

MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
March 17, 2018

President Wilson called the meeting to order at 10:00 A.M., in the Auditorium of the Mid-Hudson Library System.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Lisa Baker Brill, Sharon Davis, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Richard Swierat, Mary Linda Todd, Mark Wilson
Trustees Absent:	Robert Culp (e), John Dax (e)
Directors Association Liaison:	Thea Schoep, Director Claverack Free Library
Staff Present:	Merribeth Advocate, Tom Sloan, Laurie Shedrick, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn

2. PRESIDENT'S REPORT

In his report, Mr. Wilson:

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|---|--------------------------------------|
| • announced that today the Board is testing its first live, view only, remote access meeting via GoToWebinar. The development of a written policy outlining procedures for videoconferencing MHLS Board meetings is the charge of the Bylaws, Policy and Procedures Committee. Board approval of the policy is required, prior to offering the option of remote participation at System Board meetings. | <i>President's report presented</i> |
| • reported that he joined a large contingency of library supporters who attended Library Advocacy Day in Albany on Wednesday, February 28, and thanked Board members who were able to attend, and System staff for their efforts in organizing and facilitating visits with legislators and travel arrangements. | <i>Advocacy Day report presented</i> |
| • asked Ms. Smith Aldrich, Coordinator for Library Sustainability to give an update on the status of the State's proposed 2018 Budget. Ms. Aldrich reported that over 1,000 library constituents statewide attended Library Advocacy Day. To-date, the Assembly and Senate have requested the restoration of \$4 million and \$6 million respectively, in Library Operations, and an additional \$50 million in Construction Grant Aid (\$64 million in total). Ms. Aldrich stressed the importance of continued, concentrated advocacy | <i>2018 Budget update</i> |

Minutes, MHLS Board of Trustees Meeting, Saturday, March 17, 2018

efforts, on behalf of increased funding for libraries, prior to the finalization of the budget, in April.

*Legislators
recognized*

Ms. Aldrich recognized the outstanding efforts of Assemblymember Didi Barrett, who presented a policy-based speech on behalf of libraries, and Senator Sue Serino, whose district includes many of the System's member libraries.

Mr. Sloan informed the Board that he was asked by Assemblymember Barrett for a letter of support regarding her proposed initiative to have state libraries assist residents with the 2020 online Census process.

*Proposed
library
initiative*

3. APPROVAL OF MINUTES

Mr. Swierat moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE JANUARY MEETING BE APPROVED. **The motion carried.**

*D.A. Minutes
approved*

4. TREASURER'S REPORTS

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

*Financial
reports
received*

5. REPORT ON PAYMENT OF BILLS

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

*Warrants
received*

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

Ms. Brill moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR JANUARY AND FEBRUARY BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In his report (*Doc. 6*), the Executive Director:

- reminded the Board that following lunch and introductions, the Board's Annual Orientation Session will be presented by System staff;
- encouraged Board members to attend the System's second sponsored Regional Conference scheduled for March 24, 2018, entitled: "*Violence Against Youth – Listening to Our Community Forum*". The forum, spurred, in part, by recent headlines, will feature presenters covering various aspects of the issue, and afford an opportunity to hear the ideas and concerns of people from diverse backgrounds regarding the issue of violence against youth (*Item 3*).
- asked Ms. Smith Aldrich to explain the System's newly implemented Action Plan related to conducting community based forums on topics related to the core values of librarianship.

*Orientation to
be presented
Forum
program*

*Action Plan
goals
reviewed*

Ms. Smith Aldrich discussed the idea of "Collective Impact", identified by the American Library Association's (ALA) Center for the Future of Libraries as a significant trend. Collective Impact acknowledges that there are limited resources to address persistent, big social issues, and that organizations from different sectors are adopting common agendas to combat issues within their communities. The upcoming community forum planned by MHLS models the

Minutes, MHLS Board of Trustees Meeting, Saturday, March 17, 2018

strategic role libraries can play in their communities as “conveners” bringing people together from various sectors of our communities to learn from one another and potentially lay the groundwork for future collaborations. Conducting forums that address broad-based topics affords the opportunity for libraries to listen and learn from those outside the world of libraries and gather “collective input” to help libraries contribute to community-based solutions to problems impacting those we serve. In addition to this forum, the MHLS Action Plan has a “Turning Outwards” annual project, based on ALA’s “Libraries Transform Communities Project”, to help member libraries collect aspirational information from their communities that will help to shape future library programs and services.

7. DIRECTOR’S ASSOCIATION LIAISON REPORT

Ms. Schoep, Director of the Clavarack Free Library, Directors Association Liaison to the Board for March, presented the Minutes of the February meeting (*Doc. 7.A*).

*Liaison report
accepted*

8. EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT

Board President Wilson informed the Board that:

- the Executive Director Search Committee has completed telephone interviews with two Professional Search firms, and has made a selection;
- System counsel has reviewed and edited a proposed contract, which has been sent back to the firm for review. Upon receipt of an amended contract, the committee, authorized by the Board at its January meeting, will sign the contract.
- it is the sole responsibility of the Executive Director Search Committee to recommend a candidate for the position of Executive Director;
- the professional search firm, hired by the committee to assist with the hiring process, is charged with engaging with all stakeholders - the MHLS Board, library directors and System staff. Site visits with individual stakeholder groups will be scheduled, following finalization of the contract.
- members of the Search Committee have been diligent in their outreach efforts to stakeholders, and providing information regarding the search process. To insure that information on the status of the search process is up-to-date, Mr. Wilson asked that Board members planning to attend library meetings contact him beforehand.

*E.D. Search
Committee
report
presented*

Mr. Sloan reported that Mr. Wilson’s attendance at System staff meetings has been greatly appreciated. Ms. Advocate, Assistant Director, reported that this practice has increased staff confidence regarding the conduct of the Search process and their inclusion as stakeholders.

- the Executive Committee agreed to organize a farewell party for Executive Director, Sloan. Ms. Baker Brill volunteered to facilitate the event.

Party planned

Ms. Baker Brill informed the Board that a cocktail party for Tom Sloan has been arranged for Friday, May 4, from 5:00 – 7:00 PM at River Station Restaurant, in Poughkeepsie, New York. Invitations will be sent out via email next week.

Minutes, MHLS Board of Trustees Meeting, Saturday, March 17, 2018

Environmental Sustainability Policy

Mr. Wilson reported that the proposed MHLS Environmental Sustainability Policy (*Doc. 8.A.1*) has been reviewed and approved by the Executive Committee, and called for a motion to approve. Mr. Swierat moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE ADOPTION OF THE MHLS' ENVIRONMENTAL SUSTAINABILITY POLICY, AS PRESENTED. **The motion carried.**

*Policy
adopted*

Mr. Wilson thanked Ms. Smith Aldrich and System staff for their concentrated efforts to implement the System's Sustainability Project.

9. INCENTIVES COMMITTEE REPORT

Mr. Swierat, Chair of the Incentives Committee, highlighted key elements of the report of the committee's meeting of February 15, (*Doc.9.A*), and reported that the committee:

*Application
Process
reviewed*

- reviewed member library director input to the Board-approved construction grant priorities for funding for the 2017 grant cycle (*Item 5a.i.*);
- amended the wording of the Energy Conservation requirement (*Item 5a.ii.*);
- included an additional example of an eligible "Access to Services" project (*Item 5a.iii.*);
- agreed to propose that the Board approved 2017 definition of an "Economically Disadvantaged Community" (*Doc. 9.B.2*) be applied for 2018 proposals (*Item 7*).
- agreed to adhere to a conflict-of-interest practice and remove any committee member whose library submits an application for a grant from all decision making processes (*Item 9*). .

Following review of the committee's recommendation regarding funding priorities (*Doc. 9.B.1*), Mr. Swierat moved the committee's recommendation THAT THE BOARD APPROVES THE FUNDING PRIORITIES FOR 2018 PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATIONS, AS PRESENTED. Mr. Auchincloss seconded the recommendation. **The motion carried.**

*Funding
priorities
approved*

Following review of the committee's approved definition of a MHLS "Economically Disadvantaged Community", Mr. Swierat moved the committee's recommendation THAT THE BOARD APPROVES THE DEFINITION OF WHAT QUALIFIES A MHLS LIBRARY AS AN "ECONOMICALLY DISADVANTAGED COMMUNITY", AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

*Definition
approved*

10. UNFINISHED BUSINESS

None reported.

11. NEW BUSINESS

None reported.

12. ORIENTATION

Member Library Assessment & E-Resources Fees

Ms. Advocate, Assistant Director, presented an overview of member library Assessment and E-Resource fees, and informed the Board that:

*Assessment
Fees reviewed*

- the System Funding Task Force Committee developed a formulaic method to calculate individual library Assessment Fees that insures an equitable,

Minutes, MHLS Board of Trustees Meeting, Saturday, March 17, 2018

proportional cost-share for System services, which was implemented in 2012; fees are reviewed and endorsed by the Directors Association annually, and provided to libraries six months in advance of a new year, to allow time for budget planning.

- the growing demand for E-Resource materials, has made group buying of these materials extremely cost-effective for libraries; collection development decisions on these materials are made by the Central Library/Collection Development Committee, and reviewed and voted on by the Directors Association; the Central Library is mandated to use Central Library Development Aid funds for the purchase of System-wide reference services; the System currently provides access to a wide variety of databases including: Consumer Reports, Job Now, Tumble Books, and Mango Languages.
- Member Library Service Fees and E-Resource Fees charts can be accessed on the MHLS Website at <https://da.midhudson.org/>.

*E-Resource
collection
reviewed*

Ms. Schoep, Director of the Claverack Free Library, informed the Board that Columbia County Libraries are now contributing a portion of their county funds to increase their collections of E-books and E-audiobooks.

The Board thanked Ms. Advocate for her informative report.

13. COMMUNICATION

A. Board

MHLS Trustees Visits to Member Libraries

Messrs. Wilson and Swierat, reported that they attended the Dutchess County Library Association Meeting.

*Library
meetings
attended*

Mr. Auchincloss and Ms. Ridgeway reported that they attended the Ulster County Library Association Meeting.

B. Staff

Ms. Smith Aldrich, Coordinator for Library Sustainability informed the Board that:

- the Spring MHLS Trustee Education Series is underway. There are two more sessions, a Trustee Essentials workshop on March 27 @MHLS and an intermediate level session on finance on April 10@MHLS; the Fall session will offer the essentials and finance workshops again, as well as the first ever advanced trustee topic on planning and advocacy.
- the 2018 MHLS Laboratory Project was launched on March 15th. Six libraries are participating to explore the issue of activating and retaining cardholders. The libraries are studying library-based best practices as well as business tactics related to customer retention. The libraries will experiment with three identified essential factors this year and report on the results in the fourth quarter.

*Trustee
education
sessions*

*Lab Project
reviewed*

Ms. Advocate, Assistant Director, informed the Board that:

the System's partnership in this year's Empire State Center for the Book's Holiday Book donation project, collected through Poughkeepsie Barnes & Noble, has resulted in the distribution of over 4,000 new books to over 45 libraries and agencies, who will give them to children in their communities.

*Book
distribution
completed*

Minutes, MHLS Board of Trustees Meeting, Saturday, March 17, 2018

Ms. Shedrick, Technology Operations Manager, informed the Board that :

- Technology staff has implemented a new Action Plan initiative, “Workflow Consulting”. On-site technology staff consultations are designed to provide library directors and their staff with an evaluation of Sierra-related procedures as well as guidance on a particular problem they are experiencing. Libraries have responded favorably to the new service.
- this is the third and final year of the System’s Aerohive Router Project. Eighteen libraries will receive routers purchased by Mid-Hudson this year. The routers enable libraries to accurately count and report wireless usage in their Annual Reports.

Technology
report
presented

Aerohive Project update

14. ADJOURNMENT

At 11:43 A.M., Ms. Baker Brill moved and Mr. Auchincloss seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

*Meeting
adjourned*

Respectfully submitted by:

Michele Ment, Secretary

Approved 2018
By the MHLS Board of Trustees