lawrence, Director Poughkeepsie Public Library District; Carol Fortier, Director Beekman Library

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

2. APPROVAL OF MINUTES

Mr. Bickford moved and Ms. von Bergen seconded THAT THE MINUTES OF THE SEPTEMBER MEETING BE APPROVED. **The motion carried.**

Minutes approved

3. REPORT ON PAYMENT OF BILLS

Mr. Wilson reported that he reviewed the warrant for September and found it acceptable (*Doc. 4.A*). Mr. Bickford moved and Ms. Profera seconded THAT THE WARRANT FOR SEPTEMBER BE RECEIVED. **The motion carried.**

*Warrant
Received*

4. DIRECTOR'S REPORT

In his report (*Doc. 4*), the Executive Director:

- highlighted the Resource Sharing/Circulation Trends report (*Doc.4-Item 1*) indicating a 12% increase in the number of items borrowed/loaned between MHLS member libraries;
- asked for input from the Board regarding this year's Annual Membership Meeting. *Board suggestions included input on: seating of MHLS Board members; location(s) for future meetings; additional special invitees; and, optimizing photo opportunities.* All suggestions will be taken into consideration when planning next year's meeting.
- provided the following update on the current status of library services to the Town of Union Vale residents:

*E.D. report
presented*

*Update on Town of
Union Vale*

- 1) at its recent meeting, the Town of Union Vale Board of Trustees voted down a motion to approve the proposed amendment to the contractual Agreement with the MHLS (*Doc. 4.3.F*), which makes it unlikely that the loan restriction of non-print materials to the Town's residents will be removed in 2015.
In response to a Board query regarding the possibility of Town of Union Vale residents petitioning for a 414 vote in 2016, Mr. Sloan explained Chapter 414 enables libraries of any type to put their budget up for a public vote to establish a municipal budget appropriation for the library. A library board, not a municipality determines the need to pursue a 441. A petition is required and must be signed by ten percent of the total number of votes cast in the municipality for governor at the last gubernatorial election.
- 2) the System has received a new proposal from the Town of Union Vale, that has not yet been reviewed by the neighboring libraries or Ellen Bach, System attorney, for an Agreement to fund library services for Town residents in the amount of \$72,000 in 2016.
- 3) System Attorney, Ellen Bach, has recommended that the Board postpone responding to correspondence from the Town of Union Vale's attorneys (*reviewed at September meeting- <http://board.midhudson.org/wp-content/uploads/2015/09/Doc-6.5.L-Letter-from-Town-of-Union-Vale-Attorneys.pdf>*), pending further correspondence from the Town of Union Vale Board.

Mr. Sloan invited Carol Fortier, Director of the Beekman Library, to provide background information about her library's long-term attempt to negotiate with the Town of Union Vale Board.

*Beekman Library
Director reports*

Ms. Fortier reported that the Beekman Library began to petition the Town of Union Vale Board for funding for the provision of library services to Town residents, five years ago. Although the situation has improved considerably, it is only recently that Town residents have become more fully aware about the issue, and are rallying in support of including funding for library services in the Town's budget.

Mr. Sloan will report on the status of library services to the Town of Union Vale, at the December meeting.

5. DIRECTORS ASSOCIATION LIAISON REPORT

Ms. Fortier, Director of the Beekman Library/Directors Association Liaison to the Board, presented the Minutes of the September Directors Association meeting (*Doc. 5.A*).

*Liaison report
presented*

6. FACILITIES COMMITTEE REPORT

Mr. Wilson, Chair of the Facilities Committee, reported that the committee met in October and reviewed the status of the System's 2015 facility projects and the 2016 Board approved Public Library Construction Grant Project (*Doc. 6.A*).

Mr. Wilson briefly reviewed the 2016 project – renovation of the

*Facilities report
presented*

MHLS Office Building's first floor bathrooms, and lobby area, to ensure ADA compliance and improve public safety (*Doc. 6.A Item 5*), and explained that the System needs Board approval to use System funds to begin this project, prior to receipt of Public Library Construction Grant funds, and moved the committee's recommendation THAT THE BOARD AUTHORIZES \$115,700 FOR THE PURPOSE OF SIGNING CONTRACTS IN 2015 FOR THE PROJECT TO RENOVATE THE FIRST FLOOR BATHROOMS AND FIRST FLOOR LOBBY AREA. Ms. Profera seconded the motion. **The motion carried.**

Funds approved for facility project

Mr. Wilson resumed his report and informed the Board that in an effort to prioritize facility projects, the committee has created a spreadsheet to use for long-range planning that includes information on the age and condition of facility equipment.

In addition, Mr. Wilson informed the Board that due to its heavy usage, the committee has suggested prioritizing the identification of improvements to the Auditorium Building, in 2017.

The Board discussed the feasibility of considering sustainability as a model for developing all future facility projects. Despite the probability of incurring increased costs, the Board recommended that the Facilities Committee include this criterion when issuing Requests For Proposals from contractors.

Sustainability discussed

Following this discussion, Ms. Schnitzer moved and Ms. Baker Brill seconded THAT THE BOARD REQUESTS THAT ALL FUTURE FACILITY PROJECTS, RECOMMENDED BY THE FACILITIES COMMITTEE, BE EVALUATED FOR SUSTAINABILITY. **The motion carried.**

Further discussion by the Board resulted in a decision to withdraw this motion and refer discussion, of requiring that future facility projects be evaluated for sustainability, back to the Facilities Committee. Ms. Schnitzer moved and Ms. Ment seconded THAT THE BOARD WITHDRAWS ITS MOTION THAT ALL FUTURE FACILITY PROJECTS, RECOMMENDED BY THE FACILITIES COMMITTEE, BE EVALUATED FOR SUSTAINABILITY, PENDING FURTHER REVIEW BY THE FACILITIES COMMITTEE. **The motion carried.**

Motion withdrawn

At the suggestion of Rebekkah Smith Aldrich, Coordinator of Library Sustainability, the Facilities Committee will develop a policy regarding the level of sustainability required for System facility projects, for Board review and approval.

Policy to be developed

7. NEW BUSINESS

A. Review and Approval of Annual Variances

Mr. Sloan informed the Board that in order for libraries to receive the last 10% of Local Library Services Aid (LLSA) and Local Services Support Aid (LSSA) they must be in compliance with all of the provisions of Commissioner's Regulations 90.2 Standards for Registration of Public, Free Association and Indian Libraries. He then explained that the Hudson Area Association Library, the Patterson Library and the Reed Memorial Library (Carmel) are all in non-compliance with Standard 11, regarding the employment of a director with the required credentials (*Docs. 7A.1-3*), and are requesting

Library Variances approved

approval to submit a Variance Request Form to the New York State Library's Division of Library Development. Following this explanation, Ms. von Bergen moved and Mr. Bickford seconded THAT THE BOARD APPROVES SUBMISSION OF VARIANCE REQUESTS TO THE NEW YORK STATE LIBRARY FROM THE HUDSON AREA ASSOCIATION LIBRARY, THE PATTERSON LIBRARY, AND THE REED MEMORIAL LIBRARY. **The motion carried.**

B. Revised Member Libraries Capital Fund Policy

Mr. Sloan reported that System staff worked with the System Services Advisory Committee to develop the Directors Association's Capital Fund Policy (*Doc. 7.C*). The drafted policy was presented to the Directors Association, revised, and re-presented and approved at the October Meeting. As the System has financial oversight of these funds, Board approval is needed.

*Revised Policy
approved*

Following this explanation, Mr. Patterson called for a motion to approve the revised member libraries Capital Fund Policy. Ms. Profera moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE DIRECTORS ASSOCIATION'S REVISED CAPITAL FUND POLICY. **The motion carried.**

8. ADJOURNMENT

At 12:45 p.m., Ms. Morini moved and Ms. von Bergen seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The next meeting is scheduled for Saturday, December 5 @ 10:00 a.m. in the Mid-Hudson Library System Auditorium. Snow date – Tuesday, December 15 @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2015
by the MHLS Board of Trustees