

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES**  
**of the**  
**BOARD OF TRUSTEES MEETING**  
**May 11, 2016**

President von Bergen called the meeting to order at 10:10 a.m., in the Community Room of the Kent Public Library.

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

Trustees Present:	Stuart Auchincloss, John Bickford, Lisa Baker Brill, Sharon Davis, John Dax, Michele Ment, Regina Morini, Barry Ramage, Lynne Ridgeway, Myrna Sameth, Camilla W. von Bergen, Debra Wilcox, Mark Wilson
Trustees Absent:	Richard Swierat (e)
Liaisons Present:	Tom Lawrence, Director Poughkeepsie Public Library District; Patti Haar, Director Patterson Library
Staff Present:	Merribeth Advocate, Robert Drake, Tom Sloan, Linda Vittone, Peggy Winn
Others Present:	Mary Linda Todd, MHLS Board Candidate; Carol Donick, Director Kent Public Library; Marty Collins, Trustee Kent Public Library; Michael Mohoney, Board President Kent Public Library; Donald Ferraro, Board President Patterson Library; Gina Loprinzo, Director Brewster Public Library

**2. PRESIDENT'S REPORT**

In her report, President von Bergen:

- asked visiting trustees and library directors to introduce themselves, and thanked them for their attendance;
- introduced Greene County Board nominee, Mary Linda Todd, selected by the Greene County Library Directors Association, for appointment to the MHLS Board to fill the Board seat vacated by the resignation of Dean Lavin. Ms. Todd will serve the remainder of Mr. Lavin's 2016 term, and be nominated for election at the 2016 Annual Membership Meeting, to complete the last three years of this term as stated in the MHLS Bylaws, Article IV. Sec. 5.

<http://board.midhudson.org/wpcontent/uploads/2013/11/Bylaws2014.pdf>

Ms. Todd introduced herself and stated her desire to work with the MHLS Board and serve its member libraries.

Mr. Bickford moved and Ms. Brill seconded THAT THE BOARD APPOINTS MARY LINDA TODD AS A GREENE COUNTY REPRESENTATIVE TO FILL THE REMAINDER OF THE 2016

*President's  
report presented*

*Greene County  
representative  
appointed*

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TERM VACATED BY THE RESIGNATION OF DEAN LAVIN. **The motion carried.**

### **3. APPROVAL OF MINUTES**

Following review of the motions put forth in the Incentives Committee Report (#8.), the Board agreed to strike the words “*that the motion be amended to read*”, to clarify that the second motion was made, seconded and carried.

*Minutes  
approved*

Mr. Auchincloss moved and Mr. Bickford seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED, AS AMENDED. **The motion carried.**

### **4. TREASURER’S REPORTS**

Board Treasurer, Morini, reported that she reviewed the Financial Reports for February and March (*Docs. 4.A/B*) and found them acceptable. Ms. Ment moved and Mr. Auchincloss seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY AND MARCH BE RECEIVED. **The motion carried.**

*Financial reports  
received*

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

Mr. Ramage reported that he reviewed the warrants for March and found them acceptable (*Doc. 5.A*).

*Warrants  
received*

Ms. Ment reported that he reviewed the warrants for April and found them acceptable (*Doc. 5.B*).

Ms. Ridgeway moved and Ms. Brill seconded THAT THE WARRANT REPORTS FOR MARCH AND APRIL BE RECEIVED. **The motion carried.**

### **6. DIRECTOR’S REPORT**

Mr. Sloan presented a brief summary of the scope and goals of the “*Moving Forward Project*”: to assign a cost/value assessment of the System’s 16 services, <http://midhudson.org/topics/statistics-research/moving-forward/>, and utilize this data to help determine how best to allocate System resources over the next five-years, and reported that:

*Moving Forward  
Project reviewed*

- data in the service assessment reports will be reviewed and updated annually;
- the compiled Financial, Staff, and Value reports were created to help streamline the process of prioritizing System services, <http://midhudson.org/wp-content/uploads/2015/03/Assessment-Reports-on-Services-Compiled-Financial-Report.pdf>; <http://midhudson.org/wp-content/uploads/2015/03/Assessment-Reports-on-Services-Compiled-MHLS-Staff-Report.pdf>; <http://midhudson.org/wp-content/uploads/2016/03/Compiled-Value-Report.pdf>.
- results of the three stakeholders services prioritizing surveys, Library Directors, <http://da.midhudson.org/wp-content/uploads/2016/04/Survey-of-Service-Priorities-MHLS-Library-Directors-04152016.pdf>; MHLS Board, <http://da.midhudson.org/wp-content/uploads/2016/04/Survey-of-Service-Priorities-MHLS-Trustees-04152016.pdf>; System Staff, <http://da.midhudson.org/wp-content/uploads/2016/04/Survey-of-Service-Priorities-MHLS-Staff-04152016.pdf>; and the combined Stakeholders Report, <http://da.midhudson.org/wp-content/uploads/2016/04/Survey-of-Service-Priorities-MHLS-Stakeholders-Combined-04152016.pdf>; indicate no substantial differences in the prioritizing of System services among the three groups, and provides valuable information for the development of the System’s new five-year Plan of Service (2017-2021), and for planning the 2017 annual budget;

*Services Survey  
results reported*

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- System staff is in the process of drafting the new Plan of Service using the specific format and guidelines mandated by the State Library. The schedule for review and approval of the Plan, as itemized in (1.E.), has been reviewed and approved by the Personnel & Planning Committee. *New P.O.S. being development*

*The Board requested that adequate time be provided to review the draft of the Plan of Service and send comments to Mr. Bickford, Chair of the Personnel & Planning Committee, prior to the July 13, meeting.*

- the "Library Service Trends Report" on System-wide weeding, and libraries with increased circulation, <http://da.midhudson.org/wp-content/uploads/2016/03/Percent-of-Items-Not-Checked-Out-Weeded-1.pdf>, appears to show a correlation between weeding of outdated materials and the resulting creation of shelf space, and increased circulation numbers. *Weeding/Circulation reviewed*
- the System is fortunate to have the opportunity to partner with the Board of Cooperative Educational Services (BOCES) of Ulster County in an RFP for Network Services, and member libraries are being offered an excellent opportunity to increase Bandwidth to provide improved Internet service to their patrons. *Broadband Services discussed*  
Mr. Sloan asked Mr. Drake, Technology Operations Manager, to review the information provided in the county reports of Vendor Responses to the Ulster BOCES RFP for Network Services. Mr. Drake reviewed and explained the data compiled in the Columbia/Greene report, <http://da.midhudson.org/wp-content/uploads/2016/04/Greene-Columbia-Report.pdf>, which provides a clear snapshot of the current costs for Broadband in these two counties.
- the Annual Membership Meeting, on October 14, 2016, will be held at the Henry A. Wallace Visitor and Education Center, Franklin D. Roosevelt Presidential Library and Museum, Hyde Park, N.Y. The Director of the FDR Library, Paul Sparrow, has agreed to be the Keynote Speaker. *AMM Plans discussed*

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

Ms. Haar, Director of the Patterson Library/Directors Association Liaison to the Board for May, informed the Board that, at the May meeting, the Directors voted to increase the allowed number of OverDrive Checkouts/Holds to ten (10), in direct response to the increased demand for digital materials. *Liaison report presented*

### **8. CENTRAL LIBRARY REPORT**

Mr. Lawrence, Director of the Poughkeepsie Public Library District: *CL Services report presented*

- gave a brief history of the Central Library's cooperative relationship with the MHLS to provide reference services to the member libraries through the Central Library's Development Aid and Book Aid program, and explained how the focus of the library's services has evolved over the years, to meet the ever changing needs of the member libraries.
- presented the Central Library's first quarter report for 2016 (*Doc. 8.A*), which is based on the elements of the Central Library's Plan of Service, and provides current budget and program information on the supplemental reference and training services provided to the member libraries and correctional facilities.

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### **9. BYLAWS POLICY AND PROCEDURES COMMITTEE REPORT**

Mr. Dax, Chair of the Bylaws, Policy and Procedures Committee, informed the Board that the committee reviewed the Committee's charge and the MHLS Bylaws (*Doc. 9.A*), and recommends that no changes be proposed, at this time.

*Bylaws reviewed*

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

Mr. Bickford, Chair of the Personnel and Planning Committee:

- asked if there were any questions about the Committee's report of its April 22, meeting (*Doc. 10.A*);
- referenced item 6. of his report 2016 Board Surveys, and asked the Board to contact him by email with any additional comments and ideas for future service surveys;
- reviewed the proposed revisions to the "Staff Overnight Travel Policy" (*Doc. 10.A.1*), and moved the committee's recommendation THAT THE BOARD APPROVES THE STAFF OVERNIGHT TRAVEL POLICY, AS PRESENTED. **The motion carried.**

*P & P Committee report presented*

### **11. UNFINISHED BUSINESS**

None reported.

### **12. NEW BUSINESS**

#### **A. MHLS 2015 Annual Report**

Mr. Sloan informed the Board that New York State requires Board review and acceptance of the System's Annual Report (*Doc. 12.A*), and thanked Linda Vittone and Merribeth Advocate for their diligence in the preparation of the report. There being no additional questions or comments, Mr. Bickford moved and Mr. Dax seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE MHLS' 2015 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

*2015 Annual Report approved*

### **13. COMMUNICATION**

#### **A. Staff**

Ms. Advocate, Assistant Director:

- reminded the Board that the Spring sessions of the 2016 *Essential Trustee Duties & Responsibilities* workshops are open for registration, and encouraged attendance;
- clarified the intent of the Open eBooks app and the targeted income and age range groups.

*CE report presented*

In the absence of Ms. Smith Aldrich, Coordinator for Library Sustainability, Mr. Sloan highlighted the following items from her written report (*Doc. 13.B.1*):

- the successful outcome of state advocacy efforts is evidenced by increases in the amount of total state aid for libraries, construction aid, and the MTA Payroll Tax Reimbursement;
- libraries are reminded that this is an opportune time to request Bullet Aid from their local legislative representatives;
- the lawsuit challenging a Syracuse area association library's right to hold a public vote is an important issue. Invalidation of this right would negatively

*Advocacy issues reviewed*

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impact many libraries in our region. For more information: <https://www.nyla.org/max/donate/formnldf.html>.

## B. 2015 GCLA Annual Report

Mr. Sloan referred to the content and organization of the Greene County Libraries Association 2015 Annual Report (*Doc. 13.C*), and commended Sue Ray, as Chair of the Association, and the Greene County directors for their efforts.

*GCLA Annual  
Report praised*

### C. Presentation on Putnam County Funding for Libraries

Ms. Donick, Director of the Kent Public Library, presented an overview of how Putnam County directors have successfully worked with their county legislative representatives to continually increase funding for their libraries. Ms. Donick shared a number of advocacy tips, including: attendance at public events, media promotion of library programs, and requesting funds for specific needs.

*PC advocacy  
reviewed*

*The Board thanked Ms. Donick for her informative presentation and congratulated Putnam County Directors for their outstanding advocacy initiatives.*

**14. ADJOURNMENT**

At 12:00 p.m., Ms. Morini moved and Ms. Brill seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2016  
By the MHLS Board of Trustees