***MID-HUDSON LIBRARY SYSTEM***

***BOARD OF TRUSTEES***

***BOARD MEETING***

***Saturday, December 10, 2016***

***MHLS Auditorium***

***10 A.M. – 12:30 PM***

# AGENDA

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

**Stuart Auchincloss [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**John Bickford [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Lisa Baker Brill [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Sharon Davis [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**John Dax [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Debra Klein [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Michele Ment [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Regina Morini [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Barry Ramage [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Lynne Ridgeway [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Myrna Sameth [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Richard Swierat [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Mary Linda Todd [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Camilla von Bergen [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

**Mark Wilson [ ] Present** **[ ] Absent [ ] Excused [ ] Unexcused**

 **2.** **PRESIDENT’S REPORT** (10 minutes**)** - Ms.von Bergen

 **\***A. Appointment of Putnam County Representative

**BYLAWS OF THE MID-HUDSON LIBRARY SYSTEM**

ARTICLE IV: BOARD OF TRUSTEES - Sec. 5. Filling of Vacancies

c. In the event that no nomination is submitted at the Annual Membership meeting the Board shall as soon as possible fill by appointment the vacancy for that calendar year. At the next Annual Meeting the membership shall elect a person to fill the remainder of the term created by the vacancy. <http://board.midhudson.org/wp-content/uploads/2013/11/Bylaws2014.pdf>

 1. Putnam County nominates Mr. Robert Culp

 2[. Robert Culp Resume-2.A.2](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-2.A.2-Robert-Culp-Resume.pdf)

 \*B. [Resolutions for Retiring Board Members-2.B](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-2.B-Resolutions-for-Retiring-Board-Members.pdf)

 1. Regina Morini

 2. Myrna Sameth

 \*C. [Resolution for 2016 MHLS Star Library Recipients-2.C](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-2.C-Resolution-for-2016-MHLS-Star-Library-Recipients.pdf)

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING** (5 mins.) **-** Ms. von Bergen

\*A. [Minutes of September Board Meeting-3.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-3.A-Minutes-of-September-Meeting.pdf)

\*B. [Minutes of Annual Membership Meeting-3.B](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-3.B-Minutes-of-Annual-Membership-Meeting.pdf)

##  4. TREASURER’S REPORTS (5 minutes) - Ms. Morini

\*A. [Financial Report for August-4.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-4.A-Financial-Report-for-August.pdf)

\*B. [Financial Report for September-4.B](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-4.B-Financial-Report-for-September.pdf)

\*C. [Financial Report for October-4.C](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-4.C-Financial-Report-for-October.pdf)

\*D. [Designation of Bank of Business-4.D](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-4.D-Designation-of-Bank-of-Business.pdf)

 **5. REPORT OF PAYMENT OF BILLS** (5 minutes)

\*A. Warrants for September-5.A - Mr. Auchincloss

 \*B. Warrants for October-5.B - Ms. Klein

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##  6. [DIRECTOR’S REPORT -6](http://board.midhudson.org/wp-content/uploads/2016/12/Doc.-6.-Revised-Directors-Report.pdf) (10 minutes) - Mr. Sloan

A. Supplemental Documents

 1. [Top Four Service Priorities-6.A.1](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.-1-Top-Four-Service-Priorities.pdf)

##  2. [Columbia Services Statistics-6.A.2](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.2-Columbia-Services-Stats.pdf)

##  3. [Dutchess Services Statistics-6.A.3](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.3-Dutchess-Services-Stats.pdf)

##  4. [Greene Services Statistics-6.A.4](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.4-Greene-Services-Stats.pdf)

 5. [Putnam Services Statistics-6.A.5](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.5-Putnam-Services-Stats.pdf)

 6. [Ulster Services Statistics-6.A.6](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-6.A.6-Ulster-Services-Stats.pdf)

##  7. DIRECTORS ASSOCIATION LIAISON REPORT (5 minutes) - Ms. Kamecke

A. [Minutes of the November Directors Association Meeting-7.A](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-7.A-Minutes-of-the-November-Directiors-Association-Meeting.pdf)

 **8.** [**CENTRAL LIBRARY REPORT** -8](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-8-Central-Library-Report.pdf) (5 minutes) - Mr. Lawrence

 **9. PERSONNEL AND PLANNING COMMITTEE REPORT** (10 mins.) - Mr. Bickford

 A. [Report of Personnel and Planning Committee Meeting-9.A](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-9.A-Report-of-Personnel-Planning-Committee-Meeting.pdf)

 \*1. [Abusive Conduct Prevention Policy-9.A.1](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-9.A.1-Abusive-Conduct-Prevention-Policy-Revised-Draft.pdf)

 \*2. [Executive Director-Performance Review Process & Timeline/](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-9.A.2-Executive-Director-Performance-Review-Process-Timeline-Duties-Responsibilities.pdf)

 Duties & Responsibilities-9.A.2

**10.** **FACILITIES COMMITTEE MEETING**  (10 minutes) - Mr. Wilson

 \*A. [Report of the Facilities Committee Meeting-10.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-10.A-Report-of-the-Facilities-Committee-Meeting.pdf)

**11.** **FINANCE COMMITTEE REPORT** (10 minutes)

 A. [Report of Finance Committee Meeting-11.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-11.A-Report-of-Finance-Committee-Meeting.pdf) - Ms. Morini

 \*1. [Proposed MHLS 2017 Budget-11.A.1](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-11.A.1-Proposed-MHLS-Budget-2017.pdf)

 \*2. [Revisions to Members Capital Fund Policy-11.A.2](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-11.A.2-Revised-Members-Capital-Fund-Policy.pdf)

 \*B. [2017 Staff Positions and Salaries-11.B](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-11.B-2017-Staff-Positions-and-Salaries.pdf) - Mr. Sloan

**12.** **BYLAWS, POLICY AND PROCEDURES COMMITTEE REPORT** - Mr. Dax

 A. [Report of Bylaws, Policy and Procedures Committee Meeting-12.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-12.A-Report-of-Bylaws-Policy-Procedures-Committee-Meeting.pdf)

 1. [MHLS BOT Rules & Procedures-12.A.1](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-12.A.1-MHLS-Board-of-Trustees-Rules-Procedures.pdf)

**13. TRUSTEE SERVICES COMMITTEE REPORT** (10 minutes) - Ms. Sameth

 A. [Report of Trustee Services Committee Meeting-13.A](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-13.A-Report-of-Trustee-Services-Committee-Meeting.pdf)

 1. [2016 Board Outreach Memo-13.A.1](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-13.A.1-2016-Board-Outreach-Memo.pdf)

**14. NOMINATIONS AND ELECTIONS COMMITTEE REPORT** - Ms. Brill

 \*A. [2017 Slate of Officers-14.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-14.A-2017-Slate-of-Officers.pdf)

**15. UNFINISHED BUSINESS**  (10 minutes)

 A. [OSC MHLS Procurement Report of Examination-15.A](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-15.A-OSC-MHLS-Procurement-Report-of-Examination.pdf)  - Mr. Sloan

 B. [Outreach Meeting Locations for 2017-15.B](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-15.B-Outreach-Meeting-Locations-for-2017.pdf)

**16.** **NEW BUSINESS** (20 minutes)

 A. Establishment of 2017 Board Committee Assignments - Ms. von Bergen

 1. [Board Committees and Committee Objectives- 2016 -16.A.1](http://board.midhudson.org/wp-content/uploads/2016/10/Doc.-16.A.1-Board-Committees-and-Committee-Objectives-2016.pdf)

 2. [Schedule of 2016 Committee Meetings-16.A.2](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-16.A.2-Schedule-of-2016-Committee-Meetings.pdf)

 B. Executive Session Regarding a Particular Person’s Employment

**17.**  **COMMUNICATION**

A. Board (5 minutes) (***comments submitted in writing will be recorded in Minutes)***

 B. Staff (10 minutes)

 1. [Consultants Reports-17.B.1](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-17.B.1-Consultants-Reports.pdf)

 2. [Correspondence Recognizing Staff-17.B.2](http://board.midhudson.org/wp-content/uploads/2016/11/Doc.-17.B.2-Correspondence-Recognizing-Staff.pdf)

C. Visitors (5 minutes)

**18. ADJOURNMENT**

***Upcoming Events/Meetings****:*

* *Directors Association Meeting, Tuesday, February 7 - 10:00 a.m. @ MHLS Auditorium*
* *MHLS Board Meeting/Saturday, January 28 - 10:00 a.m. @ MHLS Auditorium*

*(Snow Date- Saturday, February 4 - 10:00 a.m. @ MHLS Auditorium*