

MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 13, 2016

President von Bergen called the meeting to order at 10:05 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, John Dax, Debra Klein, Michele Ment, Regina Morini , Barry Ramage, Lynne Ridgeway, Richard Swierat, Mary Linda Todd, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	Myrna Sameth (e)
Liaison Present:	Carol Fortier, Director Beekman 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
Others:	Sean Fay, Linda Hannigan (Partner), Sedore & Company, C.P.A.'s, P.C.

2. PRESIDENT'S REPORT

President von Bergen welcomed the Board and visitors in attendance, and opened the meeting.

President's report presented

3. APPROVAL OF MINUTES

Mr. Bickford moved and Mr. Swierat seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED. **The motion carried.**

Minutes approved

4. TREASURER'S REPORTS

Board Treasurer, Morini, reported that she reviewed the Financial Reports for April and May (*Docs. 4.A-4.B*) and found them acceptable. Mr. Bickford moved and Mr. Swierat seconded THAT THE FINANCIAL REPORTS FOR APRIL AND MAY BE RECEIVED. **The motion carried.**

Financial reports received

Audit Committee Report

Mr. Dax, Chair of the Audit Committee, reported that the committee reviewed the Draft Audit Report, prepared by Sedore & Company, C.P.A.'s, P.C. and

2015 Audit reviewed and approved

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suggested no changes. He then moved the committee's recommendation THAT THE BOARD APPROVES THE INDEPENDENT ACCOUNTANTS' AUDIT OF THE MHLS' 2015 FINANCIAL STATEMENTS PERFORMED BY SEDORE & COMPANY, C.P.A.'S, P.C., AS PRESENTED. Mr. Swierat seconded the motion.

Mr. Dax then gave the floor to Board President von Bergen who introduced Linda Hannigan, and Sean Fay, Partner and Auditor respectively, with Sedore & Company, C.P.A.'s, P.C.

A Summary Report of the "Reviewed Financial Statements" (*appended to file*) was distributed. Ms. Hannigan briefly reviewed the purpose, requirements and scope of the Audit. Mr. Fay reviewed highlights of the financial sections of the report, and informed the Board that there were no reportable findings regarding the System's financial records.

Following the Audit review, Ms von Bergen called for a vote on the Audit Committee's recommended motion and, **the motion carried**.

The Board thanked Business Manager, Vittone, for her excellent management and oversight of the System's financial records.

5. REPORT ON PAYMENT OF BILLS

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

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

Mr. Bickford moved and Ms. Morini seconded THAT THE WARRANTS FOR MAY AND JUNE BE RECEIVED. **The motion carried**.

6. DIRECTOR'S REPORT

In his report (*Doc. 6*), Mr. Sloan:

- deferred discussion and comments on the Plan of Service (*Item. 1 E.*) to the Personnel & Planning Committee Report, and thanked Mr. Bickford for his assistance in the development of the review process for the new 5-year Plan of Service (2017-2021); *P.O.S. discussion under P&P report*
- reviewed the first Board approved recommendation from the Directors Association and System staff for the expenditure of MHLS 2016 "Unassigned" Budget funds (*item 2.A.2*), and the current recommendation for the expenditure of \$2,490 of these funds for the purchase of "Library Elf" (*Item 2.A.3*). Following a brief description of the proposed patron notification system by Mr. Drake, Technology Operations Manager, Ms. Morini moved and Mr. Dax seconded THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$2,490 OF MHLS 2016 UNASSIGNED BUDGET FUNDS FOR THE YEAR ONE SUBSCRIPTION TO LIBRARY ELF. **The motion carried**. *Allocation of "Unassigned" funds approved*
Additional recommendations for expenditure of 2016 MHLS "Unassigned" funds is forthcoming, in September.
- reported that transition to the System's newly implemented 5 day delivery schedule, on July 1, is progressing smoothly. The Directors Association has made no recommendations for changes at this time. *New Delivery Schedule implemented*
- informed the Board that auditors from the Office of the State Comptroller are currently performing a separate audit of the System's *OAS Auditors onsite at MHLS*

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financial records. It is expected that the onsite audit will be completed by August. The Executive Director will keep the Board apprised of the progress of the audit and, upon receipt of a final report from the State, provide the document to the Board.

- reported that System staff is in the process of meeting with directors to determine actions to improve services in the three areas identified in the 2015 MHLS Board Survey of Library Directors as “Needs Improvement”. He then asked Ms. Advocate to report on findings from meetings with Dutchess and Ulster County Directors on Youth Services.

Actions re: 2015 Survey to Library Directors

Ms. Advocate, Assistant Director, informed the Board that the consensus of the Dutchess and Ulster County Directors is that the rating of Youth Services was based on a comparison to earlier plans, when MHLS had a full-time Youth Services Coordinator, and that they will be moving forward with local and county activities to support their Youth Services staff.

Mr. Sloan then reviewed the actions and efforts completed and underway to address the two remaining services named as “Needs Improvement”: III Software/Functions; and Internet Service Provider (ISP) Services.

Mr. Drake, Technology Operations Manager, clarified the System’s current position regarding staff efforts to improve Broadband services for the member libraries, and briefly reviewed related actions (*Item 5.A.3*).

- informed the Board that member library Annual Reports to the State require that they are in compliance with all of the Commissioner’s Regulation 90.2 Minimum Standards. The Morton Memorial Library has requested three Variances for non-compliance to #’s 2,3,5 of these Standards (*Item 6.*). System staff is now in receipt of the documentation for the three Variances, and following staff review of the revised requests, they will be presented to the Board for review and approval, at the September meeting.

MML Variances requested

The Board expressed the importance of all 66 libraries being in compliance with the Minimum Standards in order for the System to receive its State Aid funds, and recommended that staff consider additional ways to ensure that libraries are able to meet all of these Standards, or to submit Variance Requests, within the System’s designated deadline.

7. DIRECTOR’S ASSOCIATION LIAISON REPORTS

Ms. Fortier, Director of the Beekman Library/Directors Association Liaison to the Board for July, briefly reviewed the action items reported in the June Directors Association Meeting Minutes (*Doc. 7.B*), and reported that at the July meeting the Directors approved: the 2017 Member Assessment Table, the 2017 Central Library and Member Library cost share for eResources, and the purchase of Consumer Reports for all MHLS libraries (*Minutes of the July 13, Directors Association Meeting will be appended to file*).

Liaison reports presented

The Board discussed the importance of decisions made at the Directors Association meetings, and asked System staff to continue to encourage optimum attendance at these meetings by library directors or their appointed

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representative.

8. FACILITIES COMMITTEE REPORT

Mr. Wilson, Chair of the Facilities Committee, referred to the Report of the Committee's meeting of May 27, and informed the Board that the committee reviewed and discussed the status of 2015 and 2016 facilities projects; how best to ensure that System facilities projects are in compliance with guiding principles for sustainable buildings; and, proposed 2017 facilities projects for consideration for the MHLS' 2016-2017 New York State Public Library Construction Grant Application (*Doc. 8.A*).

*2017 MHLS NYS
Construction Grant
Application projects
approved*

Following review of the proposed 2017 projects and timelines, Mr. Wilson moved the committee's recommendation

THAT THE BOARD APPROVES THE PROPOSED 2017 MHLS FACILITIES CONSTRUCTION PROJECTS, AS OUTLINED. Mr. Bickford seconded the motion.

The motion carried.

Mr. Wilson recognized and thanked Chris Herron, Facilities Manager, for the outstanding contributions he has made to maintain and improve System facilities.

Executive Session (New Business, Item 11.C of Agenda)

At 11:40 a.m., President von Bergen called for a motion to go into Executive Session. Ms. Brill moved and Mr. Auchincloss seconded

*Board goes to
Executive Session*

THAT THE BOARD GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF A PERSONNEL MATTER REGARDING A PARTICULAR PERSON'S EMPLOYMENT. **The motion carried.**

At 11:52 a.m., Mr. Auchincloss moved and Mr. Bickford seconded
THAT THE BOARD LEAVE EXECUTIVE SESSION.

At 11:55, a.m., President von Bergen reconvened the regular meeting of the Board and, Ms. Brill moved and Mr. Dax seconded

THAT THE BOARD AUTHORIZES THE EXECUTION OF THE CONTRACT FOR THE EXECUTIVE DIRECTOR, TOM SLOAN, AS PRESENTED BY THE EXECUTIVE COMMITTEE. **The motion carried.**

9. PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that no formal meeting of the committee was held, and following review of the draft of the Plan of Service by the Board, no comments were sent to him for review.

*P & P Committee
report presented*

Mr. Sloan then:

- referred to the Third Draft of the Plan of Service (*Doc. 9.A.1*), and reported that, following review and discussion by System staff, the Director's Association and focus groups, no substantial wording changes were made to the document. However, at the suggestion of Ms. Sameth, System staff is reviewing the document to ensure that the word sustainability has been correctly incorporated.
- reported that the third draft of the Free Direct Access Plan (*Doc. 9.A.2*) adheres to the format provided by the State. No major changes have been made to the document, however, data on what constitutes excess usage of a library's collection by unchartered populations, has been

P.O.S. reviewed

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clarified.

- Informed the Board that the Central Library Plan (*Doc. 9.A.3*) has been reviewed by the Central Library Advisory Committee, and will require final approval by the Central Library Board and the MHLS Board.

CL Plan reviewed

10. UNFINISHED BUSINESS

Revised 2016 Meeting Schedule

Mr. Sloan informed the Board that Ms. Sameth has offered to host a luncheon following the September 14, Board meeting for all meeting attendees.

*Board luncheon
planned*

11. NEW BUSINESS

A. Central Library 2016 Development/Book Aid Budget

In the absence of Mr. Lawrence, Director of the Poughkeepsie Public Library District, Mr. Sloan informed the Board that, as the Central Library is designated funds by the state to provide services to the member libraries, the state requires that the MHLS' Board approve the Central Library's 2016 Development and Book Aid Budget, (*Doc. 12.A*). Ms. Morini moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE CENTRAL LIBRARY'S 2016 DEVELOPMENT AND BOOK AID BUDGET, AS PRESENTED. **The motion carried.**

CL 2016
Development/Book
Aid Budget
approved

B. Morton Memorial Library Variances

Full report given in Director's Report (*Doc. 6*).

12. BOARD ORIENTATION

NYS Public Library Construction Grant Program

Ms. Smith Aldrich, Coordinator for Library Sustainability, gave a presentation on the New York State Public Library Construction Grant Program that included information regarding: the source of program funding; administration responsibilities of the Board and staff; and the guidelines, components and timelines for submission of grant applications.

The Board thanked Ms. Smith Aldrich for the outstanding service she provides the member libraries, and for her thorough and informative presentation.

*NYS Construction
Grant Program
reviewed*

13. ADJOURNMENT

At 12:28 p.m., Mr. Auchincloss moved and Ms. Baker Brill seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The next meeting is scheduled for Wednesday, September 14 at 10:00 a.m. @ the Mountain Top Library, Haines Falls, New York.

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2016
By the MHLS Board of Trustees