

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
December 8, 2018

President Wilson called the meeting to order at 10:00 A.M., in the MHLS Auditorium.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Stuart Auchincloss, Lisa Baker Brill, Robert Culp, Sharon Davis, John Dax, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Michele Ment, Barry Ramage, Lynne Ridgeway, Ric Swierat, Mary Linda Todd, Mark Wilson

Trustees Absent: Debra Klein, (e)

Directors Association Liaison Absent: Tom Lawrence, Director Poughkeepsie Public Library District

Staff Present: Rebekkah Aldrich, Laurie Shedrick, Linda Vittone, Peggy Winn

Visitors: Janet Schnitzer, MHLS Board Member Elect

2. PRESIDENT'S REPORT

In his report, President Wilson:

- Welcomed attendees and trustee elect, Janet Schnitzer (Columbia County) to the meeting;
- Informed the Board that a meeting of the Executive Committee was held on October 5, 2018 to review the *MHLS' Sexual Harassment Prevention Policy and Complaint Form*, and adopt it as an interim measure, to be in compliance with the October 9, 2018 deadline set by the NYS Library Division of Library Development. The Committee referred further review and discussion of the *MHLS' Sexual Harassment Prevention Policy* to the Personnel & Planning Committee. Following this explanation, Mr. Auchincloss moved and Mr. Ramage seconded THAT THE BOARD APPROVES THE MHLS' SEXUAL HARASSMENT PREVENTION POLICY AND COMPLAINT FORM, AS PRESENTED.
The motion carried.
- Called for a motion to accept a Resolution to recognize Executive Director, Rebekkah Smith Aldrich, for being honored with NYLA's "Outstanding Services to Libraries Award". Ms. Baker Brill moved and Ms. Ridgeway seconded THAT "NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM THAT REBEKKAH SMITH ALDRICH IS HEREBY RECOGNIZED FOR BEING HONORED WITH THE NEW YORK LIBRARY ASSOCIATION'S "OUTSTANDING SERVICE TO LIBRARIES AWARD", FOR HAVING MADE A SIGNIFICANT SUSTAINED CONTRIBUTION TO THE DEVELOPMENT, PROMULGATION, AND GROWTH OF LIBRARY/INFORMATION SERVICES TO THE PEOPLE OF NEW YORK STATE." **The motion carried.**
- Called for a motion to accept the Resolution for retiring Board member, John Dax (*Doc. 2.A*). Ms. Goldfarb moved and Ms. Baker Brill seconded THAT "THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM THAT JOHN DAX BE HEREBY HONORED FOR HIS OUTSTANDING SERVICE AND DEDICATION TO THE MID-HUDSON LIBRARY SYSTEM BOARD OF TRUSTEES AND IS EXTENDED THE GRATITUDE AND BEST WISHES OF THE ENTIRE MID-HUDSON LIBRARY SYSTEM." **The motion carried.**
- Called for a motion to accept a Resolution recognizing Assistant Director, Merribeth Advocate, for 20 years of outstanding service to the MHLS (*Doc. 2.C*). Ms. Baker Brill moved and Ms. Ridgeway seconded THAT "THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MID-HUDSON LIBRARY SYSTEM HEREBY CONGRATULATES ASSISTANT DIRECTOR, MERRIBETH ADVOCATE, AND HONORS HER FOR TWENTY YEARS OF OUTSTANDING SERVICE AND DEDICATION, AND EXTENDS

*President's
report
presented*

E.D. recognized

*Retiring Board
member
recognized*

*Retiring Staff
member
recognized*

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THE GRATITUDE AND BEST WISHES OF THE ENTIRE MID-HUDSON LIBRARY SYSTEM ON HER RETIREMENT.” **The motion carried.** Mr. Wilson informed the Board that the thank you note and gift card from the Board will be presented to Ms. Advocate by System staff. Ms. Aldrich informed the Board that System staff will also be presenting Ms. Advocate with a gifts and a Proclamation designating November 13th (*World Kindness Day*) as a day for System staff to perform random acts of kindness, in her honor.

3. APPROVAL OF MINUTES

Mr. Goldberg moved and Mr. Auchincloss seconded THAT THE MINUTES OF THE SEPTEMBER AND ANNUAL MEMBERSHIP MEETINGS BE APPROVED, WITH AMENDED TRUSTEE ATTENDANCE LISTS. **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. Ms. Ment moved and Mr. Swierat 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 2019 (*Doc. 4.D*). Following review of the proposed revision to #5. of the System’s *Authorization Form for Bank Designation*, Ms. Ment moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE DESIGNATION OF TDBANK AS THE SYSTEM’S BANK OF BUSINESS IN 2019, WITH THE PROPOSED AMENDMENT TO THE AUTHORIZATION FORM FOR BANK DESIGNATION. **The motion carried.**

*TDBank 2019
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 the absence of Ms. Klein, Mr. Wilson reported that Ms. Klein emailed him that she reviewed the warrants for October and found them acceptable (*Doc. 5.B*).

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

6. DIRECTOR’S REPORT

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

- Shared key takeaways from her *Listening Tour & Stakeholder Survey Project* that first focused on soliciting information from four groups of System stakeholders: MHLS Staff, MHLS Trustees, MHLS member library directors, and MHLS member library board presidents and then continued on with focus groups at each of the five county directors meetings, that provided information to help future planning for distribution of System resources, to enable member libraries to continue to meet the ever-changing needs of their communities (*Item 1.*);
- Apprised the Board that an announcement on the System’s personnel openings, for a Library Development Coordinator, and the reorganized position formerly managed by Ms. Advocate, will be made on Wednesday, December 12th (*Item 2.*).
- Briefly outlined the scope and timeline of Phase III renovations to the MHLS Auditorium (*Item 3.*), and announced that the Board’s first 2019 Outreach Meeting will be held on January 19, at the Highland Public Library;

*Stakeholder
Survey Project
reviewed*

*Staff positions
to be filled*

*Auditorium
project to
begin*

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- Reported on the System's Sustainability project and progress made towards attaining the NYLA Sustainable Library Certification (*Item 4.*); *Sustainable Certification*
- Informed the Board that the System has negotiated a 2% increase in its new 2019 contract with the Town of Union Vale, for provision of library services to the Town's residents and, that the System will continue to work to ensure that future contracts are based on equitable financial arrangements (*Item 5.*); *Union Vale contract signed*
- Provided a status report on the Pleasant Valley Free Library's facility and how private donors and System staff have been instrumental in ensuring that the library's patrons' needs are being met (*Item 6.*). *PVFL update*
- Briefly reviewed results of all member library budget votes, and the vote to "dissolve and terminate" the Woodstock Public Library District (*Item 7.*). *Poll results reported*
- Reviewed State Aid Operating Funds to MHLS from 2008-2018 that indicates the need for continued advocacy efforts on behalf of increased funding for libraries, and announced that Library Advocacy Day is February 27th, 2019, in Albany, NY (*Items 8/9.*). *Library Advocacy Day announced*

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, Ms. Aldrich and Ms. Shedrick, reviewed the two Motions passed at the November Directors Association Meeting: to increase Patron Limit of Simultaneous OverDrive Holds; and, to approve Ill's Sierra Automatic Renewal feature (*Doc. 7.A*).

Liaison report presented

8. FACILITIES COMMITTEE REPORT

Ms. Ridgeway, Chair of the Facilities Committee, referenced the committee's report (*Doc. 8.A*) and reported that the committee met on October 16, and:

- Reviewed the updated *MHLS Capital Plan: Timeline for Improvements, Replacements & Maintenance* document (*Item 2.a*), and reviewed ongoing and projected projects for 2019;
- Recommended that, at the time the office building roof is inspected, it be assessed for solar installation (*Item 2a.ii.*);
- Were provided a tour of the MHLS Auditorium and Office Building, by Facilities Operation Manager, Chris Herron.

Facilities Committee report presented

The committee will revisit the Capital Plan timeline and feasibility of projected facility construction projects, at its first meeting in 2019 once the State budget has been finalized.

9. 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 2019, including planning assumptions (*Doc. 9.A-3.a*) and funding of the Operating Reserve Fund, Operating Contingency Fund and the MHLS Capital Fund (*Doc. 9. Item v.*), the proposed MHLS/CSEA Agreement (*Item 4.*) and the new MHLS NYLA Annual Conference Grant proposal (*Doc. 9.B*).

Finance Committee report presented

Proposed MHLS 2019 Budget

There being no questions regarding the proposed MHLS' 2019 budget, Mr. Ramage moved the committee's recommendation THAT THE BOARD APPROVES THE MHLS 2019 BUDGET, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.** Mr. Swierat thanked Finance Manager & Personnel Officer, Linda Vittone, for her oversight of the System's budget, and efforts in preparing the 2019 budget.

2019 Budget approved

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NYLA Annual Conference Attendance Grants

Following review of the parameters and criteria of the new MHLS New York Library Association Annual Conference Attendance Grant proposal, Mr. Ramage moved the committee's recommendation THAT THE BOARD APPROVES THE NEW MHLS NEW YORK LIBRARY ASSOCIATION (NYLA) ANNUAL CONFERENCE ATTENDANCE GRANTS PROGRAM, AS PRESENTED. Mr. Culp seconded the motion. **The motion carried.**

*NYLA Annual
Conference
Grants
approved*

10. TRUSTEE SERVICES COMMITTEE REPORT

Mr. Goldberg, Chair of the Trustee Services Committee, referred to the report of the committee's meeting of November 13 (*Doc. 10.A*), and reported that the committee:

*Trustee
Services report
presented*

- Reviewed the 2018 Annual Membership Meeting program, and made venue and catering recommendations for the 2019 event (*Item 3.*);
- Suggested no changes for the March 2019 Board Meeting Orientation session (*Item 4.*);
- Reviewed proposed locations for the Board's two 2019 Outreach meetings at member libraries, the Annual Membership Meeting, and a draft Outreach Memo from the Board to directors/board presidents (*Items 5. & 6.*).
- Endorsed the 2019 schedule of Board meeting Orientations/Briefing Sessions (*Item 6*);
- Reviewed and approved the System's enhanced 2019 MHLS Trustee Education Program (*Item 7.*).

Mr. Wilson emphasized the importance of MHLS trustees maintaining contact with member library directors and trustees and sharing conversations with the full Board. Ms. Aldrich informed the Board that our Ulster County Board delegates will discuss the conduct and reporting of their county member library visits, through an online meeting all MHLS board members will be invited to attend to help share best practices for board-to-board visits.

11. PERSONNEL & PLANNING COMMITTEE REPORTS

A. Report of October 8th Meeting

Mr. Swierat, Chair of the Personnel and Planning Committee, reported that the committee conducted an online meeting on October 8th (*Doc. 11.A*) and discussed: the upcoming MHLS/CSEA contract negotiations; the System's recently adopted *Sexual Harassment Prevention Policy & Harassment Complaint Form*; and, provision of Sexual Harassment training for trustees.

*P&P reports
presented*

B. Report of November 27th Meeting

Mr. Swierat, Chair of the Personnel and Planning Committee, referenced the committee's meeting report of November 27th (*Doc. 11.A*), and informed the Board that the committee reviewed:

- Major changes to the proposed new 3-year MHLS/CSEA Agreement. (*Mr. Swierat deferred a vote on the committee's three recommended ACTION items to discussion in Executive Session*);
- An updated draft of the System Services 2019 Action Plan, and recommended full Board approval (*Item 4.*). Mr. Swierat moved the committee's recommendation THAT THE BOARD ADOPTS THE UPDATED 2019 ACTION PLAN, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**
- The MHLS' *Sexual Harassment Prevention Policy & Harassment Complaint Form*, and recommended System staff draft a single policy that includes new State mandates and retains anti-discrimination language from the original policy (*Item 5*).
- The Executive Director's Evaluation Form and Review Process (*Item 6*);
- The progress of the assessment/analysis of Assistant Director, Advocate's soon to be vacated position (*Item 7.*).

12. BYLAWS, POLICY AND PROCEDURES COMMITTEE REPORT

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Mr. Dax, Chair of the Bylaws, Policy and Procedures Committee, reported that the committee conducted an online meeting on November 27th, to review the Board's 2018 Rules & Procedures. The committee recommended that the document be edited to clarify the role of the Central Library Director, and expectations of Director Association liaisons to the Board (*Doc. 12.A.1*). Following review of the proposed edits, Mr. Dax moved the committee's recommendation, THAT THE BOARD ADOPTS THE EDITS TO THE 2019 RULES AND PROCEDURES, AS PRESENTED. Ms. Goldfarb seconded the motion. **The motion carried.**

*Rules &
Procedures
reviewed*

13. NOMINATIONS AND ELECTIONS COMMITTEE REPORT

Ms. Baker Brill, Chair of the Nominations and Elections Committee, presented the committee's recommendation for the 2019 Slate of Board Officers/Executive Committee member for 2019:

*2019 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, Mr. Goldberg moved and Mr. Auchincloss seconded THAT THE BOARD ACCEPTS THE 2019 SLATE OF OFFICERS/EXECUTIVE COMMITTEE MEMBER, AS PRESENTED. **The motion carried.**

14. UNFINISHED BUSINESS

A. Updated 2019 Meeting Dates

Ms. Aldrich informed the Board that the 2019 Outreach Meetings have been scheduled for Saturday, January 19, at the Highland Public Library, and Wednesday, September 18, at the Kinderhook Memorial Library (*Doc. 14.A*). The 2019 Annual Membership Meeting will be held on Friday, October 25, 2019 at the FDR Library and Home, Hyde Park, New York. Ms. Baker Brill moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE UPDATED 2019 MEETING DATES, AS PRESENTED. **The motion carried.**

*Outreach/AM
M meetings
scheduled*

15. NEW BUSINESS

A. Establishment of 2019 Board Committee Assignments

President Wilson asked the Board to review the 2018 Committee roster and committee charges (*Doc. 14.A.1*), and to contact him by email (rmooore49@nycap.rr.com), by December 31, 2018, to request any changes. The Board was thanked for the time and commitment they expended to fulfill their committee obligations, in 2018.

*2019 Board
Committee
assignments*

B. Executive Session Regarding Collective Bargaining Negotiations

At 11:16 A.M., Mr. Wilson called for a motion to go into Executive Session regarding collective bargaining negotiations. Ms. Brill moved and Mr. Swierat seconded THAT THE BOARD GO INTO EXECUTIVE SESSION REGARDING COLLECTIVE BARGAINING NEGOTIATIONS. **The motion carried.**

*Board goes into
Executive
Session*

At 11:34 A.M., Mr. Auchincloss moved and Ms. Goldfarb seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 11:41 A.M., Mr. Wilson resumed the regular session of the Board and reported that during Executive Session the Board reviewed the new MHLS/CSEA Agreement, and moved the following motions proposed by the Personnel & Planning Committee (*Doc. 11.B*):

(1) THAT THE BOARD APPROVES THE MHLS/CSEA AGREEMENT AS IT STANDS ON NOVEMBER 27, 2018. Mr. Swierat seconded the motion. **The motion carried.**

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(2) THAT THE 2.5% SALARY INCREASE NEGOTIATED IN THE CONTRACT FOR EACH OF THE NEXT THREE YEARS BE EXTENDED TO ALL NON-CSEA EMPLOYEES. Ms. Ment seconded the motion. **The motion carried.**

(3) THAT ALL NEGOTIATED ITEMS IN THE PROPOSED CONTRACT BE EXTENDED TO ALL FULL-TIME, NON CSEA EMPLOYEES. Mr. Ramage seconded the motion. **The motion carried.**

16. ORIENTATION

A. HOT LIBRARY TOPICS

Executive Director, Aldrich, briefly reviewed "Hot Topics" and issues facing the System and its member libraries in 2019, including: Establishing working relationships with newly elected state/local legislators, to keep library funding in the forefront; working to ensure Digital Equity and Inclusion for residents in all of the communities served by the MHLS; positioning member libraries to assist patrons complete the 2020 Census form; and, ensuring libraries are in compliance with New York State's new Minimum Standards for Libraries, which go into effect on January 1, 2021.

*"Hot Topics"
reviewed*

17. COMMUNICATION

A. Board

Ms. Schnitzer, thanked Mr. Dax for representing Columbia County on the Board for the past 5 years and for the opportunity for her to begin a new 5-year term.

*Columbia
County
delegates*

B. Staff

Ms. Shedrick, Technology Supervisor, informed the Board that the System's recently completed comparative survey of Integrated Library System (ILS) vendors has resulted in the System recommending to the Directors Association that the services of the current provider, Innovative, Interfaces, Inc. (III) be retained. The Directors Association will vote on this issue at its February 20, 2019 Business Meeting.

*ILS vendor
proposed*

18. ADJOURNMENT

At 12:07 P.M., Ms. Baker Brill moved THAT THE MEETING BE ADJOURNED. Mr. Swierat seconded the motion. **The motion carried.**

*Meeting
adjourned*

The next meeting is scheduled for Saturday, January 19, at 10:00 a.m. in the conference room of the Highland Public Library. Snow date, Saturday, February 2, @ 10:00 a.m. @ the Highland Public Library.

Respectfully submitted by

Michele Ment, Secretary

Approved 2019
by the MHLS Board of Trustees