

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
January 19, 2019

President Wilson called the meeting to order at 10:05 A.M., in the Conference Room of the Highland Public Library.

OATH OF OFFICE FOR NEW BOARD MEMBERS

Ms. Winn, Administrative Associate/Notary Public, administered the 2019 Oath of Office to Board members in attendance and to the Executive Director, and provided Dutchess County Oath of Office forms for filing with the County Clerk to Board members beginning new terms: Stuart Auchincloss (Ulster County); and, Janet Schnitzer (Columbia County).

*Oath of Office
administered*

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Stuart Auchincloss, Robert Culp, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Mary Linda Todd, Mark Wilson

Trustees Absent: Lisa Baker Brill (e), Sharon Davis (e), Michele Ment (e)

Directors Association Liaison: Julie Kelsall-Dempsey

Staff Present: Rebekkah Aldrich, Laurie Shedrick, Casey Conlin, Linda Vittone, Courtney Wimmers, Peggy Winn

2. PRESIDENT'S REPORT

In his report, President Wilson:

- Thanked Highland Public Library Director, Julie Kelsall-Dempsey, for hosting the meeting;
- Welcomed the board and newly elected and re-elected members, Stuart Auchincloss (Ulster County), and Janet Schnitzer (Columbia County), to the meeting;
- Reported that 2019 Board committee assignments have been completed, with an attempt to accommodate individual preferences (*Doc. 2.A*), and thanked and recognized committee chairs as well as members for agreeing to serve and help facilitate System operations and board responsibilities;
- Asked the Board to review the preliminary 2019 schedule of Board Committee meetings (*Doc. 2.A.1*), and plan to reserve time to attend meetings.

*President's report
presented*

*Committee positions
assigned*

3. APPROVAL OF MINUTES

Mr. Swierat moved and Mr. Ramage seconded THAT THE MINUTES OF THE DECEMBER 2018 MEETING BE APPROVED. **The motion carried.**

Minutes approved

4. TREASURER'S REPORT

Board Treasurer, Ramage, reported that he reviewed the Treasurer's Report for November 2018 and found it acceptable. Mr. Auchincloss moved and Ms. Goldfarb seconded THAT THE FINANCIAL REPORT FOR NOVEMBER BE RECEIVED. **The motion carried.**

*Financial Report
received*

5. REPORT ON PAYMENT OF BILLS

In the absence of Ms. Brill, Mr. Wilson reported that Ms. Brill confirmed that she reviewed the warrants for November and found them acceptable (*Doc. 5.A*).

Warrants received

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

Ms. Ridgeway moved and Ms. Klein seconded THAT THE WARRANT REPORTS FOR NOVEMBER AND DECEMBER BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In her report (*Doc. 6*), Ms. Smith Aldrich:

Staff News reported

- Informed the Board that Laurie Shedrick has been promoted to Assistant Director/Technology Operations Manager, and expanded her responsibilities to include oversight of Digital Collection Access and Interlibrary Loan services.
- Introduced new hire Casey Conlin, whose experience makes him uniquely qualified to serve as the System's new Library Sustainability Coordinator, and Courtney Wimmers, who has been appointed to the newly created position of Outreach & Engagement Specialist (*Item 1.*).
- Reported that Phase III renovations to the MHLS Auditorium are anticipated to be completed on schedule, as is the reconfiguration/reallocation of the System's 2nd floor office space (*Item 2.*). *Facility projects reviewed*
- Reported that Assemblymember Didi Barrett has stepped down as Chair of the Assembly Libraries & Education Technology Committee however, but has committed to continue to collaborate with System staff and advocate on behalf of libraries (*Item 3.*). *Barrett steps down*
- Informed the board that a Request for Proposals (RFP) for System Delivery Services has been issued. Delivery Services is ranked as a high-priority service and greatly impacts the System's budget. Member library assessment fees and Central Library funding reflect a proportional cost-share for this service (*Item 4.*). *Delivery Services RFP*
- Requested Ms. Shedrick to review the background and planning process used to determine the System's recommendation to renew a contract with Innovative Interfaces, Inc. (III) for Integrated Library Services (ILS) (*Item 5.*). Ms. Aldrich informed the board that upon final approval by the Directors Association on how to proceed (*Item 5.b.*), the board will be asked to authorize the System Director to sign a new service contract. *ILS contract process reviewed*
- Informed the board that the Annual Board Luncheon/Orientation will be conducted following the March 23 Board meeting in the MHLS Auditorium, and encouraged full attendance at the luncheon (*Item 6.*). *Annual Board Luncheon/Orientation*
- Informed the Board that the Pleasant Valley Library is anticipated to resume operations at its temporary location in February, and thanked System staff for helping facilitate the transition process (*Item 7.*). *P.V.L. update provided*

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. Kelsall-Dempsey informed the board that the next Business meeting of the Directors Association is scheduled for February 20, 2019 (*Snow Date – February 22*).

DA to meet in February

8. UNFINISHED BUSINESS

None reported.

9. NEW BUSINESS

A. Review of Conflict of Interest Policy and MHLS Disclosure Statement

President Wilson informed the Board that the System's *Conflict of Interest Policy* requires yearly review by the Board and signing of the *MHLS Disclosure Statement (Doc. 9.A)*. The Board was asked to review the policy, and sign and return the *MHLS Disclosure Statement* to Ms. Winn for filing in the MHLS Business Office.

Conflict of Interest Policy reviewed

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B. Staff Position and Salaries for 2019

President Wilson informed the board that the staff positions and salaries for 2019 (*Doc. 9.B*) reflects up-to-date budgeted staff salary information, and called for a motion to approve. Mr. Ramage moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE STAFF POSITIONS AND SALARIES FOR 2019, AS PRESENTED. **The motion carried.**

*Staff salaries
approved*

10. ORIENTATION

A. Orientation for 2019 Advocacy Day

Executive Director, Aldrich:

- Emphasized that restoration of funding for libraries remains at the forefront of this year's advocacy campaign. The Governor's proposed budget cuts Library Aid (by \$5 million), Construction Aid (by \$20 million), and allocates no funds to underwrite the 2020 Census. In addition, this year's advocacy efforts should: (1) continue to emphasize the role of libraries as educational institutions that deserve the same level of increase as school aid; (2) make the case for additional aid in support of the frontline digital inclusion work done by libraries; and (3) continue the push for increases to the State Aid for Library Construction program.
- Stressed the importance of maintaining and/or establishing relationships with local legislators and newly elected officials, and working with System staff to educate them about the important role libraries play in communities and the system plays for libraries.
- Encouraged MHLS trustees to attend Library Advocacy Day, in Albany, on Wednesday, February 27th, and contact their local representatives in person, by phone and online.
- Informed the board that additional advocacy reference materials to help facilitate meetings and correspondence with legislators is being prepared by System staff, and NYLA's "Call to Action" materials will be posted online.

*Restoration of
funding key issue*

*Advocacy Day in
Albany*

B. MHLS Trustees Visits to Member Libraries

Ms. Aldrich reported that Memorandums of Introduction from MHLS Trustees to Library Directors and Board Presidents will be mailed the week of January 29, in preparation for planning board-to-board visits, and asked Ulster County Board representatives to share pointers from their member library board visits.

Board-to-Board Visits

Strategy Reports from Ulster County Representatives

Ulster County MHLS Board representatives, Stuart Auchincloss, Ken Goldberg, and Lynne Ridgeway, informed the board that as MHLS county representatives attending member library meetings they have included information regarding: the scope and mission of the MHLS, statistical information about System services, the System's Annual membership meeting, and the MHLS' extensive website and calendar of events and workshops. Ms. Aldrich stressed the value of MHLS Board attendance at county meetings and encouraged the board to contact System staff to enquire about any current issues facing a particular library, and to clarify information received and requested at meetings.

*UC Representatives
share information*

Breakout Discussions by County Delegates

MHLS Board representatives were provided email contact lists for Library Directors and Board Presidents in their counties, suggested talking points for planning visits, and an infographic of MHLS Service statistics to assist in planning and facilitating board-to-board visits. County delegates broke into groups and briefly discussed implementation of their board-to-board visits.

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C. Presentation on Ulster County Libraries

Ms. Kelsall-Dempsey presented a brief overview of the Ulster County Library Association's unique governance and funding structure and gave examples of how the County's Directors are working collaboratively to provide programs and activities, including the newest resource, "The Universal Class". The board thanked Ms. Kelsall-Dempsey for her presentation and commended the Ulster County Library Association for their efforts on behalf of the county's library patrons.

UCLA praised

11. COMMUNICATION

A. Board

MHLS Trustees Visits to Member Libraries

Mr. Culp and Ms. Goldfarb informed the board that they attended a recent meeting of the Desmond-Fish Library Board, in a non-official capacity, and found it very informative.

*Member Library Visit
reported*

Other

Mr. Swierat suggested that System staff consider creating a document of library services and resources available to assist furloughed government workers/contractors during the shutdown.

Government shut-down discussed

Ms. Aldrich offered to survey library directors to determine if/how libraries have assisted and provided resources to patrons affected by the crisis.

B. Staff

Ms. Aldrich informed the board that the Spring/Fall Trustee Education Training schedule is being prepared and upon completion, will be posted. Inclusion of information regarding the new requirements from New York State related to *Sexual Harassment Prevention Policies and Training* is planned for the MHLS Trustee Essentials workshop curriculum in 2019.

Trustee Education Workshops

12. ADJOURNMENT

At 11:54 P.M., Mr. Swierat moved and Mr. Auchincloss seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The next meeting is scheduled for Saturday, March 23 @10:00am in the Mid-Hudson Library System Auditorium. Snow Date: Saturday, March 30 @10:00am in the Mid-Hudson Library System Auditorium. Board Member Orientation & Luncheon following the meeting.

Respectfully submitted by:

Janet Schnitzer, Acting Secretary

Approved 2019
By the MHLS Board of Trustees