

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 10, 2017**

President von Bergen called the meeting to order at 10:10 a.m., in the Community Room of the Hudson Area Association Library.

1. ROLL CALL AND APPROVAL OF AGENDA

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

Trustees Absent: John Bickford (e), John Dax (e)

Liaisons Present: Tom Lawrence, Director Poughkeepsie Public Library District; Thea Schoep, Director Claverack Free Library

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

Others Present: Carol Allen, Palenville Library Patron, Miranda Barry, Board President, Hudson Area Association Library, Michele Capozzella, Director Mahopac Public Library, Emily Chamedies, Director Hudson Area Association Library, Janet Schnitzer, Former MHLS Board member/President HAAL Friends Group

2. PRESIDENT'S REPORT

President von Bergen welcomed the Board, and thanked Ms. Chameides, Director of the Hudson Area Association Library, for hosting the meeting and asked her to introduce herself and her Board President, Miranda Barry. *President's report presented*

Ms. Barry thanked the Board for holding their meeting at the newly renovated Hudson Area Association Library, and for the professionalism and valuable assistance and training System staff regularly provides her library and all of the System's member libraries.

Ms. Schnitzer, former MHLS Board member, introduced herself, and expressed her gratitude for the Board's visit to Hudson and for conducting a meeting at her beautiful home library.

3. APPROVAL OF MINUTES

Mr. Auchincloss moved and Ms. Klein seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.** *Minutes approved*

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4. TREASURER'S REPORTS

Board Treasurer, Ramage, reported that he reviewed the Financial Reports for March and April (*Docs 4.A & 4.B*) and found them acceptable. Ms. Ment moved and Ms. Brill seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY AND MARCH BE RECEIVED. **The motion carried.**

Financial reports received

5. AUDIT COMMITTEE MEETING REPORT

In the absence of Mr. Dax, Chair of the Audit Committee, Mr. Sloan reported that the Draft Report of the 2016 Audit of MHLS financial records, performed by Sedore & Company, C.P.A.'s, P.C., in March, has not yet been received. Following review of the report by System staff and the Audit Committee, the document will be presented to the Board, at the July 12th meeting.

2016 Audit approved

6. REPORT ON PAYMENT OF BILLS

Mr. Auchincloss reported that he reviewed the warrants for March and found them acceptable (*Doc.6.A*).

Warrants received

Ms. Ment reported that she reviewed the warrants for April and found them acceptable (*Doc. 6.B*).

Ms. Ridgeway moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR MARCH AND APRIL BE RECEIVED. **The motion carried.**

7. DIRECTOR'S REPORT

In his report (*Doc. 7*), Mr. Sloan:

- informed the Board that the fourth review of Action Plans to implement the goals of Phase II Services of the 2017-2021 MHLS Plan of Service has been completed by all System stakeholders and requires final adoption by the Board. The Planning and Personnel Committee and System staff will periodically review the progress of the Action Plans and report to the Board.
- reviewed changes made to Phase II Action Plans as of April 6, 2017, under Element 3 – Professional Development and Training-section d. Library User Experience, namely: the inclusion of two cooperative efforts for on-site usability assessment of self-selecting libraries, and for an online usability assessment of member library websites.
- reviewed the new activities/projects in progress or planned in the Action Plans for Phase II Services - Professional Development/Continuing Education; Consulting/Development; Awareness/Advocacy; Communication Among Member Libraries; and Construction, and highlighted innovative new activities/projects in progress or planned for implementation from 2017-2021 for each service (<http://da.midhudson.org/wp-content/uploads/2014/01/Action-Plan-Phase-II-Final-Draft.pdf>).

4th review of Phase II Action Plans

Final Draft of Phase II Action Plans reviewed

Phase II Services Action Plans adopted

Following this review, Mr. Swierat moved and Mr. Culp seconded THAT THE BOARD APPROVES THE ADOPTION OF ACTION PLANS FOR PHASE II SERVICES OF THE 2017-2021 MHLS PLAN OF SERVICE, AS PRESENTED. **The motion carried.**

- asked Ms. Advocate, Assistant Director, to present her report on "*Trends Affecting Sustainable OverDrive Service, Funding and Operations*". Ms. Advocate's report provided detailed information on circulation statistics from 2010-2016, the current collection development policy for e-books and e-audiobooks, funding sources and amounts spent on purchases from 2010-2016,

OverDrive report presented

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and the projected percentage rise in usage of OverDrive products in 2017. Ms. Advocate informed the Board that the data in her report supports the need for a more comprehensive structure for OverDrive funding and operations (<http://midhudson.org/wp-content/uploads/2012/11/Trends-Affecting-Sustainable-OverDrive-Service-Funding-and-Operations.pdf>).

Mr. Lawrence asked the Board to encourage their home libraries to set aside money in their budgets for the purchase of OverDrive materials to help the System meet the increasing demand for these formats.

Mr. Sloan informed the Board that the Directors Association will be considering new models for the collection development and funding of these materials, and provide this information to the Board.

- informed the Board that the updated report on Member Library Service Fees includes two additional years of data. The report was initially created in response to questions posed by the Directors Association and MHLS Trustees, concerned with the budgetary impact of these fees on individual member library budgets as well as on the MHLS budget. In addition, the report describes the process used to determine/calculate assessment fees and the amount contributed by individual libraries (<http://da.midhudson.org/wp-content/uploads/2014/01/Report-on-Member-Library-Service-Fees-2017-Update.pdf>).

2017 Service Fees Report presented

Mr. Sloan informed the Board that the data compiled in the report indicates that member libraries receive more funding support from the State than they pay to the MHLS for service fees <http://da.midhudson.org/wp-content/uploads/2014/01/Action-Plan-Phase-II-Final-Draft.pdf>.

8. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. Schoep, Director of the Claverack Free Library/Directors Association Liaison to the Board for April, presented the Minutes of the April meeting (*Doc. 8.A.*) There were no questions from the Board.

Liaison report presented

9. CENTRAL LIBRARY REPORT ON CLDA/CBA STATE AID PROGRAMS

A. Review and Acceptance of Signed CBA/CLDA 2017 Annual Expenditure Plan

Mr. Lawrence, Director of the Poughkeepsie Public Library District, briefly reviewed the projected 2017 Central Book Aid and Central Library Development Aid Budgets (*Doc.9.A*), and informed the Board that the Central Library is granted these funds by the System to provide supplemental reference and training services and circulate non-fiction collections to the member libraries.

CBA/CLDA budgets approved

Mr. Sloan informed the Board that the state requires Board approval of the CBA/CLDA Annual Expenditure Plan and that the System retain a copy on file. Following this explanation, Ms. Ridgeway moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE CENTRAL LIBRARY'S SIGNED CBA/CLDA 2017 ANNUAL EXPENDITURE PLAN, AS PRESENTED. **The motion carried.**

B. Central Library Status Report on CBA/CLDA State Aid Program Activities

Mr. Lawrence, Director of the Poughkeepsie Public Library District presented a status report on services funded by the state aid Central Library Book Aid/Central Library Development Aid programs. The report, which is based on the elements of the Central Library's 5-year Plan of Service, outlines the supplemental reference and

CBA/CLDA funded activities reviewed

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training services provided to the member libraries and correctional facilities through May 1, 2017 (*Doc. 9*).

Mr. Lawrence informed the Board that a major focus for the Central Library continues to be the ongoing effort to assist member libraries in the weeding of their collections. He then reviewed the goals of the MHLS' Weeding Project and a sample of an individualized packet that was sent to each member library that provides a list of criterion for weeding of their collections (*Doc. 9.B*).

The Board asked for clarification regarding the disposition of unique and obscure titles and the recycling of weeded materials. Ms. Advocate reported that many classic titles are now being purchased as e-Books. Ms. Smith Aldrich informed the Board that the System has created a list of best practices for recycling section "Dealing with Discards" on the MHLS website for the member libraries <http://midhudson.org/topics/sustainable-libraries/fundraising/book-sale-resources/>.
Memo to Member Library Board Presidents

Mr. Lawrence requested the Board to authorize Board President von Bergen to send a memo on their behalf to member library Board Presidents to encourage their support of the MHLS' 2017 Weeding Project (*Doc. 9.B.1*).

*Memo to
Member Library
Board Presidents*

President von Bergen asked for Board authorization to revise the memo and send it to member library Board Presidents.

Mr. Auchincloss moved and Mr. Culp seconded THAT THE MHLS BOARD OF TRUSTEES AUTHORIZES THE BOARD PRESIDENT VON BERGEN TO SEND A MEMO TO THE BOARD PRESIDENTS OF MHLS MEMBER LIBRARIES REQUESTING SUPPORT FOR THE MHLS' 2017 WEEDING PROJECT, AS REVISED. **The motion carried.**

10. FINANCE COMMITTEE

Mr. Ramage, Chair of the Finance Committee, reported that the committee met on March 30, to review and clarify the MHLS' current financial accounting practices in relation to Commissioner's Regulations 90.6 (*Doc. 10.A. Item B.1*). Following this review, the committee recommended the adoption, by Resolution, of two financial accounting practices (*Items B.2 & B.3*).

*Accounting
practices
adopted*

Mr. Ramage then moved adoption of the Resolution that "Hereby be it resolved that in implementing and carrying out the duties, responsibilities and authorities of the MHLS Treasurer as stated in [NYCRR TITLE 8 – EDUCATION, §90.6 Financial accounting in cooperative library systems and reference and research library resources systems](#), the MHLS Board of Trustees delegates the regular and routine administration of the MHLS Treasurer's task to the MHLS Finance Manager AND, as authorized in [NYCRR TITLE 8 – EDUCATION, §90.6 Financial accounting in cooperative library systems and reference and research library resources systems](#), appoints the MHLS Executive Director as the MHLS Financial Clerk. Ms. Brill seconded the motion. **Adoption of the Resolution passed.**

Mr. Ramage informed the Board that after reviewing the MHLS' and other Cooperative System Bylaws regarding Treasurer's Responsibilities, the Committee concluded no changes were needed to the MHLS Bylaws (*Item C*).

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11. NOMINATIONS & ELECTIONS COMMITTEE REPORT

Ms. Baker Brill, Chair of the Nominations & Elections Committee reported that the committee reviewed and approved the new Nomination Procedures/Timeline for 2018 MHLS Board Officers, as outlined in the committee’s report (*Doc. 11.A*). Ms. Brill then made an open call for nominations, including self-nominations for all officer positions, mentioning current officers who have agreed to serve again, and asked that the Board contact her with nominations by phone 518-678-9928 or email @ LBakerBrill@aol.com, by May 15.

Nominations & Elections report presented

12. BYLAWS POLICY AND PROCEDURES COMMITTEE REPORT

In the absence of Mr. Dax, Chair of the Bylaws, Policy and Procedures Committee, Ms. Klein informed the Board that the committee met on April 20, and reviewed the Committee’s charge, the MHLS Bylaws and the City of Poughkeepsie’s Open Trespass Affidavit (*Doc. 12.A*), and recommended that:

Bylaws report presented

- the committee’s charge be revised to include the following language “*review and recommendation of MHLS policies and procedures not designated for review by other committees*” (*Item 2.C*);
- no changes be proposed to the MHLS Bylaws, at this time (*Item 4.C*);
- the System not invoke the *City of Poughkeepsie’s Open Trespass Affidavit*, due to the low incidences of loitering/trespassing on MHLS property (*Item 4.D*).

13. UNFINISHED BUSINESS

None reported.

14. NEW BUSINESS

A. Review and Approval of MHLS 2016 Annual Report

Mr. Sloan thanked Ms. Advocate and Ms. Vittone for their diligence in the preparation of the System’s 2016 Annual Report, and informed the Board that New York State requires Board review and acceptance of the report (*Doc. 14.A*).

2016 Annual Report approved

In response to a query from a Board member regarding the possibility of providing the previous year’s Annual Report data with the current year’s data, Ms. Vittone, Finance Manager, informed the Board that a two-year version of the Annual Report can be available in subsequent years, upon request.

Following this explanation, Ms. Brill moved and Mr. Auchincloss seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE MHLS’ 2016 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

B. Authorization of Expenditure from Members Capital Fund

Mr. Sloan informed the Board that expenditure of Member Library Capital Funds, requires approval by the Directors Association and the MHLS Board, as per the Members Capital Fund Policy. These funds are designated for the shared automation system.

Expenditure of Member Capital Funds authorized

The Directors Association is requesting the expenditure of Member Capital Funds for the purchase of 10 additional Sierra Licenses for use by all of the member libraries.

Following this explanation, Mr. Auchincloss moved and Ms. Ridgeway seconded THAT THE BOARD AUTHORIZES THE EXPENDITURE OF MEMBER CAPITAL FUNDS FOR THE PURCHASE OF 10 ADDITIONAL SIERRA LICENSES, AS RECOMMENDED BY THE DIRECTORS ASSOCIATION. **The motion carried.**

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15. ORIENTATION

Presentation on Columbia County Libraries

Ms. Smith Aldrich, Coordinator for Library Sustainability, informed the Board that the overview on Columbia County Libraries is the first in a series of county reports being presented to help the Board understand the structure and issues facing libraries in the System's five-county service area. She then presented an overview of the Columbia County service areas, noting the large area of unserved population (*Doc. 15.A.1*), the counties profile (*Doc. 15.A.2*), and the types of libraries and governance structure of each (*Doc. 15.A.3*). Mr. Sloan reviewed the services usage statistics of the county's libraries, and commended the Hudson Area Association Library for its growth in circulation, program attendance and website visits (*Doc. 15.A.4*); Ms. Schoep, Director of the Claverack Free Library, reported on the innovative programs for adults, children, and young adults currently being offered to communities by the county's 11 libraries.

*Presentation on
CC Libraries
given*

16. COMMUNICATION

A. Staff

Ms. Advocate, Assistant Director, reported that the amount of NYS Outreach Categorical Aid funds being offered to the member libraries for 2017 Mini-Grants has increased by \$800 per library.

*CE report
presented*

Mr. Culp reported that his library has been requested to make corrections to their Annual Report regarding the terms of office of the library's trustees. Ms. Advocate referred the issue to Ms. Smith Aldrich who informed the Board that an outline has been sent to each member library to assist with the new regulation requirements.

Ms. Smith Aldrich, Coordinator for Library Sustainability reported that:

*Advocacy report
presented*

- Federal funding for libraries has been extended through October of 2017. Advocates are now working to get US Senators to sign on to the "Dear Appropriator" letter by May 19 to positively impact FY2018 funding. For more information and to send a letter to your representative: <http://cqrcengage.com/ala/home?0>.
- The State of County Funding in the Mid-Hudson Library System for 2017 report has been provided. This report provides retrospective data on how much county aid the libraries in each county receive, how those funds are spent, who influences the decision about how much funding comes to libraries as well as an updated list of tips for county-level advocacy for library funding. This report is available as an addendum to the Consultant's report in the board packet: <http://board.midhudson.org/wp-content/uploads/2017/05/Doc.-16.B.1-Consultants-Reports.pdf>.

Mr. O'Connell, Automation Coordinator/Acting Technology Operations Manager, reported that he and his staff will be performing an upgrade to Sierra on Memorial Day, May 29, to ensure compatibility with new e-commerce software, and are considering a simultaneous upgrade to Encore.

*Sierra Upgrade
planned*

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17. ADJOURNMENT

At 12:00 noon, Ms. Brill moved and Mr. Ramage seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2017
By the MHLS Board of Trustees