

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
March 30, 2019

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, Robert Culp, Sharon Davis, Kenneth Goldberg, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Mary Linda Todd, Mark Wilson
Trustees Absent:	Lisa Baker Brill (e), Priscilla Goldfarb (e), Rajene Hardeman (e)
Directors Association Liaison:	Mary DeBellis, Director LaGrange Association Library
Staff Present:	Rebekkah Aldrich, Casey Conlin, Laurie Shedrick, Linda Vittone, Peggy Winn

2. PRESIDENT'S REPORT

In his report, Mr. Wilson:

- Welcomed the board and thanked them for attending the rescheduled meeting;
- Announced his intent to continue to attend county-level directors and association meetings to show support from the System's board, and be available to provide or find answers to questions, as needed.

*President's report
presented*

3. APPROVAL OF MINUTES

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

Minutes approved

4. TREASURER'S REPORTS

Board Treasurer Ramage reported that he reviewed the Financial Report for December (Doc.4.A) and found it acceptable. Mr. Auchincloss moved and Ms. Klein seconded THAT THE FINANCIAL REPORT FOR DECEMBER 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).

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

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

Warrants received

6. DIRECTOR'S REPORT

In her report (Doc. 6), the Executive Director informed the board that:

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- The state budget bill is likely to be passed on Monday, April 1st. The Assembly has proposed flat funding for library aid and the Senate has proposed an additional \$1 million over last year's aid. It is anticipated that the budget will pass on time, and that the New York Library Association (NYLA) will then report out results on library funding. Moving forward, library supporters are encouraged to cultivate ongoing working relationships with their state legislators who can become champions on behalf of libraries (*Item 1.*). *Advocacy News*
- Updates on contract negotiations for Delivery and ILS Services and proposed amendments to the Members Capital Fund Policy will be reported on under New Business (*Items 11. B. and C.*). *Contracts & Amendments review*
- The Trustee Services Committee will address the issue of how to meet the State's newly mandated requirement to provide training for MHLS trustees on Sexual Harassment Prevention at its next meeting. *New Trustee Training mandated*
- The majority of Phase III auditorium renovations have been completed. Purchase of remaining items has been suspended pending the outcome of State Budget negotiations (*Item 6.*). *Renovations on hold*
- The System has hired Kerri Carpenter as its new Cataloging Specialist. Kerri has over 20 years of experience in this field and has acclimated quickly (*Item 7.*). *New personnel hired*

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. DeBellis, Director of the LaGrange Association Library, Directors Association Liaison to the Board for March, presented the Minutes of the February meeting (*Doc. 7.A*), and reported that the directors are currently evaluating whether they wish to opt in or out of Sierra's automatic renewal feature. This topic will be an Action Item on the Directors Association's April 9th meeting agenda, as will a report on the April 4th ILS Road Map Development meeting.

Liaison report accepted

8. INCENTIVES COMMITTEE REPORT

Mr. Swierat, Chair of the Incentives Committee, highlighted key elements of the report of the committee's meeting of February 25, (*Doc.8.A*), and informed the board that the committee:

Incentives report presented

- Reviewed the role of the Committee and MHLS Board in the review and ranking of State Aid for Library Construction Grant applications, and the proposed timeline of the program;
- Reviewed the present list of funding priorities for grant applications (*Doc. 8.B.1*);
- Agreed to include libraries currently pursuing NYLA's Sustainable Library Certification as eligible under the criteria for energy conservation (*Item 4.b.i*);
- Agreed to propose that the board approved 2018 definition of an "Economically Disadvantaged Community" be applied for 2019 proposals, and that the committee evaluate the current policy and related data during the 2019 grant cycle.
- Accepted the current process and schedule for review and approval of applications;
- Requested additional information from staff on the Mileage Equalization and NYLA Conference Grant programs.

Following review of the committee's recommendation regarding funding priorities (*Doc. 8.B.1*), Mr. Swierat moved the committee's recommendation THAT THE BOARD APPROVES THE FUNDING PRIORITIES FOR 2019-2020 PUBLIC LIBRARY CONSTRUCTION GRANT

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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" (*Doc. 8.B.1*), 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*

9. FINANCE COMMITTEE MEETING REPORTS

A. Finance Committee February 26th Meeting Report

Committee Chair Ramage reported that at the February 26th meeting the committee reviewed: The RFP for Delivery Service Evaluation Progress and Background Information; fiscal conservation efforts undertaken by MHLS over the past six months; and the Capital, Operating Contingency and Operating Reserve Fund policies (*Doc. 9.A*).

*Finance
Committee
Reports presented*

Mr. Ramage informed the board that following review of the System's financial policies the committee recommended that the present stated fund targets of the System's Capital Fund, Operating Contingency Fund, and Operating Reserve Fund policies remain the same. In addition, the committee endorsed System staff to speak with the System Services and Central Library/Collection Development Advisory Committees to solicit their input on how to address the financial gap between the current cost of delivery services and projections for a new delivery services contract.

B. Finance Committee March 22nd Meeting Report

Mr. Ramage informed the board that the Finance Committee conducted an online GoToMeeting on March 22nd and discussed the input provided by the System Services Advisory Committee and the Central Library/Collection Development Advisory Committee in respect to addressing the impending financial gap between the current cost of delivery service and the projected costs for a new delivery service contract (*Doc. 9.B*). Following review of the recommendations of both committees (*Item 2*), Mr. Ramage moved the Finance Committee's recommendation THAT THE BOARD AUTHORIZES THE MHLS EXECUTIVE DIRECTOR TO ENGAGE IN NEGOTIATION FOR A NEW DELIVERY SERVICES CONTRACT CONTINGENT ON A VOTE BY THE DIRECTORS ASSOCIATION, AT ITS APRIL 9TH MEETING, TO ENDORSE THE RECOMMENDATIONS OF THE SYSTEM SERVICES AND CENTRAL LIBRARY /COLLECTION DEVELOPMENT ADVISORY COMMITTEES. Mr. Swierat seconded the recommendation. **The motion passed.**

*Authorization to
negotiate contract
pending*

10. UNFINISHED BUSINESS

None reported.

11. NEW BUSINESS

A. Certification of Adult Literacy and Family Literacy Grant Project Applications New York State Adult Services Literacy Grant Project

Following a brief review of the focus, criteria and budget of the Adult Services Literacy Grant project (*Doc. 11.A?*), and the New York State Family Literacy Grant project by Ms. Aldrich, Ms. Ment moved and Mr. Auchincloss seconded THAT THE BOARD CERTIFIES THE SYSTEM'S 2019-2021 NEW YORK STATE ADULT SERVICES LITERACY GRANT PROJECT, AND

*Literacy Grant
Projects certified*

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THE NEW YORK STATE FAMILY SERVICES LITERACY GRANT PROJECT, AS PRESENTED. **The motion carried.**

B. Authorization to Negotiate For New Service Contract Integrated Library Services

Executive Director Aldrich informed the board that the Directors Association has unanimously approved the System Service Advisory Committee's and System staff's recommendation to engage in a contract negotiation with our current Integrated Library Services (ILS) vendor, Innovative Interfaces, Inc., for a new 5-year "Success Plus Subscription". Ms. Aldrich thanked Ms. Shedrick, Assistant Director/Technology Operations Manager, for negotiating an outstanding cost-saving new contract. Following this explanation, Ms. Schnitzer moved and Mr. Auchincloss seconded THAT THE BOARD AUTHORIZES EXECUTIVE DIRECTOR ALDRICH TO MOVE FORWARD WITH NEGOTIATIONS FOR A NEW FIVE-YEAR CONTRACT FOR INTEGRATED LIBRARY SERVICES WITH INTEGRATED INTERFACES, INC. **The motion carried.**

E.D. authorized to negotiate contract for ILS

C. Members Capital Fund Policy Recommendations

Ms. Aldrich informed the board that at its February 20th meeting the DA approved the following two amendments to its Capital Fund Policy in anticipation of increased costs for migration to and implementation of the new ILS, and for future upgrades:

Capital Fund Policy Amendments approved

- (1) That the currently defined categories in the Members Capital Fund Policy-licenses, modules/enhancements, and migration be collapsed into a single fund, in order to reflect the future environment the System will be operating in with a new subscription-based ILS contract.

Following review of the proposed amendment to defined categories in the Members Capital Fund Policy, Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE RECOMMENDATION OF THE DIRECTORS ASSOCIATION THAT THE CATEGORIES OF THE MEMBERS CAPITAL FUND POLICY BE COLLAPSED INTO A SINGLE FUND. **The motion carried.**

- (2) That System staff pursue a new 5-year "Success Plus Subscription" with Innovative Interfaces, Inc., and allocate \$100,000 of the Members Capital Fund for the associated implementation and training costs related to the new ILS Contract over the next 24 months.

Following review of the proposed amendment regarding allocation of funds for implementation of the new ILS, Mr. Auchincloss moved and Ms. Ridgeway seconded THAT THE BOARD APPROVES THE RECOMMENDATION OF THE DIRECTORS ASSOCIATION THAT \$100,000 OF THE MEMBERS CAPITAL FUND BE ALLOCATED FOR THE IMPLEMENTATION AND TRAINING COSTS RELATED TO THE NEW ILS CONTRACT OVER THE NEXT 24 MONTHS. **The motion carried.**

D. Review and Approval of Member Library Variance Requests

Ms. Aldrich 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, in order for the System to legally receive the final 10% of Local Library Services Aid (LLSA) and Local Services Support Aid (LSSA). At present, two MHLS libraries, the LaGrange Association Library, and the Roeliff Jansen Community Library, are each in non-compliance with one standard each. (*Docs. 11.D.1/2*). Both libraries have outlined steps towards compliance and are requesting approval to submit

Variances 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 Mr. Auchincloss seconded THAT THE BOARD APPROVES SUBMISSION OF VARIANCE REQUEST FORMS TO THE NEW YORK STATE LIBRARY FROM THE LAGRANGE ASSOCIATION LIBRARY AND THE ROELIFF JANSEN COMMUNITY LIBRARY. **The motion carried.**

E. Review and Approval of 2018 MHLS Annual Report

Ms. Aldrich thanked Ms. Vittone and Mr. Conlin for their diligence in the preparation of the System's 2018 Annual Report, and informed the Board that New York State requires annual board review and acceptance of the report (*Doc. 11.E*). *Annual Report accepted*

Following this explanation, Mr. Swierat moved and Mr. Ramage seconded THAT THE BOARD HAS REVIEWED AND ACCEPTS THE MHLS' 2018 ANNUAL REPORT, AS PRESENTED. **The motion carried.**

12. ORIENTATION

MHLS Finances; Member Library Assessment & E-Resources Fees

Ms. Aldrich presented an overview of the Member Library Assessment and E-Resources Fees charts and informed the board that: *Assessment Table reviewed*

- Assessment Fees are calculated using a formulaic method to ensure an equitable, proportional individual library cost-share for System services; 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 E-Resource materials cost-effective for libraries; collection development decisions on these materials are made by the Central Library/Collection Development Advisory 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 variety of databases, which are voted on and approved by the Directors Association.
- Links to the DA approved *Tentative 2019 Member Assessment Table* and an explanation of the formula elements therein, will be sent to the board. *E-Resource Chart reviewed*

13. COMMUNICATION

A. Board

MHLS Trustees Visits to Member Libraries

Ms. Ment, reviewed the written report submitted by Ms. Goldfarb, highlighting the outcome of attendance at meetings at the Patterson, Putnam Valley, and Julia Butterfield libraries by the three Putnam County delegates. As reported, member libraries praised System staff for their ongoing support and assistance, and shared current issues facing their libraries and innovative programs being offered in their communities (*report appended to file*). *Library meetings attended*

B. Staff

Ms. Shedrick, Assistant Director/Technology Operations Manager, informed the board that she is currently completing former Assistant Director Merribeth Advocate's term on the Southeastern New York Library Resource Council's (SENYLRC) Board, and will begin a new full term upon its conclusion. *SENYLRC board seat filled*

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Mr. Conlin, Library Sustainability Coordinator:

- Thanked the board for certifying the Literacy Grant projects;
- Highlighted the Brewster Library's partnership with the Delancey Street Foundation to provide training for adults transitioning into the job market;
- Praised the enormous effort children's librarians in our member libraries are making to provide families with tools to foster early literacy and learning; and,
- Reported that he has been appointed to a statewide Census Committee to help position libraries to assist librarians to motivate and help patrons complete the 2020 Census.

*Sustainability
report presented*

14. ADJOURNMENT

At 11:57 A.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 2019
By the MHLS Board of Trustees