

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES**  
**of the**  
**BOARD OF TRUSTEES MEETING**  
**September 14, 2016**

President von Bergen called the meeting to order at 10:15 a.m., in the second floor Meeting Room of the Mountain Top Library, Tannersville, New York.

**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, Myrna Sameth, Richard Swierat, Camilla W. von Bergen
Trustees Absent:	Mary Linda Todd (e), Mark Wilson (e)
Liaisons Present:	Linda Deubert, Director Heermance Memorial 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:	Kenneth Goldberg, Ulster County MHLS Board Candidate, Sue Ray, Director Catskill Public Library

**2. PRESIDENT'S REPORT**

In her report, President von Bergen welcomed attendees and thanked Director, Maureen Garcia, Director, of the Mountain Top Library, for hosting the meeting, and facilitating a tour of the library.	<i>President's report presented</i>
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**3. APPROVAL OF MINUTES**

Mr. Bickford moved and Mr. Swierat seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. <b>The motion carried</b>	<i>Minutes approved</i>
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**4. TREASURER'S REPORTS**

Board Treasurer, Morini, reported that she reviewed the Financial Reports for June and July ( <i>Docs. 4.A, 4.B</i> ) and found them acceptable. Mr. Bickford moved and Ms. Brill seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. <b>The motion carried.</b>	<i>Financial reports received</i>
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**5. REPORT ON PAYMENT OF BILLS**

Ms. Brill reported that she reviewed the warrants for July and found them	<i>Warrants received</i>
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acceptable (*Doc. 5.A*).

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

Mr. Bickford moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR JULY AND AUGUST BE RECEIVED. **The motion carried.**

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

The Executive Director referred to Items 1. 2. and 6. of his written report (*Doc. 6*), and reported that:

- under New Business, the Board will be asked to approve the Final Draft of the MHLS' new five-year Plan of Service (2017-2021), and the final recommendation by the System Services Advisory Committee, for the allocation of "Unassigned Funds" in the MHLS 2016 Budget- the purchase of one Aerohive Router for each member library; *Two motions to be presented*
- the meeting Agenda has been amended to add the approval of the MHLS Corrective Action Plan, in response to the Office of the State Comptroller's Report of Examination; *Agenda amended*
- registration is in progress for this year's Annual Membership Meeting. The event is being held at the FDR Presidential Library and Home, Hyde Park. Paul Sparrow, Director of the FDR Library and Museum, will be the Keynote Speaker. A complimentary tour of the FDR Presidential Home and free admission to the FDR Library and Museum has been arranged. *AMM registration in progress*

### **7. DIRECTORS ASSOCIATION LIAISON REPORT**

Ms. Deubert, Director of the Heermance Memorial Library/Directors Association Liaison to the Board for September, presented the Minutes of the July Meeting (*Doc. 7.A*), and informed the Board that, at the September meeting, the Directors accepted the System Services Advisory Committee's recommendation that "Unassigned Funds" in the MHLS 2016 budget be allocated for the purchase of one Aerohive Router for each member library, to be implemented over three years. Ms. Deubert noted that this action was preceded by the Directors approval of the purchase of Library Elf, an electronic patron notification system.

*Liaison report presented*

### **8. FINANCE COMMITTEE REPORT**

Ms. Morini, Chair of the Finance Committee, reported that the committee met on August 22 and reviewed: proposed expenditures from the 2016 Budget; the categorical aid budgets for Coordinated Outreach, Correctional Facilities, and County Jails; the adjusted 2016 mid-year budget; proposed revisions to the MHLS Fiscal Policy Manual; the MHLS post-employment Health Insurance Coverage Policy; and planning targets for the 2017 Budget (*Doc. 8.A*).

There being no additional questions regarding her report, Ms. Morini moved the committee's recommendations:

- THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$122,079 IN MHLS CAPITAL FUNDS FOR 2016-2017 CONSTRUCTION PROJECTS. Mr. Bickford seconded the motion. **The motion carried.**
- THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$16,990 IN BUILDING OPERATIONS FUNDS FOR A SECURITY CAMERA SYSTEM. Mr. Bickford seconded the motion. **The motion carried.**

*Finance Committee report presented*

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- THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$12,000 IN UNASSIGNED FUNDS TO PURCHASE OVERDRIVE CONTENT FOR THE REMAINDER OF CALENDAR YEAR 2016. Ms. Sameth seconded the motion. **The motion carried.**
- THAT THE BOARD APPROVES THE 2016 MID-YEAR ADJUSTED BUDGET, AS PRESENTED. Ms. Ment seconded the motion. **The motion carried.**
- THAT THE BOARD APPROVES THE PROPOSED REVISIONS TO MHLS FISCAL POLICIES AND THE NEW EQUIPMENT POLICY, AS PRESENTED. Mr. Swierat seconded the motion. **The motion carried.**
- THAT THE BOARD APPROVES THE CHANGE TO THE MHLS POST-EMPLOYMENT HEALTH INSURANCE COVERAGE POLICY, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

Mr. Sloan informed the Board that the System's financial policies are reviewed yearly, and updated as needed. The Fiscal Policy Manual has been updated to include a new Equipment Control Policy, and a revised Procurement Policy that meets the recommendations of the Office of the State Comptroller.

### **9. INCENTIVES COMMITTEE REPORT**

Mr. Swierat, Chair of the Incentives Committee, referred to the Report of the Committee's meeting of August 29, and reported that the committee reviewed the System's two Construction Grant applications and ranked and prioritized 13 member library Construction Grant applications. The applications were ranked and prioritized using the funding criteria developed by the committee and approved by the Board (*Doc. 9.A*). The committee agreed to recommend approval of the System's two Construction Grant Applications, and to recommend grant awards for 13 member libraries.

#### **Construction Grant Award Recommendations**

Following a brief review of the proposed Member Library Construction Grant Awards (*Doc. 9.A.1*), Mr. Swierat moved the committee's recommendation THAT THE BOARD APPROVES THE RECOMMENDATIONS FOR 2017 CONSTRUCTION GRANT AWARDS FOR THE MEMBER LIBRARIES, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.**

*Construction Grant Awards approved*

#### **Authentication of MHLS 2017 Construction Grant Applications**

Mr. Swierat referenced the System's two 2017 Construction Grant project narratives: the replacement of the Auditorium windows; and, the replacement of MHLS Office Building's ground floor condenser and air circulation unit (*Docs. 9.B.1 & 9.B.2*), and moved the committee's recommendation THAT THE BOARD AUTHENTICATES THE MHLS' TWO 2017 CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED. Mr. Auchincloss seconded the motion **The motion carried.**

*MHLS Construction Grant Applications authenticated*

### **10. NOMINATIONS AND ELECTIONS COMMITTEE REPORT**

Ms. Brill, Chair of the Nominations and Elections Committee, reported that she conducted an online GoToMeeting on August 31, and reviewed the proposed Slate of Board Officers/Executive Committee member for 2017, and the proposed

*2017 Slate of Officers presented*

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change to the “*Procedures for Election of Trustees*”. Ms. Brill presented the committee’s recommendation for the 2017 Slate of Board Officers/Executive Committee member for 2017:

- President Camilla von Bergen
- Vice President Mark Wilson
- Secretary Lisa Baker Brill
- Treasurer Barry Ramage
- Board Member John Dax

The Board will vote to elect the slate in December.

Following a brief review of the proposed change to Article II. NOMINATIONS, Section 2.01 of the “*Procedures for Election of Trustees*” (Doc. 10.A), Ms. Brill moved the committee’s recommendation THAT THE BOARD APPROVES THE CHANGE TO ARTICLE 11. SECTION 2.01 OF THE PROCEDURES FOR ELECTION OF TRUSTEES, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

*Trustee Election  
Procedures revised*

### **11. UNFINISHED BUSINESS**

#### **A. OSC Report of Examination-Corrective Action Plan**

Mr. Sloan reported that he and Ms. Vittone met with the auditors from the State Comptroller’s Office and reviewed the draft of the preliminary audit Report of Examination. In compliance with the Report, MHLS will implement modifications to its procurement procedures, as outlined in the Report of Examination-Corrective Action Plan (Doc. 11.A).

*MHLS Corrective  
Action Plan  
approved*

Following review of the proposed Corrective Action Plan, Mr. Bickford moved and Mr. Auchincloss seconded

THAT THE BOARD APPROVES THE MHLS PROPOSED CORRECTIVE ACTION PLAN, IN RESPONSE TO THE OFFICE OF THE STATE COMPTROLLER’S REPORT OF EXAMINATION, AS PRESENTED. **The motion carried.**

### **12. NEW BUSINESS**

#### **A-C. Final Draft of MHLS 2017-2021 Plan of Service**

Mr. Sloan reported that the Directors Association approved the final draft of the MHLS 2017-2021 Plan of Service at its September 7, meeting. He thanked Mr. Bickford, Chair of the Personnel & Planning Committee, for his valuable assistance in developing the planning process for the 2017-2021 Plan of Service.

*2017-2021 MHLS  
P.O.S. approved*

There being no additional comments, Mr. Bickford moved and Ms. Morini seconded

THAT THE BOARD APPROVES THE FINAL DRAFT OF THE MHLS 2017-2021 PLAN OF SERVICE MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS, THE FREE DIRECT ACCESS PLAN, AND THE CENTRAL LIBRARY PLAN FOR 2017-2021, AS PRESENTED. **The motion carried.**

#### **D. Literacy Library Services Final Grant Reports**

Following a brief review of the focus, criteria and budget of the three-year (2013-2016) Family Literacy Services and Adult Literacy Services Grant projects (Doc. 13.D) by Ms. Advocate, Assistant Director, Mr. Swierat moved and Mr.

*Final grant reports  
approved*

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Auchincloss seconded

THAT THE BOARD APPROVES THE FINAL REPORTS OF THE FAMILY LITERACY AND ADULT LITERACY LIBRARY SERVICES GRANTS FOR 2013-2016, AS PRESENTED. **The motion carried.**

### **E. Review and Approval of Library Variances**

Mr. Sloan informed the Board that, as reported at the July 13, meeting, all member 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, to receive the final 10% of state funds. He explained that the Morton Memorial Library is requesting Variances for non-compliance to Minimum Standards #'s 2, 3, and 5 (*Doc. 13.E.2*). System staff worked with the library's Board to develop action plans to achieve compliance. Following this explanation, Mr. Swierat moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES SUBMISSION OF THREE VARIANCE REQUESTS TO THE NEW YORK STATE LIBRARY FROM THE MORTON MEMORIAL LIBRARY. **The motion carried.**

*Library Variances  
approved for  
submission to state*

### **F. Aerohive Proposal for Routers**

Mr. Sloan informed the Board that the proposal to purchase one new Aerohive Router for each member library over a three-year period with "Unassigned Funds" in the 2016 MHLS budget is the last request for the allocation of these funds. The proposal has been reviewed and approved by the System Services Advisory Committee, the Finance Committee, and the Directors Association. He then asked Mr. Drake, Technology Operations Manager, to review the proposal. Mr. Drake reviewed the implementation schedule, and the benefits of purchasing corporate grade wireless routers for System libraries (*Doc. 12.F*). This initiative aligns with the department's ongoing efforts to increase broadband for member libraries. Following discussion, Ms. Brill moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE EXPENDITURE OF \$16,850 OF MHLS UNASSIGNED FUNDS FOR THE PURCHASE OF AEROHIVE ROUTERS FOR EACH MEMBER LIBRARY TO BE IMPLEMENTED OVER THREE YEARS. **The motion carried.** Mr. Sloan referred to his report (*Doc. 6, Item 2.*), and reviewed the three Board approved recommendations for allocation of "Unassigned Funds" in the MHLS 2016 budget: the 2016 Member Assessments Reduction; the purchase of Library Elf; and the purchase of OverDrive eBooks and eAudiobooks.

*Aerohive proposal  
approved*

### **G. Proposed Meeting Dates for 2017**

Mr. Sloan briefly reviewed the proposed meeting dates for 2017 (*Doc. 12.G*), and asked the Board to contact him if there is a need for any change(s), and noted that all snow dates have been scheduled for Saturdays, to accommodate Board member work schedules. The location of the Annual Membership Meeting and the May and September Board Outreach meetings will be presented to the Board, following discussion and review by the Trustee Services Committee.

*2017 meeting dates  
approved*

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### **13. OUTREACH**

#### **A. Report on Greene County Libraries**

Ms. Ray, Director of the Catskill Public Library/Chair of the Greene County Directors Association, introduced herself and thanked the MHLS for the outstanding support they provide the member libraries. Ms. Ray distributed Greene County Library publicity materials, reported on the county's geographic area, how the county's libraries are funded, and gave a brief Power Point presentation highlighting the valuable services and excellent variety of programs provided to Greene County patrons.

*Report on Greene County Libraries presented*

### **PERSONNEL & PLANNING COMMITTEE**

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee will meet on Monday, September 26, to begin planning the 2016 Member Services Survey. The new survey will be based on feedback from the 2015 survey, and the new Plan of Service. The committee will consider utilizing focus groups as a format for this year's survey. All Board members are invited to attend this planning session. The committee will send its recommendation(s) to the Board by email, to ensure the timely implementation of the survey.

*Planning for 2016 Member Services Survey*

### **14. COMMUNICATION**

#### **A. Staff**

Ms. Smith Aldrich informed the Board that Library Grants-in-Aid significantly increased this year (*Doc. 6.A*), and asked the Board to continue to reach out to and recognize their state and local representatives for their ongoing efforts on behalf of library funding.

*Legislators recognized*

### **15. ADJOURNMENT**

At 11:40 a.m., Ms. Baker Brill moved and Mr. Dax seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

*Meeting adjourned*

*The Annual Membership Meeting is scheduled for Friday, October 14 @ the Henry A. Wallace Center at the F.D.R. Presidential Library & Home. Registration begins @ 8:30 a.m. Business Meeting begins at 9:45 a.m.*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved \_\_\_\_\_ 2016  
by the MHLS Board of Trustees