

MHLS Board of Trustees | **Incentives Committee Meeting**  
**Thursday, February 15, 2018 | 2:00 – 4:00pm**

- 1) Roll Call
  - Richard Swierat, Chair (D)
  - Stuart Auchincloss (U)
  - Sharon Davis (C)
  - Kenneth Goldberg (U)
  - Priscilla Goldfarb (P)
  - Mary Linda Todd (G)
  - Tom Sloan (Staff Liaison)
  - Rebekkah Smith Aldrich (Staff Liaison)
- 2) Approval of the Agenda
- 3) The chair thanked the committee for their participation and ensured everyone that the process, while complicated and intense, is made manageable through the strong staff support by Rebekkah.
- 4) Rebekkah presented an overview of the State Aid for Library Construction Program which governs our decision processes.
  - a) The 2018-19 Executive Budget calls for a \$14 million allocation to this program statewide. This is the same initial allocation as last year which was then increased by the legislature to \$24million. The MHLS member libraries benefited from this increase as well as funds unused by other systems which were added to the approved projects last year.
  - b) A survey was conducted to clarify comments were heard from library directors regarding the board's funding priorities. Overall, the directors replied that the process for grant allocations is fair and that the staff support for the applications is strong.
  - c) It is important that these grants are recognized as a competitive process which should be related to the local library's long range plan.
  - d) The grants are awarded based on specific targets (the board's funding priorities) and require professional technical support in some cases.
  - e) We are clear that there are some areas that do not qualify for grants due to the Commissioner's Regulations, and these are made clear during the training and support presentations by Rebekkah.
  - f) A timetable was provided.
- 5) Recommendations to the MHLS Board regarding funding priorities:
  - a) **BOARD ACTION REQUESTED:** The Committee's recommendations for 2018-2019 funding priorities is attached to this report. This document was drafted based on discussions related to:
    - i) The committee reviewed the **results of a 2017 survey of member library directors** related to the board's previously stated funding priorities.
    - ii) Energy Conservation – We discussed the need to have professional technical advice to support any construction and purchasing related to energy conservation plans. We agree on a recommendation that the energy conservation point be amended as follows: **"... a Level 2 ASHRAE Energy Audit that has been conducted within the past five years. Libraries are**

**expected to comply the ENERGY STAR program standards detailed in the MHLS ‘Useful life energy conservation standards’**

- iii) Access to Services: We agreed to include an additional example in the access to services point to make it clear the following project type is eligible: **“.... creation of climate controlled space to ensure access to historically relevant materials”**.
- 6) We agreed to the schedule for applications and committee work as presented.
- 7) **BOARD ACTION REQUESTED:** We agreed to recommend to the board that we use the definition for “Economically Disadvantaged Committee” as stated in 2017. This is attached to this report for your approval.
- 8) Board Conflict of Interest: We reconfirmed our commitment to removing any conflict of interest relationships that may arise from a member library grant application associated with a member of the committee who may sit on the board of such library.
- 9) Tom reported on the work of the Ad Hoc Committee on NYLA Support. The committee agreed to forward the recommendations to the board presented by the committee.
- 10) Adjournment – Being no further issues or business, the committee adjourned at 3:45pm. The next meeting will be arranged in August based on a survey of the committee members.