



Report of the Incentives Committee | Tuesday, August 29, 2017 @MHLS

1) Roll Call

- ✓ Richard Swierat, Chair (D)
- ✓ Sharon Davis (C)
- ✓ Mary Linda Todd (G)
- Camilla von Bergen (P)
- ✓ Stuart Auchincloss (U)
- ✓ Tom Sloan (Staff Liaison)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- Joan Kay, MHLS (visitor)

2) **Call to Order:** Mr. Swierat, Committee Chair, called the meeting to order

3) **Chair's Comments:** Rebekkah and Tom were complimented by the committee members and thanked for making the process manageable by preparing the applications in advance with a blind process.

4) **Review of process** for Construction Grant Award Recommendations

- a) Staff provided an overview of the funding program, noting that these funds are for both member library and library system capital needs. Within the Commissioner's Regulations that govern the administration of this grant program 40% of the aid allocation is eligible to fund System projects. Rebekkah explained the pre-application work, which provided the member libraries the necessary information and criteria to present the grants. The pre-grant application process started in April and continued through the grant deadline with a number of training sessions in person and by webinar. The grant portal was open in June and the deadline was August 4th.
- b) The Committee agreed to proceed with ranking member library applications using the priorities approved by the MHLS Board of Trustees at the March 2017 MHLS Board of Trustees meeting:
 - 1. Meet eligibility requirements as defined in NYCRR Title 8 – Education §90.12
[http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/9012.htm]
 - 2. Be part of the library's board approved, prioritized facility plan which is reported to MHLS



through the Construction Needs Action Memo issued annually in April. If a library is breaking a large project into phases this must be itemized with a timeline within the facility plan, and

3. Provide for at least one of the following outcomes:

- **An increase in services** through an increase in usable public space or increased staff efficiencies (e.g., new buildings, additions to current buildings, renovation of existing areas for new uses); and/or
- **An increase in access** (e.g., compliance with the Americans with Disabilities Act (ADA); improved broadband; optimization of a space to bring in a new or underserved population); and/or
- **Energy conservation in the context of a professional's recommendations or with an historic preservation element.** For the purposes of the MHLS board's ranking, a "professional's recommendation" will, at least, include the results of an Energy Audit by the NYS Energy Research & Development Authority (NYSERDA). Libraries are expected to comply with the MHLS '*Useful life energy conservation standards*' for the purposes of this grant; and/or
- **Disaster recovery** in the context of a substantial loss of access to library services due to a low probability-high consequence event(s) (e.g., fire, flood). This will apply to libraries: (1) located within a declared state or federal disaster area, or (2) not located within a declared disaster area if sufficient evidence documents a low probability-high consequence event resulted in substantial loss of access to library services. Within the grant narrative the library must adequately describe: a) length of forewarning; b) magnitude of impact; and c) duration of impact, meaning lack of access by the public to library services; and/or
- **Leadership in sustainable design** in the context of pursuit of certification through the Leadership in Energy and Environmental Design program (LEED); Green Globes; Living



Building Challenge; Energy Star; Net Zero Energy Building Certification and/or Passive House.

c) The committee agreed to assign one “point” per priority addressed by the applicant to generate the rankings of applications.

5) **Presentation of MHLS’ Construction Grant Applications:** Mr. Sloan presented the MHLS applications for funding through the program this year. The total amount sought for funding of MHLS projects through this program this year is 10% of the available 40% of the MHLS Allocation:

- i) Auditorium Renovation/Phase II: Improve energy conservation and increase usable public space by renovation of MHLS Auditorium to support public meetings, online meetings, and online presentation services. Total project cost: \$206,947

The committee recommends this project for funding in amount noted on the attached chart.

6) **Review and Ranking of Member Library Construction Grant Applications:** The committee ranked 13 member library application using the process described in item #3 above and directed MHLS staff to develop an equitable funding formula based on those rankings. The award amount recommendations are attached to this report for the board’s consideration. These need to be voted on by the full board at the September MHLS Board meeting in order to move them on to NYS to meet the deadline of October 4th.

7) **Guidance on Assignment of Additional Funds:** The committee directed MHLS staff to reallocate any funds a) turned down by members recommended for funding or b) offered by NYS in addition to MHLS’ allocation as equitably as possible across all libraries recommended for funding.

8) **Debrief/Suggestions for 2018 Process:** The committee reviewed its own process and identified items to consider for the 2018 grant program:

- a) Ensure economically disadvantaged community definition is based on state data for the lunch program
- b) Continue to fine tune/clarify energy conservation point; explicitly state the goal of Energy Star standards in the point description

9) **Conflict of Interest Clarification:** The committee discussed the MHLS board policy on “conflict of interest” for membership on the Incentives Committee. It was agreed that the current practice, which prevents a MHLS



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trustee who is also a sitting trustee at a member library who is applying for the grant, is appropriate to demonstrate transparency and a commitment to non-bias

10) **Public Comment:** None.

11) **Other Items:** None.

INCENTIVES COMMITTEE - Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.