**MID-HUDSON LIBRARY SYSTEM**

**MINUTES**

**of the**

**BOARD OF TRUSTEES MEETING**

**January 26, 2016**

President von Bergen called the meeting to order at 10:00 a.m., in the Auditorium of the Mid-Hudson Library System.

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| 1. **OATH OF OFFICE FOR NEW BOARD MEMBERS**
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| Ms. Winn, Administrative Assistant, administered the 2016 Oath of Office to new Board member, Sharon Davis. | *Oath of Office administered* |
| **ROLL CALL AND APPROVAL OF AGENDA** |
| Trustees Present: | John Bickford, Lisa Baker Brill, Sharon Davis, John Dax, Michele Ment, Regina Morini, Myrna Sameth, Camilla W. von Bergen  |
| Trustees Absent: | Stuart Auchincloss (e), Debra Klein (e), Dean Lavin (e), Barry Ramage (e), Lynne Ridgeway (e), Richard Swierat (e), Mark Wilson (e) |
| Liaison Present: | Tom Lawrence, Director Poughkeepsie Public Library District |
| Liaison Absent: | Gloria Goverman, Director of East Fishkill Library/January Directors Association Liaison to the Board (e)  |
| Staff Present: | Merribeth Advocate, Robert Drake, Tom Sloan, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn |

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| 1. **PRESIDENT’S REPORT**
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| In her report, President von Bergen:* reported that 2016 committee assignments have been completed however, an additional Board representative from Green County will be asked to join the Incentives Committee;
* informed the Board that remote participation at committee meetings is permissible, at the discretion of committee chairs.

Mr. Sloan informed the Board that the System can provide technical assistance for remote participation at committee meetings using the online “**GoToMeeting**”application. *The Board discussed the issue of the legality/validity of remote voting at committee meetings.* System staff will review the Open Meetings Law regarding this issue. Mr. Sloan suggested that, as Ms. Brill has requested remote attendance for the February Trustee Services Committee meeting, she “test” the “**GoToMeeting**” application. Ms. Brill agreed to participate in the meeting using this application. * informed the Board that the Incentives Committee and Trustee Services Committee will meet in February.
 | *President’s report presented**Remote meeting participation discussed* |
| * read the proposed Resolution to recognize the System’s six “***America’s Star Libraries, 2015: Top Rated Libraries***” (*Doc. 2.C)*, and called for a motion to approve. Ms. Brill moved and Ms. Sameth seconded THAT THEREFORE BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM RECOGNIZES AND EXTENDS ITS CONGRATULATIONS AND COMMENDATION TO THE JULIA l. BUTTERFIELD MEMORIAL LIBRARY, THE PHILMONT PUBLIC LIBRARY, THE RED HOOK PUBLIC LIBRARY, THE TIVOLI FREE LIBRARY, THE WINDHAM PUBLIC LIBRARY, AND THE WOODSTOCK PUBLIC LIBRARY, FOR BEING RATED AS AMERICA’S STAR LIBRARIES, 2015: TOP RATED LIBRARIES. **The motion carried**.
 | *Resolution passed* |
| 1. **APPROVAL OF MINUTES**
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| Mr. Bickford moved and Ms. Ment seconded THAT THE MINUTES OF THE DECEMBER 2015 MEETING BE APPROVED. **The motion carried**. | *Minutes approved* |
| 1. **TREASURER’S REPORT**
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| Board Treasurer, Morini, reported that she reviewed the Treasurer’s Report for November and found it acceptable. Ms. Morini moved and Ms. Ment seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried**. | *Financial reports received* |
| 1. **REPORT ON PAYMENT OF BILLS**
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| Ms. Brill reported that she reviewed the warrants for November and found them acceptable (*Doc. 5.A*).Ms. Ment reported that she reviewed the warrants for December and found them acceptable (*Doc. 5.B).* Mr. Bickford moved and Ms. Brill seconded THAT THE WARRANT REPORTS FOR NOVEMBER AND DECEMBER BE RECEIVED. **The motion carried**. | *Warrants received* |
| 1. **DIRECTOR’S REPORT**
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| In his report, Mr. Sloan:* informed the Board that System staff is in the process of creating a single report compiling the financial data in the 16 System service assessment reports and a similar document with staff time assigned per service. The reports will be available to the Board, Directors Association and System staff to rank and prioritize System services for the MHLS’ new five-year Plan of Service.
* reported that the assessment of “*Communications Among Member Libraries”* and “*Cooperative Efforts with Other Library Systems” has* been completed. Summary reports will be presented to the Board in March.
* asked Ms. Smith Aldrich, Coordinator for Library Sustainability, to review the highlights of the assessment summary report for Awareness and Advocacy Services: <http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Awareness-Advocacy-1.pdf>.

Ms. Smith Aldrich reviewed the goals (as specified in Element 7. of the Plan of Service), outputs, outcomes, costs, revenue sources, and value of the service.* informed the Board that the individual county statistical reports (*Docs. 6A.1-5)* provide data on the seven service elements collected by New York State, and is an excellent overview of current trends in library usage and services;
* reported that discussions are in progress with the Directors Association to determine the best usage of “Unassigned Funds” in the System’s 2016 budget. The Board will review all recommendations and assign funds.
* the System has received confirmation that the Town of Union Vale Board has approved the System’s proposed 2016 contract for the provision of library services to the Town’s residents. Upon receipt of the signed contract and a check for $72,000, the System will implement the removal of loan restrictions of non-print materials to Town residents, within a three day time period, as specified in the agreement.
 | *Director’s report presented**Service assessment report presented**reports reviewed**Budget review**underway**Union Vale contract approved*  |
| 1. **DIRECTOR’S ASSOCIATION LIAISON REPORT**
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| In the absence of Ms. Goverman, Director of the East Fishkill Library/January Directors Association Liaison to the Board, the Board had no questions regarding the Minutes of the December 2015 Meeting (*Doc. 7.A*). The Board was informed that the Annual Member Services Survey report will be reviewed by the Directors Association in February.  | *Liaison report accepted* |
| 1. **NEW BUSINESS**
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| 1. Review of Conflict of Interest Policy and Disclosure Statement of MHLS

Mr. Sloan informed the Board that the System’s *Conflict of Interest Policy* requires yearly review by the Board and signing of the *Disclosure Statement* (*Doc. 9.A*). The Board was asked to review the policy, and sign and return the Disclosure Statement to Ms. Winn, for filing in the MHLS Business Office. | *Policy reviewed* |
| 1. Staff Positions and Salaries for 2016

Mr. Sloan informed the Board that yearly review of staff positions and salaries (*Doc. 9.B*) is required (*to be in compliance with guidelines set forth by the Office of the New York State Comptroller*).Ms. Morini moved and Mr. Bickford seconded THAT THE BOARD APPROVES ALL STAFF POSITIONS AND SALARIES FOR 2016, AS PRESENTED. **The motion carried**. | *Staff positions reviewed and approved* |
| 1. **ORIENTATIONS**
2. Orientation for 2016 Advocacy Day

Ms. Smith Aldrich, Coordinator for Library Sustainability, presented a comprehensive orientation on library advocacy. The information disseminated prepares Board members planning to attend Library Advocacy Day, March 2, 2016, in Albany, New York, as well as trustees wishing to present personal concerns and/or have their voices heard by their local legislators. Topics highlighted in Ms. Smith Aldrich’s briefing included: * registration and travel information for Library Advocacy Day, March 2, 2016 (*Doc. 10.A.1*);
* the key issues facing libraries in 2016: the need for increased state funding (proportionate with increases in education funding); and, for an increase in Construction Grant Aid (*Doc. 10.A.2)*;
* the names and affiliation of New York State legislators, representing the MHLS region (*distributed and appended to file*), and protocols for approaching legislators and advocating effectively (Doc. 10.A.4);
* the learning objectives of the Advocacy Day Briefing Webinar being presented on Friday, February 19, 10:00-11:00 a.m. (*distributed and appended to file*).

Ms. Smith Aldrich evidenced the success of continued advocacy for library funding by the increase in library aid, repeal of the MTA tax and the significant increase in Bullet Aid received by member libraries in 2015. Mr. Sloan confirmed that $248,000 of legislative funds was allotted to System libraries in 2015.  | *Advocacy Day briefing presented* |
| 1. Digital Borrowing: eBooks, eAudiobooks, eMagazines

Ms. Advocate, Assistant Director, presented an overview of OverDrive’s digital borrowing collections; eBooks and eAudiobooks. Her report specified the purpose for maintaining these collections and the enormous growth in their usage from 2010-2015 (*Doc. 10.B)*. Ms. Advocate demonstrated how to create an eMagazine account and gain access to the 93 titles available through the System’s newest digital download service.  | *eResources reviewed* |
| 1. **COMMUNICATION**
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| 1. Staff

Ms. Advocate, Assistant Director, informed the Board that the System is half way through the distribution of books, donated by Barnes & Noble customers, for the ***Empire State Center for the Book*** project, that was created to put a book in the hands of every child. | *Book distribution underway* |
| 1. **ADJOURNMENT**

At 11:30 a.m., Mr. Bickford moved and Ms. Brill seconded THAT THE MEETING BE ADJOURNED. **The motion carried**.  |  |
| *The next meeting is scheduled for Saturday, March 19 @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.**Snow Date: Tuesday, March 22, @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.**Board Member Orientation & Luncheon @ MHLS following the meeting.* |
| Respectfully submitted by:Lisa Baker Brill, SecretaryApproved 2016By the MHLS Board of Trustees |