

MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 12, 2017

President von Bergen called the meeting to order at 10:05 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, John Dax, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Richard Swierat, Mary Linda Todd, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	Kenneth Goldberg (e)
Liaison Present:	Gina Loprinzo, Director Brewster Public Library
Liaison Absent:	Tom Lawrence, Director Poughkeepsie Public Library District
Staff Present:	Merribeth Advocate, Laurie Shedrick, Tom Sloan, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn
Others:	Sean Fay (Senior Auditor), Jim Litterio (Director), RBT C.P.A.'s, LLP, Sue Ray, Director Catskill Public Library

2. PRESIDENT'S REPORT

President von Bergen welcomed the Board and opened the meeting.	<i>President's report presented</i>
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3. APPROVAL OF MINUTES

Mr. Auchincloss moved and Mr. Bickford seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED, AS AMENDED. The motion carried.	<i>Minutes approved</i>
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4. TREASURER'S REPORTS

Board Treasurer, Ramage, reported that he reviewed the Financial Reports for April and May (<i>Docs.4.A&4.B</i>) and found them acceptable. Ms. Ment moved and Mr. Swierat seconded THAT THE FINANCIAL REPORTS FOR APRIL AND MAY BE RECEIVED. The motion carried.	<i>Financial reports received</i>
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5. Audit Committee Report

Mr. Dax, Chair of the Audit Committee, reported that the committee reviewed the Draft Audit Report, prepared by RBT, C.P.A.s, LLP, and suggested several changes, as outlined in the committee's report (<i>Doc. 5.A</i>), that will be reflected	<i>2016 Audit reviewed and approved</i>
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in the final Audit Report. The committee also reviewed the MHLS' responses to the two findings under Significant Deficiencies in the Draft Report (p. 43), and found them acceptable. Mr. Dax then gave the floor to Finance Manager and Personnel Officer, Linda Vittone, who introduced Jim Litterio, and Sean Fay, Director and Senior Auditor respectively, with RBT, C.P.A.'s, LLP. Mr. Litterio introduced himself and asked Mr. Fay to briefly review the Draft Audit Report (Doc. 5.A.1). Mr. Fay reviewed highlights of the financial sections of the report, including summary of procedures, footnotes and the two reportable findings. The Board was informed that System staff has provided acceptable responses to RBT.

Following review, Ms. von Bergen called for a motion to approve the Audit Report. Mr. Dax moved the committee's recommendation THAT THE BOARD APPROVES THE INDEPENDENT ACCOUNTANTS' AUDIT OF THE MHLS' 2016 FINANCIAL STATEMENTS PERFORMED BY RBT, C.P.A.'S, LLP, AS ADJUSTED. Mr. Bickford seconded the motion. **The motion carried.** The Auditors thanked Ms. Vittone and her staff for their assistance and recognized them for their excellent management and oversight of the System's Financial records.

6. REPORT ON PAYMENT OF BILLS

Ms. Ridgeway reported that she reviewed the warrants for May and found them acceptable (Doc. 5.A).

Warrants received

Mr. Dax reported that he reviewed the warrants for June and found them acceptable (Doc. 5.B).

Mr. Auchincloss moved and Ms. Brill seconded THAT THE WARRANTS FOR MAY AND JUNE BE RECEIVED. **The motion carried.**

7. DIRECTOR'S REPORT

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

- informed the Board that the Personnel and Planning Committee has reviewed the *Draft Report on Action Plan Activities* for Phase I and Phase II System Services, as outlined the 2017-2021 Plan of Service, and recommended several changes. The Directors Association will review the document at their September meeting. Following inclusion of all recommended changes from the Board and Directors, the report will be presented to the Board for review at the December meeting.
- introduced new Technology Operations Manager, Laurie Shedrick, and informed the Board that System Directors have welcomed her back to the System and are looking forward to working with her.
- asked Ms. Shedrick to speak briefly about her background. Ms. Shedrick informed the Board that she is enthusiastic about working with System libraries and very impressed and appreciative of the enormous strides the System has made during her absence.
- requested Ms. Advocate, Assistant Director, to review the Directors Association approved 2017 Cost Share Breakdown for E-resources for member libraries <http://da.midhudson.org/wp-content/uploads/2016/07/Database-Master.pdf>. Ms. Advocate informed the Board that a Cost Share Breakdown Chart is prepared

*P.O.S. Action Plans
Activities review
process underway*

*New Technology
Manager introduced*

*Ms. Shedrick
addresses the Board*

*E-Resources cost
share breakdown
reviewed*

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annually by member libraries for all E-resources. The chart is distributed in the Spring to allow libraries adequate time for budget planning. E-resources include: databases; eBooks/eAudio; and Catalog Enhancements. Following review of all funding sources for these products, Ms. Advocate reported that the System has been effective in maintaining its goal to lower the overall costs for member libraries.

- reviewed the status report of the MHLS' 2017 Weeding Project as of June 14, prepared by the Central Library (*Item 5.B*), and noted that the project has been very successful.
- provided an update on planning for the System's 58th Annual Membership Meeting, and announced that System staff is exploring the feasibility of providing an additional continuing education event following the meeting. This year's program will be held at the FDR Presidential Home and Library, in Hyde Park, on Friday, October 27.
- thanked Board members who are able to participate in a Conference Call with members of the RCLS Board of Trustees on Monday, July 17, at 10:00 A.M., and informed them that System staff will provide additional information beforehand, to help respond to specific questions.

Weeding Project reviewed

AMM scheduled for October 27

RCLS and MHLS Conference Call planned

8. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. Loprinzo, Director of the Brewster Public Library/Directors Association Liaison to the Board for July, presented the Minutes of the June Directors Association Meeting (*Doc. 8.A*). There being no questions, Mr. Sloan informed the Board that the Agenda Attachment document distributed in the Directors Association meeting packets, will be included in future Board packets to clarify proposed Action Items.

Liaison report presented

9. FACILITIES COMMITTEE REPORT

Mr. Wilson, Chair of the Facilities Committee, referred to the Report of the Committee's meeting of June 5, (*Doc. 9.A*), and reviewed: the status of 2016-2017 facilities projects (*Items 3.A & 3.B*); recently completed MHLS 2017 general improvement and maintenance projects (*Item 4.*); proposed facilities projects for the MHLS' 2017-2018 New York State Public Library Construction Grant Application (*Items 5.A & 5.B*); three contingency MHLS Facility Construction Grant projects (*Item 6.*); and the System's Facilities Capital Plan. Following review of the proposed 2017-2018 projects, Mr. Wilson moved the committee's recommendation THAT THE BOARD APPROVES MHLS STAFF DEVELOPMENT OF NEW YORK STATE CONSTRUCTION GRANT APPLICATIONS FOR 2017-2018 FOR THE OFFICE BUILDING 2ND FLOOR AIR HANDLER UNITS (AHU) AND CONDENSER, AND PHASE II RENOVATION OF THE MHLS AUDITORIUM, AS PRESENTED. Mr. Bickford seconded the motion. **The motion carried.**

MHLS NYS Construction Grant Application projects reviewed and approved

Following discussion and review of three proposed contingency System facilities construction grant proposals (*Item 6.A*), Mr. Wilson moved the committee's recommendation THAT THE BOARD APPROVES THE DEVELOPMENT BY MHLS STAFF OF THREE LIBRARY CONSTRUCTION GRANT APPLICATIONS, IF CONSTRUCTION GRANT FUNDS ARE AVAILABLE FOLLOWING

MHLS Construction proposals to be developed

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FUNDING OF ALL MEMBER LIBRARY PROPOSALS FOR (1) FLOORING SYSTEM FOR DELIVERY SERVICES AREA; (2) PARKING LOT REPAIRS; (3) OFFICE BUILDING RENOVATION OF 2ND FLOOR – DROP CEILING, ENERGY EFFICIENT LIGHTING, CARPET. Mr. Bickford seconded the motion following amendment OF THE WORD “REPAIRS” TO “RENOVATION” in number (2) Parking Lot. **The motion carried, AS AMENDED.**

Mr. Wilson recognized and thanked Chris Herron, Facilities Manager, for the outstanding contributions he continues to make to maintain and improve System facilities.

10. PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Bickford, Chair of the Personnel & Planning Committee, reported that the committee met on June 14, and briefly reviewed the committee’s activities as outlined in his report (*Doc. 10.A*), including review of:

*P & P Committee
report presented*

- the MHLS Personnel Policies Handbook and recommendations for annual review protocols (*Item 3.A*);
- the proposed MHLS Cellular Phone Policy (*Doc. 10.A.1*). Following a brief review of the policy, Mr. Bickford moved the committee’s recommendation THAT THE BOARD APPROVES THE ADOPTION OF THE MHLS CELLULAR PHONE POLICY, AS PRESENTED. Mr. Swierat seconded the motion. **The motion carried.**
- the draft mid-year report on *MHLS Action Plan Activities* for Phase I and Phase II System services (*Item 4.B*);
- the history and purposes of the Board’s annual surveys of board presidents and library directors, and the committee’s agreement not to issue surveys in 2017 (*Item 4.C*);
- the MHLS’ 2017 staff salary survey and timetable, as specified in the CSEA Agreement, and approved by the Board in 2015 (*Item 5.A-C*). Mr. Sloan thanked Mr. Bickford for his valuable assistance with this process, and informed the Board that System staff will meet later today with a CSEA representative to review data received from surveyed Systems, and determine which additional System(s) to contact to collect negligent salary data.

The committee will meet in September to review the salary survey findings.

11. UNFINISHED BUSINESS

None reported.

12. NEW BUSINESS

None reported.

13. ORIENTATION

A. Presentation on Dutchess County Libraries

In the absence of Mr. Lawrence, the presentation on Dutchess County Libraries will be rescheduled.

*DC presentation to
be rescheduled*

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B. Presentation on Greene County Libraries

Ms. Smith Aldrich, Coordinator for Library Sustainability, presented an overview of the Greene County service areas, noting service areas that overlap and those that are unserved (*Doc. 13.B.1*), the county's demographic profile (*Doc. 13.B.2*), and the types of libraries and governance structure of each (*Doc. 13.B.3*). Mr. Sloan reviewed the services usage statistics of Greene County's libraries, and commended the county's library directors for having the best statistics in the Mid-Hudson Library System, showing improved numbers in five of the seven service areas reported in the Annual Report (*Doc. 13.B.4*). Ms. Ray, Director of the Catskill Public Library/Chair of the Greene County Directors Association, presented a Power Point report on Greene County's funding sources, and the outstanding, innovative programs available for adults, children and young adults, in the communities served by the county's 8 libraries.

*Greene County
Libraries Highlighted*

The Board thanked Ms. Ray for her report and the outstanding leadership role she plays in Greene County.

Ms. Ray thanked the Board for the pivotal decisions they make on behalf of the member libraries.

14. COMMUNICATION

Staff

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

*Advocacy Report
presented*

- The end of the legislative session resulted in special legislative grants for all member libraries from the NYS Senate totaling \$390,000. There were just three from the NYS Assembly in the MHLS region, most notably from Assemblymember Didi Barrett who secured a grant to support the Summer Reading program for all of the libraries in her district;
- MHLS is launching a new Trustee Education Series, based on the statewide endorsed Helping All Trustees Succeed Curriculum. All trustees were asked to help spread the word about the upcoming workshop this fall offered through MHLS;
- 2016-2017 Construction Grants were approved. The new grant cycle is underway. The application portal is now open. Seventeen (17) libraries have indicated they will apply this year.

Ms. Advocate, Assistant Director, reported that libraries that participated in the 2016-2017 MHLS Early Literacy Cohort Project each received \$800 from the NYS Library's Family Literacy Library Services grant program. The programs require participation by young people and their parents/caregivers and fosters continued learning at home. The programs have proven to greatly increase early childhood literacy. Applications for the next round of Early Literacy Cohort Projects will be available, in December.

*Literacy Cohort
Projects successful*

Ms. Shedrick, Technology Operations Manager, reported that technology staff is scheduling the 2nd round of Aerohive Router installations. The 2017

*Technology report
presented*

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recipients will be able to generate WIFI statistics as soon as they are installed. The 2017 installation project is expected to be completed by mid-September.

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

The next meeting is scheduled for Wednesday, September 13, at 10:00 a.m. @ the Kingston Library.

Respectfully submitted by:

Lisa Baker Brill, Secretary

Approved 2017
By the MHLS Board of Trustees