

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES**  
**of the**  
**BOARD OF TRUSTEES MEETING**  
**March 19, 2016**

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

**1. ROLL CALL AND APPROVAL OF AGENDA**

Trustees Present: Stuart Auchincloss, John Bickford, Lisa Baker Brill, Sharon Davis (via GoToMeeting), John Dax, Michele Ment, Barry Ramage, Lynne Ridgeway, Myrna Sameth, Richard Swierat, Camilla W. von Bergen, Debra Wilcox, Mark Wilson

Trustees Absent: Dean Lavin (resigned); Regina Morini (e)

Liaison Present: Julie Dempsey, Director Highland Public Library

Liaison Absent: Tom Lawrence, Director Poughkeepsie Public Library District

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

**2. PRESIDENT'S REPORT**

In her report, President von Bergen informed the board that:

- attendance at NYLA Advocacy Day was an extremely productive and positive experience, and encouraged ongoing advocacy efforts;
- she has accepted the resignation of Greene County Board representative, Dean Lavin, effective as of March 8, 2016. Notice of the vacancy will be sent to Greene County Board Presidents and Library Directors. Upon selection of a candidate by the Greene County Library Association, the Board will be asked to appoint this candidate to complete the second year of Mr. Lavin's five-year term. The remaining three-years of this term will be filled by election at the Annual Membership Meeting in October.
- Columbia County Board representative, Sharon Davis, is participating<sup>i</sup> in today's meeting via GoToMeeting.

*President's report presented*

*Greene County vacancy announced*

**3. APPROVAL OF MINUTES**

Mr. Bickford moved and Mr. Swierat seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED. **The motion carried.** Ms. Ridgeway, Mr. Ramage and Mr. Swierat abstained.

*Minutes approved*

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### **4. TREASURER'S REPORTS**

In the absence of Board Treasurer, Morini, Ms von Bergen reported that Ms. Morini reviewed the Financial Report for December (*Doc. 4.A*) and found it acceptable. Ms. von Bergen reported that she reviewed the Revised Financial Report for January (*Doc. 4.B*) and found it acceptable. Mr. Bickford moved and Ms. Ridgeway seconded THAT THE FINANCIAL REPORTS FOR DECEMBER AND JANUARY BE RECEIVED. **The motion carried.**

*Financial reports received*

### **5. REPORT ON PAYMENT OF BILLS**

Ms. Ridgeway reported that she reviewed the warrants for December and found them acceptable (*Doc. 5.A*).

*Warrants received*

Mr. Dax reported that he reviewed the warrants for January and found them acceptable (*Doc. 5.B*).

Mr. Swierat reported that he reviewed the warrants for February and found them acceptable (*Doc. 5.C*).

Mr. Bickford moved and Mr. Dax seconded THAT THE WARRANT REPORTS FOR DECEMBER, JANUARY AND FEBRUARY BE RECEIVED. **The motion carried.**

### **6. DIRECTOR'S REPORT**

In his report, Mr. Sloan:

- briefly reviewed the scope and goals of the Moving Forward Project: to assign a cost/value assessment to the 16 System services; to provide data to aid in decision-making regarding the allocation of System resources over the next five years;
- informed the Board that the Moving Forward Project's final three service assessment reports have been completed, and asked Ms. Advocate, Assistant Director, and Ms. Smith Aldrich, Coordinator for Library Sustainability, to review the highlights of their service report(s). Ms. Advocate reviewed the goals (as specified in the Plan of Service), the outputs, outcomes, revenue source(s), and value/return on investment of **Cooperative Efforts With Other Library Systems** <http://midhudson.org/wp-content/uploads/2015/03/Moving-Forward-Cooperative-Efforts-with-Other-Library-Systems.pdf>; and, Ms. Smith Aldrich reviewed the corresponding information compiled for **Communications Among Member Libraries** <http://midhudson.org/wp-content/uploads/2015/03/Communications-Among-Member-Libraries.pdf>; and, **Construction** <http://midhudson.org/wp-content/uploads/2015/03/Construction-Program-Services.pdf>.
- reviewed and explained the components and categorical break-down of the compiled Financial Report <http://midhudson.org/wp-content/uploads/2015/03/Assessment-Reports-on-Services-Compiled-Financial-Report.pdf>; the Staff Report <http://midhudson.org/wp-content/uploads/2015/03/Assessment-Reports-on-Services-Compiled-MHLS-Staff-Report.pdf>; and the Value Report <http://midhudson.org/wp-content/uploads/2016/03/Compiled-Value-Report.pdf>;
- informed the Board that the compiled reports were created by System staff to streamline the process of ranking and prioritizing System services

*Final Assessment Summary Reports presented*

*Compiled reports reviewed*

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- by System staff, the Directors Association and the Board;
- reported the Survey to prioritize MHLS Services has been issued to System staff, and will be sent via email to the Board following this meeting, and to the Directors Association, following their April 5, meeting.

*Services Survey reviewed*

*Mr. Bickford congratulated System staff on the completion and compilation of the assessment reports, emphasized the importance of the information compiled, and encouraged 100% participation in the survey.*

- noted that additional data has been added to the Circulation Trends by Library-2010-2015 Report (*Item 2.A*);
- distributed a supplemental information sheet on report Item 3., 2016 MHLS Board Approved Budget (*appended to file*), and briefly reviewed the recommendation from MHLS Staff and the member libraries for the allocation of \$39,600 of “Unassigned Funds”. Following review, Mr. Dax moved and Ms. Sameth seconded THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$39,600 IN MHLS UNASSIGNED FUNDS TO PAY FOR EACH MEMBER LIBRARY’S 2016 MEMBER ASSESSMENT SIERRA CAPITAL FEE. **The motion carried.**
- reported that vendor responses to the RFP for Network Services will be reviewed by the Directors Association in April, and presented to the Board in May.

*Allocation of “Unassigned Funds” approved*

*RFP’s to be reviewed*

### **7. DIRECTOR’S ASSOCIATION LIAISON REPORT**

Ms. Dempsey, Director of the Highland Public Library/Directors Association Liaison to the Board for March, presented the Minutes of the March Meeting, and informed the Board that, at the March meeting, the Directors approved changes to Sierra Courtesy Notices scheduled to go into effect in April (*Doc. 7.A*).

*Liaison report presented*

### **8. INCENTIVES COMMITTEE REPORT**

Mr. Swierat, Chair of the Incentives Committee, referred to the Report of the Committee’s meeting of February 16, (*Doc.8.A*), and reported that the committee reviewed and discussed the MHLS Public Library Construction Grant application process for 2016, and:

*NYS Construction Grant Application Process reviewed*

- considered issues identified through the 2015 survey findings of the application process (*Item 4.*);
- reviewed and adjusted the ranking priorities for 2016 projects (*Doc. 8.B.1*); and,
- reviewed the definition of an “Economically Disadvantaged Community” (*Doc. 8.B.2*).

Following discussion, Mr. Swierat moved the committee’s recommendation THAT THE BOARD APPROVES THE FUNDING PRIORITIES FOR PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED. Following further discussion, Mr. Bickford moved and Mr. Swierat seconded that the motion be amended to read: THAT THE BOARD APPROVES THE FUNDING PRIORITIES FOR PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATIONS AND THAT THESE PRIORITIES DO NOT APPLY TO MHLS CONSTRUCTION GRANT APPLICATIONS. **The motion carried.**

*Grant funding priorities approved*

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Following review of the committee's approved definition of an "economically disadvantaged community", Mr. Swierat moved the committee's recommendation THAT THE BOARD APPROVES THE DEFINITION OF WHAT QUALIFIES A MHLS LIBRARY AS AN "ECONOMICALLY DISADVANTAGED COMMUNITY", AS PRESENTED. Ms. Ment seconded the motion. **The motion carried.**

*Definition approved*

### **9. TRUSTEE SERVICES COMMITTEE REPORT**

Ms. Sameth, Chair of the Trustee Services Committee, informed the board that the committee met on February 25, and briefly reviewed the items discussed by the committee (*Doc. 9.A*).

*Trustee Services Committee report presented*

*The Board discussed MHLS Board Outreach (Item 7.) of the report, and agreed that it is incumbent upon System trustees to initiate contact with their county Board Presidents and Library Directors, and that providing a list of suggested "talking points" would optimize attendance at county meetings.*

#### **New York Library Association Memberships**

Ms. Sameth reported that the New York Library Association (NYLA) has confirmed that trustees of Library/Library Systems that have organizational memberships are eligible to receive FREE non-voting memberships in NYLA.

### **10. PERSONNEL AND PLANNING COMMITTEE REPORT**

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that additions/changes have been made to the preliminary Services Survey report presented to the Board in December. He then briefly reviewed the updated information in the final report (*Doc. 10.A.*) including:

*Final System Services Survey Report presented*

- appendices b)and c), comments from Board Presidents and Library Directors;
- final comments from the Directors Association and the System Services Advisory Committee (*pg. 3*);
- review of library directors survey results and recommendations (*pg. 4*);
- review of library board presidents survey results and recommendations (*pgs. 3/4*);

Mr. Bickford informed the Board that the 115 responses to the surveys yielded valuable information regarding System services, and that System staff will address areas reported as needing improvement.

Development of the 2016 surveys will correspond to the elements of the new five-year Plan of Service (2016-2021) and, the committee will consider a recommendation to use focus groups in addition to or instead of a written survey.

Copies of the final report will be forwarded to all participants.

*The Board thanked Mr. Bickford for his outstanding efforts in the development and facilitation of the 2015 survey process.*

### **11. NEW BUSINESS**

#### **A. NYS Family Literacy Library Services Grant Program**

Following a brief review of the focus, criteria and budget of the Family Services Literacy Grant project (*Doc. 12.A*), by Ms. Advocate, Assistant Director, Ms. Ment

*Family Services Grant certified*

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moved and Mr. Dax seconded THAT THE BOARD CERTIFIES THE SYSTEM'S 2016-2019 NEW YORK STATE FAMILY SERVICES LITERACY GRANT PROJECT, AS PRESENTED. **The motion carried.**

### B. NYS Adult Literacy Library Services Grant Program

Following a brief review of the focus, criteria and budget of the Adult Services Literacy Grant project (*Doc. 12.B*), by Ms. Advocate, Assistant Director, Mr. Auchincloss moved and Mr. Bickford seconded THAT THE BOARD CERTIFIES THE SYSTEM'S 2016-2019 NEW YORK STATE ADULT SERVICES LITERACY GRANT PROJECT, AS PRESENTED. **The motion carried.**

*Adult Services Grant certified*

### C. RFP Responses for Delivery Services

Mr. Sloan informed the Board that new guidelines have been put in place by the NYS Comptroller requiring Systems to bid out for contracts for services. The second request for RFP's for System Delivery Services resulted in the receipt of five bids. As indicated, in the summary report on responses (*Doc. 12.C*), ALD Services submitted the lowest bid.

*Delivery vendors reviewed*

Following review of the RFP responses, Ms. Ment moved and Ms. Baker Brill seconded THAT THE BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO NEGOTIATE AND SIGN A CONTRACT FOR THE PROVISION OF DELIVERY SERVICE, COMMENCING JULY 1, 2016. **The motion carried.**

### D. Review and Approval of Patterson Library Variance

Ms. von Bergen informed the Board that libraries 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. She then explained that Patterson Library Director, Patti Haar, is in non-compliance with Standard 11, regarding the employment of a director with the required credentials (*Doc. 12.D*), and is requesting 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 Ms. Brill seconded THAT THE BOARD APPROVES SUBMISSION OF A VARIANCE REQUEST TO THE NEW YORK STATE LIBRARY FROM THE PATTERSON LIBRARY. **The motion carried.**

*Variance Request approved*

## **12. ORIENTATION**

Mr. Sloan informed the Board that the Service Fees Paid to MHLS Report (*Doc. 13. A-Attachments A-F*) addresses questions and comments raised by the Directors Association in 2015 and, in addition, includes a breakdown of the percent of local operating funds of each member library represented by member assessment fees (*Attachment-G*).

*Member Assessment Fees reviewed*

Mr. Sloan reiterated that the process and formula used to calculate member fees is determined by the Directors Association.

## **13. COMMUNICATION**

### A. Board

Ms. Ment read a thank you email she received from Patterson Library Director, Patti Haar, subsequent to her attendance at the library's February Board of Trustees meeting (*appended to file*).

*Board outreach reported*

