**MID-HUDSON LIBRARY SYSTEM**

**MINUTES of the BOARD OF TRUSTEES MEETING**

**September 12, 2018**

President Wilson called the meeting to order at 10:05 a.m., in the Innovation and Learning Center of the Desmond

Fish Library, Garrison, New York.

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| 1. **ROLL CALL AND APPROVAL OF AGENDA** | | |
| Trustees Present: | Stuart Auchincloss, Robert Culp, Sharon Davis, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Mark Wilson | |
| Trustees Absent: | Lisa Baker Brill (e), John Dax (e), Mary Linda Todd (e) | |
| Liaison Present: | Gina Loprinzo, Director Brewster Public Library | |
| Staff Present: | Merribeth Advocate, Rebekkah Smith Aldrich, Laurie Shedrick, Linda Vittone, Peggy Winn | |
| Others: | Anita Prentice, Board President Desmond Fish Library, Camilla von Bergen, former MHLS Board President, Desmond Fish Library patron | |
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| 1. **PRESIDENT’S REPORT** | |  |
| In his report, President Wilson: welcomed attendees; thanked Jen McCreery Director, of the Desmond Fish Library (*not in attendance*), for agreeing to host the meeting, Ryan Biracree, Desmond Fish Library Digital Coordinator, for overseeing the facilitation of the meeting set up and tour of the Innovation and Learning Center, Priscilla Goldfarb for assisting with the meeting arrangements, and Robert Culp for offering to conduct a tour of the library facility and grounds. | | *President’s report presented* |
| 1. **APPROVAL OF MINUTES** | |  |
| Ms. Goldfarb moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED.  **The motion carried**.  Mr. Auchincloss moved and Mr. Ramage seconded THAT THE MINUTES OF THE AUGUST MEETING BE APPROVED. **The motion carried**. | | *Minutes approved* |
| 1. **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. Mr. Swierat moved and Mr. Auchincloss seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. **The motion carried**. | | *Financial reports received* |
| 1. **REPORT ON PAYMENT OF BILLS** | |  |
| Mr. Goldberg reported that he reviewed the warrants for July and found them acceptable (*Doc. 5.A*). Ms. Ment reported that she reviewed the warrants for August and found them acceptable (*Doc. 5.B).*  Mr. Goldberg moved and Ms. Ridgeway seconded THAT THE WARRANT REPORTS FOR JULY AND AUGUST BE RECEIVED. **The motion carried**. | | *Warrants received* |
| 1. **DIRECTOR’S REPORT** | |  |
| In addition to her written report (*Doc. 6*) Ms. Aldrich: | |  |
| * Reviewed highlights of two focused information gathering initiatives: **Stakeholder Surveys** to MHLS staff and trustees and MHLS member library directors and board presidents - to solicit input regarding the future of member libraries and the System; and a “**Listening Tour**” (attendance at county meetings) - to gather relevant data for planning the future allocation of System resources for services and programs to benefit member libraries (*Item 2*). | | *Stakeholder initiatives planned* |
| * Announced that registration for the 59th MHLS Annual Membership Meeting is underway and briefly reviewed this year’s program and theme; noted that Keynote Speaker, Futurist Garry Golden’s topic “**Focusing on the Future: Getting Ahead of the Curve**” aligns well with the System’s Plan of Service goals to help position libraries to meet the every-changing needs of the communities they serve; encouraged participation in the meeting’s pre-event survey that will provide insights on how stakeholders predict the future. | | *Update on AMM* |
| * Reviewed the background and status of the System’s current contractual agreement with the Town of Union Vale for provision of library services to its residents, by the Beekman, Dover, LaGrange & Millbrook libraries (*Item 5*). | | *Union Vale Contract update* |
| * Encouraged registration for the 2019 NYLA Library Advocacy Day, in Albany, NY, and ALA’s September 20th Advocacy Boot Camp event at the Bethlehem, Public Library   *(Items 7&8*). | | *Advocacy Events* |
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| 1. **DIRECTORS ASSOCIATION LIAISON REPORT** | |  |
| Ms. Loprinzo, Director of the Brewster Public Library/Directors Association Liaison to the Board for September, reported that at the September Directors Association meeting the directors discussed proposed revisions to the DA Bylaws, the annual System staff appreciation luncheon, and the removal of the gender field requirement prompt from patron registration forms. | | *Liaison report presented* |
| **8. INCENTIVES COMMITTEE REPORT** | |  |
| Mr. Swierat, Chair of the Incentives Committee, thanked committee members for their efforts in reviewing Construction Grant proposals and System staff for facilitating the process, and reported that the committee reviewed and ranked the MHLS’ grant proposal and 17 member library applications. The applications were ranked and prioritized using the funding criteria developed by the committee and approved by the Board (*Doc. 8.A*). Mr. Swierat informed the Board that the committee agreed to recommend approval of the System’s Construction Grant Application, and to recommend grant awards for 17 member libraries, as presented in *Doc. 8.A.1*. | | *Incentives Committee report presented* |
| **MHLS Construction Grant Award Recommendation** | |  |
| Ms. Aldrich reported that the System’s auditorium renovation project is being completed in three stages, and briefly described Phase III of the project (*Doc. 8.A*). Following review, Mr. Swierat moved the committee’s recommendation THAT THE BOARD APPROVES THE MHLS CONSTRUCTION GRANT APPLICATION FOR PHASE III OF THE AUDITORIUM RENNOVATION PROJECT, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried**. | | *MHLS Construction Project approved* |
| **Member Library Construction Grant Award Recommendations** | |  |
| Mr. Swierat reported that this year’s pool of construction grant funds is the largest ever and described the process for reallocation of funds turned down by member libraries or offered by the state in addition to the funds originally allocated to MHLS. Ms. Aldrich informed the Board that early preparation materials and ongoing guidance is provided to member libraries throughout the application process to position them favorably to receive these funds.  Following a review of the *Member Library Project Descriptions and Recommended Award Amounts* chart (*Doc. 8.A.1*), Mr. Swierat moved the committee’s motion, THAT THE BOARD APPROVES THE RECOMMENDED AWARD AMOUNTS PRESENTED IN BOARD DOCUMENT 8.A.1 FOR THE MHLS PORTION OF THE 2018-2021 STATE AID FOR LIBRARY CONSTRUCTION PROGRAM. Ms. Ment seconded the motion. Messrs. Culp and Wilson abstained **The motion carried**.  Ms. Aldrich informed the Board that member libraries are being notified this week about the recommended award amounts for their Construction Grant projects, and thanked System Financial Assistant, Joan Kay, for her expertise and assistance in facilitating the process. | | *Member Library Construction Grant awards approved* |
| 1. **PERSONNEL & PLANNING COMMITTEE REPORT** | |  |
| Mr. Swierat, Chair of the Personnel & Planning Committee, reported that the committee reviewed the final draft of the MHLS Personnel Handbook (*Doc. 9.A.1)* and agreed to recommend approval of the document. Financial Manager & Personnel Officer, Linda Vittone, informed the Board that the document has gone through a lengthy review process by System staff, Marshall & Sterling’s Division of Human Resources, and the committee. Mr. Swierat then moved the committee’s recommendation THAT THE BOARD APPROVES THE FINAL DRAFT OF THE MHLS PERSONNEL POLICIES HANDBOOK, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**  Mr. Swierat informed the Board that no conversations have taken place with CSEA representatives regarding negotiation of a new MHLS/CSEA agreement (*Item 4*). | | *Personnel Committee report presented* |
| 1. **FINANCE COMMITTEE REPORT** | |  |
| Mr. Ramage, Chair of the Finance Committee, referred to the committee’s written report (*Doc. 10*), and informed the Board that the committee met on August 21, and reviewed: proposed revisions to the MHLS Cash Receipts, Credit Cards, and Purchasing Fiscal Policies, the proposed adjusted 2018 mid-year budget; and assumption targets for planning the MHLS 2019 budget. Following review of suggested minor wording changes to the three fiscal policies *(Docs. 10.A.1-a-c*) and the committee’s proposed mid-year budget adjustments (*Item 5*), Mr. Ramage moved the following four recommendations:   * THAT THE BOARD APPROVES THE PROPOSED REVISION TO THE MHLS CASH RECEIPTS POLICY, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried**. * THAT THE BOARD APPROVES THE PROPOSED REVISION TO THE MHLS CREDIT CARD POLICY, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried**. * THAT THE BOARD APPROVES THE PROPOSED REVISIONS TO THE MHLS PURCHASING POLICY, AS PRESENTED. Ms. Ridgeway seconded the motion. **The motion carried**. * THAT THE BOARD APPROVES THE 2018 MID-YEAR ADJUSTED BUDGET, AS PRESENTED. Ms. Ment seconded the motion. **The motion carried**.   In conjunction with the committee’s review of 2019 budget planning assumptions (*Item 6*), Ms. Aldrich emphasized the need for pre and post-election advocacy efforts on behalf of funding for libraries with all library support groups. The NYLA’s Advocacy Day event provides an outstanding opportunity to speak to our legislators on behalf of library funding, and the MHLS’ Trustee Education Event “*Strategic* *Thinking: Planning & Advocacy*”, on October 6 @ the Kingston Library will provide information on how to communicate effectively to various groups of library constituents. | | *Finance Committee Report presented*  *Fiscal Policies revised*  *Adjusted budget approved* |
| **11. NOMINATIONS AND ELECTIONS COMMITTEE REPORT** | |  |
| In the absence of Ms. Brill, Chair of the Nominations and Elections Committee, Ms. Klein informed Board that Ms. Brill communicated with committee members via email in May to discuss and propose a new Slate of Board Officers for 2019, held an open call for nominations, and contacted current Board Officers regarding their desire to continue to serve (*Doc. 11.A*). Following completion of these procedures, the committee proposes the following Slate of Board Officers for 2019:  President Mark Wilson  Vice President Richard Swierat  Treasurer Barry Ramage  Secretary Michele Ment  Board Member Lisa Baker Brill  The Slate will be presented at the December meeting for approval. | | *Nominations report presented* |
| 1. **UNFINISHED BUSINESS** | |  |
| None reported. | |  |
| 1. **NEW BUSINESS** | |  |
| A. Proposed Meeting Dates for 2019 | |  |
| Ms. Aldrich briefly reviewed the proposed meeting dates for 2019 (*Doc. 13.A).* The location of the May and September Board Outreach meetings will be presented to the Board at the December meeting. Following review, Mr. Swierat moved and Ms. Hardeman seconded THAT THE BOARD APPROVES THE 2019 MEETING DATES, AS PRESENTED. **The motion carried.** | | *2019 meeting dates approved* |
| 1. **ORIENTATION** | |  |
| 1. Report on Putnam County Libraries | |  |
| Ms. Aldrich presented an overview of Putnam County’s: service areas, demographic profile, the types of libraries and governance structure of each; and the services usage statistics of the libraries, as reported in the member library Annual Reports (*Doc. 14.A.4).*  Ms. Loprinzo, Director of the Brewster Public Library reported on the Brewster Library’s upcoming “Guacamania” event, and library’s intent to create programs in the future that target the county’s homeless population. The Board was informed that the Putnam County Library Association meets monthly and affords directors the opportunity to share information on current and planned programs and activities, and strategize legislative lobbying efforts on behalf of increased funding for library programs and services.  The Board thanked Ms. Loprinzo for her report. | | *Report on Putnam Libraries* |
| 1. **COMMUNICATION** | |  |
| **Board** | |  |
| Mr. Auchincloss updated the Board on a citizen driven effort to hold a referendum on Election day to potentially “dissolve and terminate” the Woodstock Public Library Direstric.t (*referenced in Executive Director’s Report - Doc. 6. Item 6*). | | *Woodstock Library issue* |
| **Staff** | |  |
| Ms. Advocate, Assistant Director, informed the Board that this year the System is dividing $50,000 of Outreach Mini-grant funds among 33 member libraries to be used to fund their own projects for sanctioned targeted populations. | | *Mini-grants awarded* |
| Ms. Shedrick, Technology Operations Manager, informed the Board that MHLS has installed a new Voice Over IP telephone system that has improved the quality of service at a significant cost saving. | | *New phone service* |
| 1. **ADJOURNMENT** | |  |
| At 11:22 A.M., Mr. Culp moved and Mr. Auchincloss seconded THAT THE MEETING BE ADJOURNED. **The motion carried**. | | *Meeting adjourned* |
| *The Annual Membership Meeting is scheduled for Friday, November 2 @ Locust Grove Estate, Poughkeepsie, NY - Registration begins @ 8:15 a.m. Business Meeting begins at 9:00 a.m.*  *The next regular Board Meeting is scheduled for Saturday, December 8 @ 10:00 a.m. @ MHLS Auditorium (snow date, Saturday, December 15, 2018).*  Respectfully submitted by  Michele Ment, Secretary  Approved 2018  by the MHLS Board of Trustees | |  |