

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
December 16, 2017**

President von Bergen called the meeting to order at 10:05 a.m., in the MHLS Auditorium.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, John Bickford, Lisa Baker Brill, Robert Culp, John Dax, Michele Ment, Barry Ramage, Lynne Ridgeway, Richard Swierat, Camilla W. von Bergen, Mark Wilson
Trustees Absent:	Sharon Davis (e), Kenneth Goldberg (e), Debra Klein (e), Mary Linda Todd (e)
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:	Priscilla Goldfarb, Putnam County Trustee Elect, Rajene Hardeman, Dutchess County Trustee Elect

2. PRESIDENT'S REPORT

In her report, President von Bergen:

- welcomed attendees and trustees elect, Priscilla Goldfarb (Putnam County) and Rajene Hardeman (Dutchess County) to the meeting;
- expressed her regrets about ending her tenure on the Board, and her plan to continue to support the MHLS and its member libraries;
- reported that the Board's evaluation of the Executive Director has been completed and will be reviewed under New Business, in Executive Session;
- called for a motion to accept the two Resolutions for retiring Board members, John Bickford and herself (*Doc. 2.A*). Ms. Brill moved and Mr. Sweirat seconded THAT "THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM THAT JOHN BICKFORD AND CAMILLA VON BERGEN BE HEREBY HONORED FOR THEIR OUTSTANDING SERVICE AND DEDICATION TO THE MID-HUDSON LIBRARY SYSTEM BOARD OF TRUSTEES AND ARE EXTENDED THE GRATITUDE AND BEST WISHES OF THE ENTIRE MID-HUDSON LIBRARY SYSTEM." **The motion carried.**

*President's report
presented*

*Retiring Board
members
recognized*

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3. APPROVAL OF MINUTES

Ms. Ridgeway moved and Ms. Ment seconded THAT THE MINUTES OF THE SEPTEMBER MEETING BE APPROVED AND THAT THE ANNUAL MEMBERSHIP MEETING MINUTES BE APPROVED, AS PRESENTED. **The motion carried.**

*Minutes
approved*

4. TREASURER'S REPORTS

A. Financial Reports

Board Treasurer, Ramage, reported that he reviewed the Financial Reports for August, September and October (*Docs. 4 A, 4.B, 4.C*) and found them acceptable. Mr. Ramage moved and Mr. Culp seconded THAT THE FINANCIAL REPORTS FOR AUGUST, SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

*Financial reports
received*

B. Designation of Bank of Business

Mr. Ramage informed the Board that TDBank is proposed as the System's Bank of Business in 2018 (*Doc. 4.D*). Mr. Ramage moved and Ms. Brill seconded THAT THE BOARD APPROVES THE DESIGNATION OF TDBANK AS THE SYSTEM'S BANK OF BUSINESS IN 2018. **The motion carried.**

*TDBank 2018
Bank of Business*

5. REPORT ON PAYMENT OF BILLS

Mr. Auchincloss reported that he reviewed the warrants for September and found them acceptable (*Doc. 5.A*).

*Warrants
received*

In her absence, Ms. von Bergen reported that Ms. Klein confirmed that she reviewed the warrants for October and found them acceptable (*Doc. 5.B*).

Mr. Auchincloss moved and Mr. Culp seconded THAT THE WARRANT REPORTS FOR SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

Referencing his written report (Doc. 6), the Executive Director:

- briefly reviewed the background of the development of the Action Plans for the services in the 2017-2021 Plan of Service that included: the Moving Forward Project's Assessment of 16 System Services; and, the ranking and prioritizing of these services by all System stakeholders- System staff, the Directors Association, and the MHLS Board.
- informed the Board that following the review of the Action Plans for Phase IV System Services: Special populations – Adult Literacy; Coordinated Outreach; Correctional Facilities; Youth Services; and Early Literacy; the review of all services action plans will be complete. The lower ranking given to Phase IV Services is reflected in the discontinuance/ending of some of these services, in order to assign staff time to higher prioritized services.
- the newly formatted *Report on Action Plans Activities* will be presented for Board review twice a year, and the compiled data utilized for reporting to the state in the System's Annual Report;
- reported that, as indicated in the chart of *State Operating Funds to MHLS* from 2008-2017, System funding has not been restored to 2008 levels, and the 2017 levels represent a 31.5% decrease in MHLS buying power (*Item 2.B*);

*Phase IV Action
Plans reviewed*

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- referenced the updated "[*Circulation Trends by Library*](#)" report (*Item 3.A*), and the "[*Library Card Holders Activities*](#)" report (*Item 3.B*), and informed the Board that the ongoing downward trend in library circulation statistics and active library card holders evidences the need for the System to continue to work with its member libraries to plan and implement initiatives that align with the changing needs of patrons; *revised System Usage Trend Reports reviewed*
- asked Ms. Smith Aldrich, Coordinator for Library Sustainability, to briefly describe the "[*Turning Outwards*](#)" pilot program being offered to member libraries that aims at promoting community involvement to help define the role of 21st Century libraries. Ms. Smith Aldrich informed the Board that the role of libraries is evolving and this project will directly impact how libraries will make planning and resource allocation decisions in the future. *"Turning Outward" initiative*
- thanked the Board for participating in the 2017 Annual Membership Meeting, and reported that the event was very successful. Based on evaluations and input from participants, and the Trustee Services Committee, preliminary planning for the November 2, 2018 meeting, at Locust Grove Estate, in Poughkeepsie, New York, is underway. *2018 AMM planning underway*
- recognized Ms. Winn, Administrative Associate, for her role in planning and facilitating the Annual Membership Meeting.

7. DIRECTORS ASSOCIATION LIAISON REPORT

In the absence of Mr. Lawrence, Director of the Poughkeepsie Public Library District/Directors Association Liaison to the Board for December, the Board had no comments on the Minutes of the November Directors Association Meeting (*Doc. 7.A*).

Liaison report presented

8. FINANCE COMMITTEE REPORT

Mr. Ramage, Chair of the Finance Committee, reported that the committee met on November 7, and reviewed the key components of the proposed MHLS Budget for 2018 (*Doc. 8.A.2*), that includes the proposed 2018 staff position and salaries (*Doc. 8.A.1*), and funding of the Operating Reserve Fund, Operating Contingency Fund and the MHLS Capital Fund (*Doc. 8. Item C.1-3*).

Finance Committee report presented

Staff Positions and Salaries

Mr. Ramage informed the Board that all 2018 staff positions and salaries have been reviewed and approved by the committee and the CSEA (*Doc. 8.A.1*).

2018 Staff positions/salaries approved

Mr. Sweirat moved and Mr. Wilson seconded THAT THE BOARD APPROVES ALL STAFF POSITIONS AND SALARIES FOR 2018, AS PRESENTED. **The motion carried.**

Proposed MHLS 2018 Budget

There being no questions regarding the proposed 2018 budget, Mr. Ramage moved the committee's recommendation THAT THE BOARD APPROVES THE MHLS 2018 BUDGET, AS PRESENTED. Mr. Auchincloss seconded the motion.

2018 Budget reviewed and approved

The motion carried.

Mr. Sweirat thanked the Executive Director, Sloan, and Finance Manager Personnel Officer, Vittone, for their efforts in preparing the new balanced budget.

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9. TRUSTEE SERVICES COMMITTEE REPORT

Mr. Wilson, Chair of the Trustee Services Committee, referred to the Report of the Committee's meeting of November 13 (*Doc. 9.A*), and reported that the committee:

*Trustee Services
report presented*

- reviewed the 2017 Annual Membership Meeting program (*Doc. 9.A Item 3.A*) including the schedule and, follow-up reports and evaluations from directors and trustees, and offered congratulations to all involved in the execution of a highly successful event;
- made recommendations for the 2018 event (*Doc. 9.A Item 3.B*), including: continuing to offer a 10 minute break at the conclusion of the Business Section of the meeting, offering the buffet breakfast until 10:00 AM.
- approved Locust Grove Estate, Poughkeepsie, NY as the venue for the 2018 meeting,
- reviewed the Board's 2017 Orientation schedule, (*Doc. 9.A Item 4*);
- reviewed the proposed 2018 Board Meeting Orientation sessions (*Doc. 9.A Item 6*); and,
- reviewed the MHLS Trustee Education Program (*Doc. 9.A Item 7*).

At the request of the Executive Director, Mr. Wilson briefly reviewed the role that system Trustees play as liaisons to their county libraries, and the importance of maintaining contact and initiating conversations with member library directors and trustees. Board county delegates will discuss the conduct and reporting of county member library visits at the January 27, 2018 meeting. Board Outreach memos of introduction will be mailed to Board Presidents and Library Directors following the January meeting.

10. PERSONNEL AND PLANNING COMMITTEE REPORTS

Mr. Bickford, Chair of the Personnel and Planning Committee, reported that the committee met on September 22, (*Doc. 10.A*), and conducted an email meeting to review the revised Progress Report on the System Services Action Plans, and the committee:

*Personnel &
Planning Report
presented*

- recommended that MHLS hire a human resources specialist/s to review its Personnel Policies Manual and revise, as needed, (*Item 3*);
- agreed that no substantive changes needed to made to the Final Action Plan Progress Report (*Doc. 10.B*), and that the new report format enables the proactive evaluation of content, and use of the data in the preparation of the MHLS Annual Report.
- reviewed and approved recommended 2018 salary adjustments for full and part-time employees, based on the comparative salary survey conducted by MHLS (*Item 5*).

11. BYLAWS, POLICY AND PROCEDURES COMMITTEE REPORT

Mr. Dax, Chair of the Bylaws, Policy and Procedures Committee, reported that the Committee reviewed the Board's 2017 Rules and Procedures and recommended no changes to the document, at this time.

*Rules &
Procedures
reviewed*

Mr. Sloan informed the Board that, in response to a request from Mr. Goldberg for remote participation at this meeting, and in light of soon to be installed state-of-the art broadcast equipment in the MHLS Auditorium, the committee will be

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asked to review the issue of remote participation at regular Board Meetings, in 2018. Mr. Dax offered to contact Robert Freeman, Executive Director, Committee on Open Government, to clarify the regulations of the Open Meetings Law regarding attendance at Library System Board meetings.

12. NOMINATIONS AND ELECTIONS COMMITTEE REPORT

Ms. Brill, Chair of the Nominations and Elections Committee, presented the committee's recommendation for the revised 2018 Slate of Board Officers/Executive Committee member for 2018:

*2017 Slate of
Officers accepted*

- President Mark Wilson
- Vice President Richard Swierat
- Treasurer Barry Ramage
- Secretary Michele Ment
- Board Member Lisa Baker Brill

There being no additional nominations from the floor, Ms. Brill moved and Mr. Auchincloss seconded THAT THE BOARD ACCEPTS THE 2018 SLATE OF OFFICERS/EXECUTIVE COMMITTEE MEMBER, AS PRESENTED. **The motion carried.**

13. UNFINISHED BUSINESS

A. Outreach Meeting Dates for 2018

Ms. von Bergen informed the Board that the 2018 Outreach Meetings have been scheduled for Wednesday, May 9, at the Greenville Public Library, and Wednesday, September 12, at the Desmond Fish Library in Garrison (*Doc. 13.A*).

*Outreach
meetings
scheduled*

14. NEW BUSINESS

A. Establishment of 2018 Board Committee Assignments

President von Bergen asked the Board to review their 2017 Committee assignments (*Doc. 14.A.1*), and contact President Elect, Mark Wilson, by email (rmoore49@nycap.rr.com) to request any changes. Incoming Board members were asked to review the Committee Objectives and Schedule of 2017 Committee Meetings (*Doc. 14.A.2*), and let Mr. Wilson know on which committees they wish to serve, and their particular areas of expertise and/or interest, and informed new trustees that the System can provide technical assistance for remote participation at committee meetings, upon approval of the chair of the committee.

*2018 Board
Committees*

B. Executive Session Regarding a Particular Person's Employment

At 11:03 a.m., Ms. von Bergen called for a motion to go into Executive Session regarding a particular person's employment. Ms. Brill moved and Mr. Dax seconded THAT THE BOARD GO INTO EXECUTIVE SESSION REGARDING A PARTICULAR PERSON'S EMPLOYMENT. **The motion carried.**

*Board goes into
Executive Session*

At 11:07 a.m., Ms. Brill moved and Mr. Dax seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 11:10 a.m., Ms. von Bergen resumed the regular session of the Board and reported that during Executive Session the Board reviewed and approved the Executive Director's Performance Evaluation.

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15. ORIENTATION

A. MHLS Participation in Green Business Certification Program

Ms. Smith Aldrich, Coordinator for Library Sustainability, gave a comprehensive presentation of the New York Library Association's Sustainable Library Certification Program, which includes the Westchester Business Council's Green Business Certification (GBC) process, including:

*Green Business
Certification
Program
reviewed*

- the System staff's recommendation that our organization participate in the program, made possible through the New York Library Association's partnership with the Westchester Green Business Council;
- the goals and benefits of the program;
- the planning process, that included a site visit to the Westchester ARC, an accredited Green Business, at the invitation of Mr. Sweirat, and staff review of the required action items; and,
- the requirements and criteria for attaining the certification.

Mr. Sweirat briefly described how the GBC has been implemented and embraced by the ARC of Westchester.

The Board offered the following suggestions to promote the Green Business Program to the member libraries: publicize the program in-house and through local media; enlist the help of library Board members; consider highlighting the Sustainable Library Certification Program at the 2018 Annual Membership Meeting; and, add the topic to the MHLS Board's talking points for member library visits.

Following discussion, Mr. Bickford moved and Mr. Sweirat seconded THAT THE BOARD ENDORSES THE MID-HUDSON LIBRARY SYSTEM'S PARTICIPATION IN THE NYLA SUSTAINABLE LIBRARY CERTIFICATION PROGRAM. **The motion carried.**

16. COMMUNICATION

A. Board

Messrs. Bickford and Wilson reported on their attendance at Directors Associations Meetings in their counties.

*Board reports
presented*

Mr. Culp reported on the construction of two bridges adjacent to the Putnam Valley Library.

B. Staff

Ms. Advocate, Assistant Director, reported that the new OverDrive "Local Preference" feature of the online catalog allows materials purchased by a library to be loaned to their patrons first. The new feature has acted as a catalyst for libraries to expend more library funds to build their eResource collections. MHLS Directors can now opt to contribute the 2018 cost-shared amount to MHLS for eBooks and eAudiobooks, or to purchase these materials at, or above, that amount.

*eResource
collections
growing*

Mr. Sloan recognized Ms. Shedrick, Technology Operations Manager, for her outstanding performance during her first six-months at the System.

*Staff member
recognized*

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In response to a query regarding the System's position on the Federal Communication Commission's repeal of "Net Neutrality", the Executive Director informed the Board that this will impact the ability of libraries to deliver Internet service to those who depend on them to provide a free and open Internet. If enacted, Internet providers could block content or grant priority to sites that pay them more, relegating libraries to lower-speed Internet service and, in some cases limited access.

*ALA fighting
repeal of Net
Neutrality*

Ms. Smith Aldrich informed the Board that the American Library Association has taken up the fight to maintain "Net Neutrality" and has prioritized it as a key Library Advocacy Issue. Additional advocacy information can be obtained at ala.org/takeaction.

16. ADJOURNMENT

At 12:10 p.m., Ms. Brill thanked Mr. Bickford and Ms. von Bergen for their dedication and outstanding service to the Board, and moved THAT THE MEETING BE ADJOURNED. Mr. Bickford seconded the motion. **The motion carried.**

*Meeting
adjourned*

The next meeting is scheduled for Saturday, January 27, at 10:00 a.m. in the Mid-Hudson Library System Auditorium. Snow date, Saturday, February 3, @ 10:00 a.m. in the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Lisa Baker Brill, Secretary

Approved 2018
by the MHLS Board of Trustees