

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
January 28, 2017**

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

**OATH OF OFFICE FOR NEW BOARD MEMBERS**

Ms. Winn, Administrative Assistant, administered the 2017 Oath of Office to Board members in attendance.

*Oath of Office  
administered*

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

Trustees Present: Stuart Auchincloss, John Bickford, Lisa Baker Brill, Robert Culp, Sharon Davis, John Dax, Kenneth Goldberg, Debra Klein, Barry Ramage, Richard Swierat, Mary Linda Todd, Camilla W. von Bergen, Mark Wilson

Trustees Absent: Michele Ment (e), Mark Wilson (e)

Liaisons Present: Frank Rees, Director Saugerties Public Library

Liaison Absent: Tom Lawrence, Director Poughkeepsie Public Library District

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

**2. PRESIDENT'S REPORT**

In her report, President von Bergen,

- welcomed the Board and introduced new Board members, Robert Culp (Putnam County), and Kenneth Goldberg (Ulster County);
- reported that 2017 Board committee assignments have been completed, with an attempt to accommodate stated preferences (*Doc. 2.A*), and asked that requests for additional changes be sent directly to her by email ([camillav@aol.com](mailto:camillav@aol.com));
- asked the Board to review the preliminary 2017 schedule of Board Committee meetings (*Doc. 2.A.1*);
- informed the Board that remote attendance is permitted at committee meetings, upon approval of the committee's Chair.

*President's report  
presented*

**3. APPROVAL OF MINUTES**

Mr. Bickford moved and Mr. Auchincloss seconded THAT THE MINUTES OF THE DECEMBER 2016 MEETING BE APPROVED. **The motion carried.**

*Minutes approved*

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### **4. TREASURER'S REPORT**

Board Treasurer, Ramage, reported that he reviewed the Treasurer's Report for November 2016 and found it acceptable. Mr. Bickford moved and Mr. Swierat seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

*Financial report received*

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

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

*Warrants received*

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

Mr. Bickford moved and Ms. Brill seconded THAT THE WARRANT REPORTS FOR NOVEMBER AND DECEMBER BE RECEIVED. **The motion carried.**

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

In his report, Mr. Sloan informed the Board that:

*Director's report  
Phase II Action  
Plans completed*

- Action Plans for the five (5) Phase II services of the MHLS 2017-2021 Plan of Service have been completed by System staff. Following review by the Directors Association, the Board will be asked for final review and approval at the March 18, meeting. Phase II Action Plans include interesting new efforts being instituted in the areas of Consulting/Development Services;
- the circulation trend report provides information taken from member library Annual Reports and indicates a downward trend in circulation of library materials (*Doc. 6. Item 2.C*), and correlates with the statistics of libraries throughout the United States (*Doc. 6.A.2*). Usage data reports on the seven (7) service areas reported by member libraries in their Annual Reports includes: # of Card Holders; Internet Terminal Sessions; Program Attendance; Reference transactions; Circulation; and Website Visits, inform decisions on how System resources should be used to support member libraries. Circulation data on successful retrieval of electronic information (emagazines/databases) is now required by the state.

*Circulation trends  
report reviewed*

*The Board reviewed the circulation data, and discussed how service trend reports provide a metric of how System resources are being expended, and should be considered for utilization when advocating for increased funding for library services.*

- Memorandums of Introduction from MHLS Trustees to Library Directors and Board Presidents will be mailed the week of January 30. As individual libraries have different and complicated governance structures, it is prudent to follow the "talking points" suggested in the Board-to Board Visits document (*distributed and appended to file*), and refer questions requiring research to System staff for clarification. Ms. Todd reported that the valuable information and talking points she received from System staff prior to her recent visit to the Greenville Public Library was very useful. The visit was successful and afforded an opportunity to promote advocacy efforts on behalf of library funding

*Memos to be  
distributed*

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needed to maintain the current level of state and federal library services.

- the System has acquired a site license for “PolicyMap” (*Doc. 6, Item 4.D*), and asked Ms. Smith Aldrich to describe the product and its scope. Ms. Smith Aldrich distributed individual county demographic data reports, generated from “PolicyMap” (*Putnam Report appended to file*). The Board was informed that individual data reports have been created for all 66 member libraries using this Web-based geographic information system (GIS) that accesses data from over 150 public and proprietary sources, and automatically updates reports. The Board can access county library data reports at [www.midhudson.org](http://www.midhudson.org) under Topics/Statistics Research/Community Profile Reports.
- at the suggestion of the Trustee Services Committee, presentations on libraries in each of the System’s five-county service area will be presented at subsequent Board meetings (*Doc. 6, Item 5*);
- the annual Orientation Session for new MHLS Board members will be held following the March 18, Board meeting and all are welcome to attend.
- a staff transition plan is in place, effective February 10, pending the hiring of a new Technology Operations Manager. Interviews will take place over the next two weeks to fill the position, and it is anticipated that the Board will be notified of a successful candidate, in March. Executive Director, Sloan, thanked Robert Drake for his excellent supervision of the System’s Technology Operations Department, and wished him continued success in his new position as Assistant Director of Technology Operations at the Nassau Library System (*Doc. 6, Item 8*).

*PolicyMap reviewed*

*County  
presentations  
scheduled  
Board Orientation  
Session planned*

*Staff transition plan  
in place*

Mr. Drake expressed his appreciation for the experience he received at the System, and for the opportunity to work with System staff and the Board. He then gave a brief description of the newly created position he will take at the Nassau Library System, and emphasized his desire to continue to share technology information with the Mid-Hudson Library System.

Thomas O’Connell, Automation Coordinator, who will serve as Acting Technology Operations Manager, introduced himself and thanked Mr. Drake for his tutelage and guidance.

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

Mr. Rees, Director of the Saugerties Public Library/January Directors Association Liaison to the Board, presented the December Directors Association Minutes (*Doc. 7.A*). There being no additional questions, Mr. Rees, welcomed the new Board members, on behalf of the Directors Association.

*Liaison report  
accepted*

### **8. UNFINISHED BUSINESS**

#### **A. MHLS Facilities Capital Plan & Timeline**

In the absence of Mr. Wilson, Chair of the Facilities Committee, Mr. Sloan referred to the “MHLS Capital Plan & Timeline for Improvements, Replacements & Maintenance” spreadsheet (*Doc. 8.A*), and explained that the working chart,

*Facilities project  
spreadsheet  
reviewed*

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created by the Facilities Committee, documents completed, ongoing, and future MHLS System facility projects. Committee member, John Bickford, emphasized that the document serves as a long-range checklist for the committee, and provides a guideline for budgetary planning for facility projects.

### **9. NEW BUSINESS**

#### **A. Review of Conflict of Interest Policy and MHLS Disclosure Statement**

Mr. Sloan informed the Board that the System's *Conflict of Interest Policy* requires yearly review by the Board and signing of the *MHLS Disclosure Statement (Doc. 9.A)*. The Board was asked to review the policy, and sign and return the *MHLS Disclosure Statement* to Ms. Winn, for filing in the MHLS Business Office.

*Conflict of Interest  
Policy reviewed*

#### **B. Revised MHLS Construction Project Costs**

##### **1. Heating Ventilation Air Conditioning (HVAC) Project**

Mr. Sloan briefly reviewed the revised timeline for the MHLS HVAC Construction Project and the requested project cost adjustment from the estimated \$29,200 to the vendor bid price of \$49,715 (*Doc. 9.B.1*).

*HVAC cost  
adjustment  
approved*

Following review, Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE PROPOSED COST ADJUSTMENT FOR THE MHLS HVAC CONSTRUCTION PROJECT FROM THE ESTIMATED SUM OF \$29,200 TO THE VENDOR BID OF \$49,715, AS PRESENTED. **The motion carried.**

##### **2. Auditorium Window Replacement and Abatement Project**

Mr. Sloan briefly reviewed the revised MHLS Auditorium Window Replacement and Abatement Construction Project timeline and the requested project cost adjustment from the estimated \$84,058 to the vendor bid price of up to \$119,000 (*Doc. 9.B.2*).

*Window/Abatement  
project cost  
approved*

Following review, Mr. Auchincloss moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE PROPOSED COST ADJUSTMENT FOR THE MHLS AUDITORIUM WINDOW REPLACEMENT AND ABATEMENT CONSTRUCTION PROJECT FROM THE ESTIMATED SUM OF \$84,058 TO THE VENDOR BID OF UP TO \$119,000, AS PRESENTED. **The motion carried.**

### **10. ORIENTATION**

#### **A. Orientation for 2017 Advocacy Day**

Ms. Smith Aldrich, Coordinator for Library Sustainability, presented a comprehensive orientation on library advocacy. The information disseminated will help to prepare Board members planning to attend Library Advocacy Day, March 1, 2017, in Albany, as well as trustees wishing to present personal concerns and/or have their voices heard by their local legislators.

*Advocacy Day  
briefing presented*

Topics highlighted in Ms. Smith Aldrich's report included:

- review of the history of library aid and the impact on libraries (*Docs. 10.A.1-10.A.2*);
- key issues facing libraries in 2017: the need for increased state funding (proportionate with increases in education funding); and, for an increase in Construction Grant Aid (*Docs. 10.A.3-10.A.4*);
- 2017 Legislative priorities (*Doc. 10.A.5*);

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- the learning objectives of the Advocacy Day Briefing Webinar being presented on Friday, February 17, 10:00-11:00 a.m. (*Doc. 10.A.6*); and, registration and travel information for Library Advocacy Day, March 1, 2017 (*Doc. 10.A.7*).

Ms. Smith Aldrich emphasized the need for library advocates to take deliberate steps to demonstrate the unique value of libraries in their communities, and the importance of presenting their personal stories to legislators at both the local and state levels. The restoration of funding for libraries remains at the forefront of this year's advocacy campaign. MHLS trustees were encouraged to attend the event and consider traveling with System staff by bus to Albany.

### **11. COMMUNICATION**

#### **A. Staff**

Ms. Advocate, Assistant Director, informed the Board that:

- the System's partnership in the Empire State Center for the Book's Holiday Book donation project, collected through Poughkeepsie Barnes & Noble, has resulted in the distribution of over 4000 new books to over 40 libraries and agencies, who will give them to children in their communities.
- System staff is continuing to offer support to the member libraries in preparing their Annual Reports, and working to complete the System's Annual Report.

*Distribution of books to children underway*

*MHLS Annual Report being prepared*

### **12. ADJOURNMENT**

At 11:50 a.m., Ms. Baker Brill moved and Mr. Culp seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

*The next meeting is scheduled for Saturday, March 18 @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.*

*Snow Date: Saturday, March 25 @ 10:00 a.m. in the Mid-Hudson Library System Auditorium. Board Member Orientation & Luncheon following the meeting.*

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2017  
By the MHLS Board of Trustees