

MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
March 25, 2017

President von Bergen called the meeting to order at 10:00 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, Robert Culp, Sharon Davis, Kenneth Goldberg, Debra Klein, Michele Ment, Lynne Ridgeway, Mary Linda Todd, Camilla W. von Bergen, Mark Wilson

Trustees Absent: John Dax (e), Barry Ramage (e), Richard Swierat (e)

Liaison Absent: Tom Lawrence, Director Poughkeepsie Public Library District

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

2. PRESIDENT'S REPORT

President von Bergen called the meeting to order, welcomed the Board and called for a motion to approve the Minutes of the January meeting. *Meeting called to order*

3. APPROVAL OF MINUTES

Mr. Bickford moved and Mr. Auchincloss seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED. **The motion carried.** *Minutes approved*

4. TREASURER'S REPORTS

In the absence of Board Treasurer Ramage, Mr. Sloan reported that the Board Treasurer informed himself and Ms. von Bergen that he reviewed the Financial Reports for December and January (*Docs. 4.A & 4.B*) and found them acceptable. Ms. Ridgeway moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR DECEMBER AND JANUARY BE RECEIVED. **The motion carried.** *Financial reports received*

5. REPORT ON PAYMENT OF BILLS

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

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Ms. Brill moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR JANUARY AND FEBRUARY BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In his report, the Executive Director:

- presented an overview of the process and timeline for the development and approval of Action Plans for the Elements of the MHLS 2017-2021 Plan of Service, which include identifying new activities and years of implementation for each activity (*Doc. 6 Item 1.a*).
- reviewed the 2nd draft of Action Plans created for Phase II Services, and highlighted key new initiatives planned or in progress for each service (*Doc. 6.A.1*), including:

Action Plan process reviewed

Professional Development/Continuing Education (Element 3)-creation of tri-level trustee education workshops using the "Helping All Trustees Succeed" (HATS) curriculum, offering training on financial and fiduciary topics, and promoting community engagement/project outcome cohort programs, to provide directors interaction with their peers and the opportunity to share results and outcomes of projects (*5.c & 5.d*);
Consulting/Development (Element 4)-creation of a community based planning project utilizing the framework of the cohort model, and the redesign of the new director orientation and support program (*5.a*).

Phase II Services Action Plans reviewed

Ms. Smith Aldrich briefly described the structure and content of the New Directors Roundtables and Leadership Circle sessions currently provided by System staff for new library directors.

Awareness/Advocacy (Element 6)-creation of public awareness campaigns for e-Resources to include a pilot project regarding Consumer Reports to determine if and how to proceed with new campaigns for e-Resources targeting library patrons; support for member library participation in NYLA (*5.b & 5c*).

The board discussed the feasibility of the System creating a website that patrons could log into to ask and review answers to frequently asked questions regarding the usage of library e-resources.

Mr. O'Connell, Automation Coordinator, informed the Board that the System currently maintains a "Help Desk" feature on its website to answer questions and concerns on various topics from library staff and directors that is archived and accessible for system-wide retrieval.

Communication Among Member Libraries (Element 7)-conduct of surveys of stakeholders to determine effectiveness of current communication protocols (*5.a*);

Construction (Element 10)-implementation of a facility stewardship program, and a revised review process for the MHLS construction grant process, to include input from member library directors (*5.a & 5.b*).

- informed the Board that the final draft of Phase II Action Plans will be presented at the May 10, meeting.
- asked Ms. Smith Aldrich, Coordinator for Library Sustainability, to report on the status of the New York State Budget and library advocacy efforts. Ms. Smith Aldrich, informed the Board that last minute

State Budget nearing deadline

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advocacy efforts are desperately needed on behalf of library funding before the adoption of the state budget on April 1. To date, the Senate has proposed +8 million dollars for state library aid and +15 million for library construction aid, the assembly +4 million and +11 million respectively. In addition,

*Federal cuts
proposed*

President Trump has set forth a proposal to eliminate the Institute of Museum and Library Services (IMLS), and the LSTA program, which would have a devastating impact on statewide library services provided by the NYS Library and the Division of Library Development. *Ms. Todd, a former employee of the Division of Library Development, informed the Board that the funds provided by the Institute of Museum and Library Services (IMLS) are critical for maintaining staff positions at DLD and sustaining the provision of vital statewide services, which includes among many others the NOVEL database and Summer Reading Programs that are supported by LSTA funds.*

*Advocacy efforts
needed*

Ms. Smith Aldrich encouraged the Board to email or preferably phone their representatives to advocate for federal library funding and against the closure of IMLS.

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

In the absence of Mr. Lawrence, Director of the Poughkeepsie Public Library District/Directors Association Liaison to the Board for March, the Board accepted the Minutes of the March meeting, as presented (*Doc. 7.A*).

*Liaison report
accepted*

8. INCENTIVES COMMITTEE REPORT

At the request of Mr. Swierat, Chair of the Incentives Committee, , Ms. Smith Aldrich, Coordinator for Library Sustainability/Staff Liaison for the committee, referred to the report of the committee's meeting of February 24, (*Doc.8.A*), and reported that the committee:

*NYS Construction
Grant Application
Process reviewed*

- reviewed the 2016 Construction Grant application process (*Item 4.a*);
- agreed to include member library director input to the Board approved construction grant priorities for funding for the 2018 grant cycle (*Item 4.b.i.1*);
- agreed that library grant applications will now require written assertion that a professional has assessed their facilities energy efficiency, and include language that addresses any issues (*4.b.ii.2*);
- clarified how libraries whose patrons span multiple municipalities and/or school districts should base their calculations for the definition of an "Economically Disadvantaged Community" (*4.b.iii*).
- approved the 2017 application review process.

Following review of the committee's recommendation regarding funding priorities (*Doc. 8.B.1*), Mr. Goldberg moved the committee's recommendation THAT THE BOARD APPROVES THE FUNDING PRIORITIES FOR 2017 PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED. Mr. Auchincloss seconded the recommendation. **The motion carried.**

*Grant funding
priorities approved*

Following review of the committee's approved definition of a MHLS "economically disadvantaged community", Mr. Goldberg moved the committee's recommendation

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THAT THE BOARD APPROVES THE DEFINITION OF WHAT QUALIFIES A MHLS LIBRARY AS AN "ECONOMICALLY DISADVANTAGED COMMUNITY", AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

Definition approved

9. TRUSTEE SERVICES COMMITTEE REPORT

Mr. Wilson, Chair of the Trustee Services Committee, informed the Board that the committee met on February 27, and briefly reviewed the items in the committee's report (*Doc. 9.A*).

*Trustee Services
report presented*

Referencing *Item 6 B.* of the report, regarding the preferred location for the 2017 Annual Membership Meeting, Mr. Wilson reported that the Henry A. Wallace Visitors Center at the FDR Presidential Library and Museum has been reserved for Friday, October 27, 2017 (*Doc. 9.A.1*) and necessitates a change in the scheduled meeting date of Friday, October 20, 2017 to Friday, October 27, 2017.

*Annual Membership
Meeting
rescheduled*

Mr. Wilson informed the Board that the committee agreed to tighten up the time frame of the Annual Membership Meeting by cutting 30 minutes from the program (*Item 6.A*), and to consider a Hudson Valley resident as a Keynote Speaker.

Mr. Sloan informed the Board that he has contacted award winning journalist and biographer, Paul Grondahl, to invite him to speak, and is awaiting his reply.

10. UNFINISHED BUSINESS

No unfinished business was reported.

11. NEW BUSINESS

A. Review and Approval of Patterson Library Variance

Ms. von Bergen informed the Board that 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. She then explained that Patterson Library Director, Patti Haar, is in non-compliance with Standard 11, regarding the employment of a director with the required credentials (*Doc. 11.A*), and is requesting approval to submit a Variance Request Form to the New York State Library's Division of Library Development. Following this explanation, Ms. Ment moved and Ms. Brill seconded

*Patterson Variance
request approved*

THAT THE BOARD APPROVES SUBMISSION OF A VARIANCE REQUEST TO THE NEW YORK STATE LIBRARY FROM THE PATTERSON LIBRARY. **The motion carried.**

B. Designation of Bank of Business

Ms. von Bergen informed the Board that the System would like to designate TD Bank to handle its banking business (*Doc. 11.B*). Mr. Sloan informed the Board that the recent merger of the System's Bank of Business First Niagara with KeyBank has proven to be unsatisfactory, and asked Ms. Vittone, Business Manager, to provide further information.

*TD Bank to handle
System Business*

Ms. Vittone informed the Board that KeyBank's high service fees, and inability to provide online access to the System's credit card information, was

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problematic. Following meetings with representatives from two other local banks, TD Bank's proposal was accepted.

Following this explanation, Mr. Bickford moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE DESIGNATION OF TD BANK AS THE SYSTEM'S BANK OF BUSINESS FOR 2017. **The motion carried.**

12. ORIENTATION

The Presentation on Dutchess County Libraries was rescheduled for July 12, 2017.

*Presentation
rescheduled*

13. COMMUNICATION

A. Board

Board President, von Bergen, encouraged attendance at county library meetings. Board representatives from Dutchess and Ulster Counties reported on recent and planned visits to county library meetings. Mr. Sloan emphasized the important role System staff can play in helping to help optimize participation at these meetings, both before and after attendance.

*County meetings
attended*

B. Staff

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

- the Early Literacy Workshop initiative has been very successful. Staff from MHLS member libraries that work with children from birth to school entry are learning how to teach parents/caregivers to support their children with literacy development at this critical learning stage.
- the increase in the usage of OverDrive resources, eBooks and eAudiobooks, far surpasses the current budgeted cost share for purchase of these materials. The System is working to create and provide statistical data for library directors, in order to influence a decision on how to stabilize funding for these materials.

CE report presented

*Early Literacy
Workshops*

*Digital resource
usage increasing*

The Board discussed the importance of the ongoing assessment of collection development practices, in light of decreased circulation statistics and increased usage of digital resources and other library services, as evidenced in the Program Attendance statistical report (Doc. 6.A.2).

Ms. Smith Aldrich, Coordinator for Library Sustainability informed the Board that:

- the 2017 Real People. Real Dollars. Campaign resulted in over 70 Hudson Valley residents and families participating and was so popular it may become a statewide campaign in 2018;
- Bullet Aid from the Senate may be a possibility again this year for member libraries;
- thanks to the MHLS Incentives Committee a Facility Stewardship Webinar Series was launched last week with a well-attended "Drafting a Basic Facility Plan" webinar that was recorded and archived: <http://midhudson.org/topics/professional-development-continuing-education/>. The next two events in the series are an Introduction to

*Sustainability report
presented*

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the State Aid for Public Library Construction Program and an introduction to Sustainable Facilities.

Mr. O'Connell, Automation Coordinator, Acting Technology Operations Manager informed the Board that:

- he has been conducting monthly lunchtime Webinars for member library staff to provide training/clarification on topics posted through the System's "Help Desk" ticket system. The sessions have been very well received and attended.

*Lunchtime Webinars
successful*

14. ADJOURNMENT

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

Meeting adjourned

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2017
By the MHLS Board of Trustees