

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES**  
**of the**  
**BOARD OF TRUSTEES MEETING**  
**May 9, 2018**

President Wilson called the meeting to order at 10:08 a.m., in the Community Room of the Greenville Public Library.

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

Trustees Present: Stuart Auchincloss, Lisa Baker Brill, Sharon Davis, Priscilla Goldfarb, Debra Klein, Michele Ment, Lynne Ridgeway, Richard Swierat, Mary Linda Todd, Mark Wilson

Trustees Absent: Robert Culp (e), John Dax (e), Ken Goldberg (e), Rajene Hardeman (e), Barry Ramage

Directors Association Liaison: Linda Duebert, Director Heermance Memorial Library (Coxsackie)

Staff Present: Merribeth Advocate, Laurie Shedrick, Tom Sloan, Peggy Winn

Others Present: Barbara Flach, Director Greenville Public Library, Debra Kamecke, Director Cairo Public Library, Mary Heisinger, Trustee Greenville Public Library/President of Greenville Public Library Friends Group  
Tom Lawrence, Director Poughkeepsie Public Library District

**2. PRESIDENT'S REPORT**

President Wilson welcomed the Board, thanked Barbara Flach, Director of the Greenville Public Library, for hosting the meeting, and introduced Debra Kamecke, Director of the Cairo Public Library/Chair Greene County Library Association, and Linda Deubert, Director of the Heermance Memorial Library (Coxsackie). *President's report presented*

Mary Heisinger, Greenville Public Library Trustee/President of the Greenville Public Library Friends Group was introduced later in the meeting.

**3. APPROVAL OF MINUTES**

Ms. Ridgeway moved and Mr. Auchincloss seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.** *Minutes approved*

Mr. Swierat moved and Ms. Baker Brill seconded THAT THE MINUTES OF THE APRIL MEETING BE APPROVED. **The motion carried.**

**4. TREASURER'S REPORTS**

In the absence of Board Treasurer, Ramage, review of the Financial Reports for February and March (*Docs 4.A & 4.B*) was tabled. *Financial reports tabled*

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**5. REPORT ON PAYMENT OF BILLS**

Mr. Auchincloss reported that he reviewed the warrants for March and found them acceptable (*Doc.6.A*).

*Warrants received*

Ms. Ment reported that she reviewed the warrants for April and found them acceptable (*Doc. 6.B*).

Ms. Ment moved and Ms. Klein seconded THAT THE WARRANT REPORTS FOR MARCH AND APRIL BE RECEIVED. **The motion carried.**

**6. DIRECTOR'S REPORT**

In his report (*Doc. 6*), Mr. Sloan:

- thanked the Board for their advocacy efforts on behalf of increased funding for libraries which will result in an increase in Library Aid to the System, and be reflected as an adjustment in the System's mid-year budget, that will be reviewed by the Finance Committee, and requires Board approval.

*Library Aid increases*

The ranking, prioritizing and recommendation for funding of System and member library Construction Grant projects is the purview of the Incentives Committee.

- informed the Board that, at the request of Assembly Member Didi Barrett, he provided a letter of support for library participation in the conduct of the 2020 online census project. To date, no announcement has been made regarding the allocation of funds for this project.

*2020 Census project*

- reviewed the format of the *Action Plan Report* for System services, as prioritized in the 2018-2021 MHLS Plan of Service, and highlighted several concentrated new service initiatives including: the actions and timeline for the selection of and contracting for the *MHLS Integrated Library System*, in 2019; and the System's efforts to attain Green Business Certification through the Westchester Green Business Program.

*Action Plan Report reviewed*

- reported that the Trustees Services Committee has approved Garry Golden, Futurist, to be the Keynote Speaker at this year's Annual Membership Meeting themed "*Libraries Are the Future*".

*AMM Keynote Speaker*

**7. DIRECTOR'S ASSOCIATION LIAISON REPORT**

Ms. Deubert, Director Heermance Memorial Library/Directors Association Liaison to the Board for April:

*Liaison report presented*

- informed the Board that the Directors Association now conducts business meetings bi-monthly and provides workshops on topics provided by the SSAC on alternate months. The workshops have been very well received and provide an excellent opportunity for new directors to network and provide input.
- reviewed the action items and highlights from the Minutes of the April Directors Association meeting (*Doc. 7.A*).

**8. CENTRAL LIBRARY REPORT ON CLDA/CBA STATE AID PROGRAMS**

**A. Review and Acceptance of Signed CBA/CLDA 2018 Annual Expenditure Plan**

Mr. Lawrence, Director of the Poughkeepsie Public Library District, informed the Board that the Central Library is granted Central Library Development Aid and Book Aid funds by the System to provide supplemental reference and training services, and circulate non-fiction collections to the member libraries, and that the state requires approval by

*CBA/CLDA budgets approved*

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the MHLS Board of the CBA/CLDA Annual Expenditure Plan and retention of a copy by the System.

Following a detailed review of the categorical expense lines of each budget, Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE PROPOSED CENTRAL LIBRARY SIGNED CBA/CLDA 2018 ANNUAL EXPENDITURE PLAN, AS PRESENTED. **The motion carried.**

Mr. Lawrence informed the Board that adjustment to funds received for the proposed budget will not require further Board review.

**B. Central Library Status Report on CBA/CLDA State Aid Program Activities**

Mr. Lawrence, Director of the Poughkeepsie Public Library District presented a status report on services funded by the Central Library Book Aid/Central Library Development Aid programs. Mr. Lawrence provided a detailed review of the six (6) "Elements" and "Observed Results to Date" of the Central Library's 5-year Plan of Service, through May 1, 2018 (*Doc. 8.B*).

*CBA/CLDA funded activities reviewed*

**9. EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT**

In his report Mr. Wilson informed the Board that the:

- Executive Director Search Committee reports (*Docs. 9.A, 9.B & 9.C*) summarize the recent activities of the committee;
- *Revised Search Committee Schedule and Timeline (Doc. 9.A.1)* includes the scheduling of an additional Board meeting in August;
- results of the Bradbury Search Firm's Survey of MHLS Stakeholders (*Doc. 9.A.2*) indicates an alignment in responses regarding important requirements for a new Executive Director.

*Search Committee update*

**10. TRUSTEE SERVICES COMMITTEE REPORT**

In the absence of Mr. Goldberg, Chair of the Trustee Service Committee, Ms. Davis presented highlights of the Committee's report (*Doc. 10*) and informed the Board that the Committee met on April 2, and:

- reviewed evaluations from the March 17, 2018 MHLS Board of Trustees Orientation Session and made additional comments including a suggestion that 5 minutes be allotted for trustee self-introductions (*Item 4.d*);
- reviewed plans for the 2018 MHLS Annual Membership Meeting, and suggested possible themes and ideas for this year's program (*Item 5*); Ms. Davis reiterated that the subsequent selection of Garry Golden, Futurist, by the Executive Director, was endorsed by the committee.
- reviewed the Board's current outreach activities (*Item 6*);
- were provided a report on MHLS Trustee Education Program (*Item 7*);
- agreed to offer a NYLA membership to the MHLS Board President.

*Trustee Services Report presented*

**11. BYLAWS POLICY AND PROCEDURES COMMITTEE REPORT**

In the absence of Mr. Dax, Chair of the Bylaws, Policy and Procedures Committee, Ms. Klein informed the Board that the committee met on April 12, and reviewed:

- the MHLS Bylaws, and agreed to propose no changes to the document, at this time (*Doc. 11.A, Item 4.C*);
- the draft policy for "MHLS Trustees Participation via Videoconference in MHLS Board Meetings Policy" (*Doc. 11.A.1*), and clarified and amended the document

*Bylaws reviewed*

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to include wording regarding compliance with a ten (10) day notification requirement (*Doc. 11.A, Item 5.C*);

Mr. Sloan informed the Board that the issue of remote participation from a location out-of-state/country or without public access requires additional research of the Open Meetings Law (OML) guidelines for clarification. Following this explanation, the Board agreed to adopt the proposed policy as presented, and amend the policy, if needed.

*Policy reviewed/ approved*

Ms. Klein moved the committee’s recommendation THAT THE BOARD APPROVES THE MHLS TRUSTEES PARTICIPATION VIA VIDEOCONFERENCE IN MHLS BOARD MEETINGS POLICY, AS PRESENTED. Ms. Baker Brill seconded the motion. **The motion carried.**

**12. NOMINATIONS & ELECTIONS COMMITTEE REPORT**

Ms. Baker Brill, Chair of the Nominations & Elections Committee reported that she made an open call for nominations, including self-nominations for all Board officer positions, mentioning that all current officers have agreed to serve again, and asked that the Board contact her with nominations by phone 518-678-9928 or email @ [LBakerBrill@aol.com](mailto:LBakerBrill@aol.com), by May 15.

*Nominations report presented*

**13. UNFINISHED BUSINESS**

None reported.

**14. NEW BUSINESS**

**A. Review and Approval of MHLS 2017 Annual Report**

Mr. Sloan thanked Ms. Advocate and Ms. Vittone for their diligence in the preparation of the System’s 2017 Annual Report, and informed the Board that New York State requires Board review and acceptance of the report (*Doc. 14.A*).

*2017 Annual Report approved*

In response to a query from a Board member regarding the possibility of providing the previous year’s Annual Report data with the current year’s data, Ms. Vittone, Finance Manager, informed the Board that attempts to print a two-year version of the Annual Report failed, however it is possible that this can be resolved.

Ms. Advocate suggested that System staff consider providing the statistical information in the Annual Report in a format that would provide comparisons of annual data. The Personnel and Planning Committee will review the feasibility of providing additional reports.

Following discussion, Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE MHLS’ 2017 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

**B. Review and Approval of Member Library Variance Requests**

Mr. Sloan informed the Board that libraries must be in compliance with all of the provisions of Commissioner’s Regulations 90.2 Standards for Registration of Public, Free Association and Indian Libraries. He then explained that the D.R. Evarts Interim Director, Lene Cameron, Patterson Library Director, Patti Haar, and former Director of the Roeliff Jansen Community Library, Carol Briggs, were in non-compliance with Standard #11, “employs a paid director with the required credentials”, and that the Tivoli Free Library was in non-compliance with Standard #2, “has a board approved, written long-range plan of service”. The four libraries are requesting approval to submit

*Variance requests approved*

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Variance Request Forms to the New York State Library’s Division of Library Development.

Following this explanation, Ms. Ment moved and Ms. Brill seconded THAT THE BOARD APPROVES SUBMISSION OF VARIANCE REQUEST FORMS TO THE NEW YORK STATE LIBRARY FROM THE D.R. EVARTS, PATTERSON, ROELIFF JANSEN COMMUNITY, AND TIVOLI FREE LIBRARIES. **The motion carried.**

Ms. Advocate informed the Board that the “Minimum Standards for New York’s Public Libraries” are in the process of being revised.

**15. ORIENTATION**

Presentation on Greene County Libraries

Mr. Sloan informed the Board that the overview on Greene County Libraries is being presented to help the Board understand the structure and issues facing libraries in this county. He then presented an overview of the Greene County service areas, noting the large area of unserved population (*Doc. 15.A.1*), the county’s profile (*Doc. 15.A.2*), the types of libraries and governance structure of each (*Doc. 15.A.3*), and the services usage statistics of the county’s libraries (*Doc. 5.A.4*). Ms. Kamecke, Director of the Cairo Library/Chair Greene County Directors Association reported on current issues discussed by the county’s 8 libraries, including: the institution of standardized fines and loan rules; the provision of Narcon training sessions; and, ensuring that library staff can provide patron referrals to county community agencies. Ms. Kamecke then highlighted current and planned county-wide programs being offered by Greene County libraries.

*GC Library presentation*

*The Board thanked Ms. Kamecke for her comprehensive presentation on Greene County libraries.*

**16. COMMUNICATION**

Mr. Auchincloss presented a brief report on his two-day attendance at the American Library Association’s Library Legislative Day educational event that brought hundreds of librarians, trustees, library supporters, and patrons to Washington, D.C. He informed the board that he spent one day learning about effective advocacy tactics and pressing Federal legislative issues that are impacting libraries, including the revocation of Net Neutrality.

*Library Legislative Day report presented*

On the second day, he joined attendees from New York State to meet with Congressman John Faso and a representative from Congressman Sean Patrick Maloney’s office to rally support for library issues and policies.

Mr. Wilson thanked Mr. Auchincloss for sharing his experiences at the event.

**ADJOURNMENT**

At 12:32 p.m., Ms. Ment 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