Report of the Incentives Committee
Tuesday, February 16th from 1:30-3:30pm in the MHLS Auditorium

1. Roll Call

   ✓ Richard Swierat, Chair (D)
   • Sharon Davis – (C) *[excused]*
   ✓ Debra Klein – (G)
   ✓ Michele Ment (P)
   ✓ Myrna Sameth (U)
   ✓ Tom Sloan (Staff Liaison)
   ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. Mr. Swierat requested and received approval of the meeting agenda.

3. Mr. Swierat cited the important responsibilities of the Committee including reviewing and ranking library construction projects, and recommending projects to the MHLS Board for funding through the NY Public Library Construction Grant Program.

4. Review of the Public Library Construction Grant Program Administration
   a) Ms. Smith Aldrich presented an overview of the grant program and application process undertaken in 2016.
   b) Incentive Committee Members considered the following issues, identified through the 2015 process:
      1) Should small projects that are actually phases of a larger projects be judged on their own or in context of the larger project?
         i. Committee Members agreed that they would consider elements of the larger project in ranking the smaller project if the library had adequately described how the smaller project is a phase of the larger project in their board approved prioritized facility plan which is required to be submitted with the MHLS Construction Needs Action Memo. A phased project plan would need to have an estimated timeline associated with it.

      2) Should additional consideration be given within the ranking process to projects dealing with "disaster recovery"?
         i. Committee Members agreed that under certain circumstances a library should be ranked higher if dealing with a disaster recovery situation. Staff was directed to create language for a new funding priority to address low probability-high consequence events that result in substantial loss of access to library services. This new funding priority is in the 2016 draft of MHLS Board Priorities for Funding that will be under consideration at the March 2016 MHLS Board meeting.

3) How to address the disconnect of the call for innovation in sustainable design and green technologies as stated in the MHLS "*Useful life energy conservation standards*" and the lack of a provision for acknowledging such innovation in the ranking process.
   i. Committee members agreed there should be an additional priority related to demonstrated leadership in sustainable design in the context of widely recognized sustainable design and energy conservation certification programs. This new funding priority is in the 2016 draft of MHLS Board Priorities for Funding that will be under consideration at the March 2016 MHLS Board meeting.

c) Committee Members reviewed and adjusted the review/ranking worksheet for the 2016 review process.

d) Committee Members reviewed and approved the 2016 process to review applications.

e) Committee Members reviewed and approved a recommendation to the MHLS Board on Board funding priorities.

f) Committee Members reviewed and approved a recommendation to the MHLS Board for a definition of "*Economically Disadvantaged Community*."

g) Board Bylaws Policy on Conflict of Interest
   i) Committee Members reviewed and discussed what constitutes a conflict of interest.
   ii) Committee Members agreed to talk with the director of the home library to determine if their home library had any plans for submitting a 2016 construction grant application.

5. No public comments were presented.

6. Committee Members agreed that their next meeting, to review and rank member library applications would be a mandatory in-person meeting at MHLS headquarters.

7. Mr. Sweirat requested and received approval to adjourn the meeting.

INCENTIVES COMMITTEE - Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.