

Report of the MHLS Incentives Committee Meeting

Friday, February 24, 2017 | 10:00am – 12:00pm | MHLS Conference Room

- 1) Roll Call
 - ✓ Richard Swierat, Chair (D)
 - ✓ Sharon Davis (C)
 - Mary Linda Todd (G) *[excused]*
 - Camilla von Bergen (P) *[excused]*
 - ✓ Kenneth Goldberg (U)
 - ✓ Tom Sloan (Staff Liaison)
 - ✓ Rebekkah Smith Aldrich (Staff Liaison)
- 2) Mr. Swierat requested and received approval of the meeting agenda.
- 3) Mr. Swierat noted that the funding for the State Aid for Public Library Construction program is uncertain at this time given the Governor's proposed budget.
- 4) Review of the State Aid for Public Library Construction Program Administration
 - a) Ms. Smith Aldrich presented an overview of the State Aid for Public Library Construction program and application process undertaken in 2016
 - b) Incentive Committee Members considered the following issues:
 - i) Member Library Director input as to the MHLS Board Approved Priorities for Funding through the program
 - (1) Committee members and staff concurred that it is an excellent idea to have member library director input on the Board approved priorities for funding for the 2018 grant cycle and the Committee requested that MHLS staff review a 2018 construction grant process calendar which includes a review by library directors of recommended 2018 construction priorities.
 - ii) Requirement of the "NYSERDA Energy Audit" for energy conservation projects
 - (1) It was reported that the New York State Energy Research and Development Authority (NYSERDA)'s Energy Audit program is no longer freely available to public libraries. Given that this would now be an out-of-pocket expenditure the committee considered whether or not to require a third-party energy audit of a library to allow them to earn a point in the grant application review process for energy conservation.
 - (2) The Committee agreed that a library will need professional advice to assess their facility's energy efficiency and have drafted language in their proposed Funding Priorities document to address this, without specifically requiring a NYSERDA Energy Audit.
 - iii) In regard to the Economically Disadvantaged Community definition calculation, how to calculate figures for libraries that span multiple municipalities and/or school districts.
 - (1) The Committee directed staff to footnote the definition to indicate that when a library's chartered service area encompasses multiple municipalities or school districts they are to base their calculations on a weighted average by population.

- c) Committee members reviewed and approved the 2017 application review process
- d) Committee members reviewed and approved a recommendation to the MHLS Board on Board funding priorities.
- e) Committee members reviewed and approved a recommendation to the MHLS Board for a definition of an “Economically Disadvantaged Community.”
- f) Board Bylaws Policy on Conflict of Interest
 - i) Committee members reviewed and discussed what constitutes a conflict of interest as it pertains to this committee
 - ii) Affected committee members agreed to talk with the director of their home library to determine if their home library had any plans for submitting a 2017 construction grant applications
- 5) MHLS Mileage Reimbursement Grant Program: The committee reviewed the program and confirmed support for providing the incentive grant program in 2018.
- 6) No public comments were presented.
- 7) No additional items were identified for discussion.
- 8) Committee members agreed that their next meeting, to review and rank member library applications, would be a mandatory, in-person meeting at MHLS headquarters.
- 9) Mr. Sweirat requested and received approval to adjourn the meeting.

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