

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES**  
**of the**  
**BOARD OF TRUSTEES MEETING**  
**September 13, 2017**

President von Bergen called the meeting to order at 10:06 a.m., in the 2<sup>nd</sup> floor Community Room of the Kingston Library.

**1. ROLL CALL AND APPROVAL OF AGENDA**

Trustees Present:	Stuart Auchincloss, Lisa Baker Brill, Robert Culp, Sharon Davis, John Dax, Kenneth Goldberg, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	John Bickford (e), Richard Swierat (e), Mary Linda Todd (e)
Liaison Present:	Julie Dempsey, Director Highland Public Library
Liaison Absent:	Tom Lawrence, Director Poughkeepsie Public Library District
Staff Present:	Merribeth Advocate, Rebekkah Smith Aldrich, Laurie Shedrick, Linda Vittone, Peggy Winn
Others:	Ursula Inghem, Trustee Kingston Library, Christine Jennerich, Director Marlboro Library, Jessica Kerr, Director Woodstock Public Library, Margie Menard, Director Kingston Library

**2. PRESIDENT'S REPORT**

In her report, President von Bergen: welcomed attendees; thanked Margie Menard, Director, of the Kingston Library, for hosting the meeting and facilitating a tour of the library; and, reported that, fortunately, the Executive Director's property in Florida sustained no damage from Hurricane Irma however, travel throughout the state remains difficult.

*President's report presented*

**3. APPROVAL OF MINUTES**

Mr. Auchincloss moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. **The motion carried.** Mr. Goldberg abstained.

*Minutes approved*

**4. TREASURER'S REPORTS**

Board Treasurer, Ramage, reported that he reviewed the Financial Reports for June and July (*Docs. 4.A & 4.B*) and found them acceptable. Ms. Ment moved and Mr. Auchincloss seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. **The motion carried.**

*Financial reports received*

## Minutes, MHLS Board of Trustees Meeting, Wednesday, September 13, 2017

### **5. REPORT ON PAYMENT OF BILLS**

Ms. Brill reported that she reviewed the warrants for July and found them acceptable (*Doc. 5.A*).

*Warrants received*

Ms. Ment reported that she reviewed the warrants for August and found them acceptable (*Doc. 5.B*).

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

### **6. DIRECTOR'S REPORT**

In the absence of Mr. Sloan, Ms. Advocate, Assistant Director, presented his report (*Doc. 6*), and:

*Phase I. & II.  
Action Plans  
completed*

- reported that Action Plans for Phase I. and II. System services, elements of the MHLS' 2017-2021 Plan of Service, have been reviewed and approved.
- informed the Board that System staff has completed the development of Action Plan Activities for Phase III System services: Cooperative Collection Development; Interlibrary Loan; Digital Collection access; and Cooperation Efforts with Other Library Systems, and briefly reviewed the activities/projects in progress or planned for implementation through 2021, for these services. Ms. Advocate informed the Board that a smaller amount of System resources will be allocated for Phase III services over the next five-years (2017-2021), in accordance with how they were ranked by System stakeholders.
- asked the Board to direct any additional feedback or input regarding the Phase III Action Plans to the attention of Mr. Sloan;
- reported that the July trend report on E-Resources addressed the cost-share breakdown of these collections while the new report focuses on System-wide usage statistics (<https://midhudson.org/topics/statistics-research/overdrive-usage-statistics-by-library/>).
- briefly reviewed the usage statistics for E-Book & E-Audio (OverDrive) products, and noted that peak circulation consistently occurs during holidays and over the summer. Ms. Advocate informed the Board that over 50% of member libraries have purchased Advantage Accounts that ensure their patrons are given first priority loan status on materials purchased by their libraries.
- reported that online registration is in progress for this year's Annual Membership Meeting (*Item 3*). The meeting will be begin and end earlier, as recommended by the Trustee Services Committee.
- a Symposium, coordinated by MHLS: ***Women in Politics: Past, Present, & Future –A Recognition of the Centennial of Women's Right to Vote in New York***, will follow the Annual Membership Meeting. The event is open to the public and will feature a number of excellent speakers, and local legislative representatives.
- the MHLS/CSEA 2018 comparative staff salary survey is on schedule (*Item 4*). The Personnel & Planning Committee will meet in September to review the survey findings and determine the proposed salary

*Action Plans for  
Phase III services  
reviewed*

*E-Resources trend  
report presented*

*E-book, E-audio  
usage stats  
reviewed*

*AMM registration  
in progress*

*Symposium  
planned*

*CSEA 2018 salary  
survey in progress*

## **Minutes, MHLS Board of Trustees Meeting, Wednesday, September 13, 2017**

adjustments. The Board will review and vote on the recommended 2018 budget and CSEA Agreement on salaries, in December.

### **7. DIRECTORS ASSOCIATION LIAISON REPORT**

Ms. Dempsey, Director of the Highland Public Library/Directors Association Liaison to the Board for September, reported that the Directors Association held no meetings in July or September and has scheduled its next meeting for October 3, 2017.

*Liaison report  
presented*

### **8. FINANCE COMMITTEE REPORT**

Mr. Ramage, Chair of the Finance Committee, referred to committee's written report (*Doc. 8.A*), and informed the Board that the committee met on August 22 and reviewed: the proposed adjusted 2017 mid-year budget (*Item 3.A*); proposed Construction/Capital expenditures for the 2017-2018 Construction Project (*Item 3.B*); proposed revisions to the MHLS Operating Reserve and Contingency Fund Fiscal Policies (*Items 4.A, 4.B*); and assumption targets for planning the MHLS 2018 budget (*Item 5.*).

*Finance Committee  
report presented*

Following clarification of the source of funds for the proposed MHLS Capital Improvement Project by Ms. Vittone, Financial Manager and Personnel Officer, and review of the proposed changes to the MHLS Operating and Contingency Fund Policies by Ms. Advocate, Mr. Ramage moved the committee's four recommendations:

- THAT THE BOARD APPROVES THE 2017 MID-YEAR ADJUSTED BUDGET, AS PRESENTED.
- THAT THE BOARD AUTHORIZES THE EXPENDITURE OF \$206,947 OF MHLS CAPITAL FUNDS IN 2017 FOR THE MHLS CAPITAL IMPROVEMENT PROJECT FOR PHASE II OF THE RENOVATION OF THE MHLS AUDITORIUM.
- THAT THE BOARD APPROVES THE PROPOSED REVISIONS TO THE MHLS OPERATING RESERVE FUND POLICY, AS PRESENTED.
- THAT THE BOARD APPROVES THE PROPOSED REVISIONS TO THE MHLS CONTINGENCY FUND POLICY, AS PRESENTED.

Mr. Auchincloss seconded the motions. **The motions carried.**

### **9. INCENTIVES COMMITTEE REPORT**

In the absence of Mr. Swierat, Chair of the Incentives Committee, Ms. Smith Aldrich, Coordinator for Library Sustainability, referred to the Report of the Committee's meeting of August 29, and reported that the committee reviewed the process for reviewing and ranking the System's Construction Grant application and 13 member library Construction Grant applications. The applications were ranked and prioritized using the funding criteria developed by the committee and approved by the Board (*Doc. 9.A*).

*Incentives  
Committee report  
presented*

The committee agreed to recommend approval of the System's Construction Grant Application, and to recommend grant awards for 13 member libraries (*Doc. 9.A.1*).

## **Minutes, MHLS Board of Trustees Meeting, Wednesday, September 13, 2017**

### **MHLS Construction Grant Award Recommendation**

Following Ms. Smith Aldrich's review of the MHLS' 2018 Construction Project Award recommendation, Ms. Davis moved the committee's resolution:

*Construction Grant Awards approved*

*"Be it resolved that the Incentives Committee's recommendation to fund the MHLS project, in accordance to the attached report, be accepted and the application sent to the New York State Library for final approval and processing."* Mr. Auchincloss seconded the resolution. **The resolution passed.**

### **Authentication of MHLS 2018 Construction Grant Application**

Ms. Smith Aldrich informed the Board that New York State requires authentication of the System's 2018 Construction Grant Project (Phase II Renovation of the MHLS Auditorium), and Ms. Davis moved the committee's recommendation THAT THE BOARD AUTHENTICATES THE MHLS' 2018 NEW YORK STATE PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATION, AS PRESENTED. Ms. Brill seconded the motion. **The motion carried.**

### **Member Library Construction Grant Award Recommendations**

Ms. Smith Aldrich reported that all member library Construction Grant applications received award recommendations, in a very competitive grant cycle. Ms. Davis moved the committee's resolution:

*"Be it resolved that the Incentives Committee's recommendations be accepted, in accordance to the attached report, and these member library grant applications be sent to the New York State Library for final approval and processing."* Ms. Brill seconded the resolution. **The resolution passed.**

Ms. Smith Aldrich informed the Board that member libraries are being notified today about the recommended award amounts for their Construction Grant projects. Award funds turned down by a member library will be reallocated as equitably as possible across all libraries recommended for funding.

Ms. Davis thanked and recognized Ms. Smith Aldrich for her outstanding efforts in organizing and facilitating the entire Construction Grant award process.

## **10. NOMINATIONS AND ELECTIONS COMMITTEE REPORT**

Ms. Brill, Chair of the Nominations and Elections Committee, tabled her committee's report (*Doc. 10.A*), and informed the Board that she will schedule a meeting with the committee to discuss and propose a new Slate of Board Officers for 2018, to be presented at the December meeting for review and approval.

*Nominations report tabled*

## **11. UNFINISHED BUSINESS**

None reported.

## **12. NEW BUSINESS**

### **A. Proposed Meeting Dates for 2018**

Ms. Advocate briefly reviewed the proposed meeting dates for 2018 (*Doc. 12.A*), and noted that all snow dates have been scheduled for Saturdays, for consistency. The location of the May and September Board Outreach meetings will be presented to the Board at a later date. The Board was requested to contact Mr. Sloan if there is a need for any change(s) to the proposed 2018

*2018 meeting dates approved*

## Minutes, MHLS Board of Trustees Meeting, Wednesday, September 13, 2017

meeting schedule. Following review, Ms. Brill moved THAT THE BOARD APPROVES THE 2018 MEETING DATES, AS PRESENTED.

Mr. Auchincloss seconded the motion. **The motion carried.**

## 13. OUTREACH

### A. Report on Ulster County Libraries

Ms. Smith Aldrich, Coordinator for Library Sustainability, presented an overview of the Ulster County service areas, noting service areas that overlap and those that are unserved (*Doc. 13.B.1*), and on the types of libraries and governance structure of each (*Doc. 13.B.3*). *Report on Ulster County Libraries presented*

Ms. Advocate reviewed the services usage statistics of Ulster County's libraries (*Doc. 13.B.4*), as reported in the member library Annual Reports, and highlighted the marked increase in programming attendance at the newly expanded Phoenicia Library. The Board was asked to recognize the detailed County demographic information report compiled using the System's PolicyMap software (*Doc. 13.A.2*).

Ms. Menard, Director of the Kingston Library/Chair of the Ulster County Director's Association, informed the Board that library membership in Ulster County is split between two Library Systems, and gave examples of how the county's diverse sized libraries work individually and together to share resources and provide programming uniquely designed to meet the preferences of their communities.

Ms. Menard thanked Stuart Auchincloss, Kenneth Goldberg and Lynne Ridgeway for representing Ulster County on the MHLS Board.

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

## 14. ADJOURNMENT

At 11:08 a.m., Mr. Culp moved and Ms. Baker Brill seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

*Meeting adjourned*

*The Annual Membership Meeting is scheduled for Friday, October 27 @ the Henry A. Wallace Center at the F.D.R. Presidential Library & Home.*

*Registration begins @ 8:15 a.m. Business Meeting begins at 9:00 a.m.*

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2017  
by the MHLS Board of Trustees