

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
February 1, 2020

President Swierat called the meeting to order at 10:05 A.M., in the Auditorium of the Mid-Hudson Library System.

OATH OF OFFICE FOR NEW BOARD MEMBERS

Ms. Winn, Administrative Associate/Notary Public, administered the 2020 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: Richard Swierat (Dutchess County); Mary Linda Todd (Greene County), and Mark Wilson (Columbia County). *Oath of Office administered*

1. ROLL CALL AND APPROVAL OF AGENDA

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

Trustees Absent: Lisa Baker Brill (e), Sharon Davis (e), Kenneth Goldberg (e), Michele Ment (e), Barry Ramage (e)

Directors Association Liaison: Julie Kelsall-Dempsey, Director Highland Public Library

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

2. PRESIDENT'S REPORT

In his report, President Swierat: *President's report presented*

- Welcomed the board and presented former Board President, Wilson, with a framed *Resolution of Appreciation* for his service on the board.
- Noted he committed to visiting each county's directors/library association meetings in the first quarter of the year and is halfway to his goal. He attended a recent meeting of the Ulster County Directors Association and the county's library directors are to be commended for the excellent service they provide their communities.
- Praised Executive Director, Aldrich, for the outstanding and positive testimony she gave at a hearing held by the Assembly Committee on Libraries and Education Technology in Albany, NY to review the impact on libraries of the 2019-20 enacted State budget and the future funding needs of libraries and library systems.
- Encouraged attendance at the New York Library Association's Library Advocacy Day on Tuesday, February 25th and visits with state legislators at their local offices, to keep legislators informed about the valuable role libraries play in their communities. System staff is available to help coordinate and lend support prior to or during attendance at library and/legislative meetings.
- Noted that 2020 Board committee assignments have been completed (*Doc. 2.A*) and thanked board members for agreeing to serve and help facilitate System operations and board responsibilities.

3. APPROVAL OF MINUTES

Ms. Auchincloss moved and Ms. Goldfarb seconded THAT THE MINUTES OF THE DECEMBER 2019 MEETING BE APPROVED. *Minutes approved*
The motion carried.

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4. TREASURER'S REPORT

Board Treasurer, Wilson, reported that he reviewed the Treasurer's Report for November 2019 and found it acceptable. Ms. Ridgeway moved and Ms. Klein 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, President Swierat reported that she reviewed the warrants for November and found them acceptable (*Doc. 5.A*). Ms. Hardeman reported that she reviewed the warrants for December and found them acceptable (*Doc. 5.B*).

Warrants received

Ms. Schnitzer moved and Mr. Auchincloss seconded THAT THE WARRANT REPORTS FOR NOVEMBER AND DECEMBER BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In addition to her written report (*Doc. 6*), Executive Director, Aldrich, provided a detailed review of the MHLS 2020 Action Plan as endorsed by the MHLS Planning & Personnel committee. In addition, she reviewed for the board that:

2020 Action Plan reviewed

- New York State Public Library Systems are mandated to develop a 5-year Plan of Service that aligns with the mission and goals of the organization. Creation of optional yearly Action Plans includes service initiatives designed to work towards reaching those goals.
- Service areas of the Plan of Service were prioritized with feedback from the board, System staff and member library directors.

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. Kelsall Dempsey, Director of the Highland Public Library/Directors Association Liaison for this meeting, informed the board that she is the Chair of the System Service Advisory Committee that is charged to represent MHLS member library interests by collaborating with System staff and Board in determining services and how they are funded. The committee met in January and discussed the implementation of service restrictions for Town of Union Vale residents. The next Business meeting of the Directors Association is scheduled for February 19, 2020 (*Snow Date – February 20*).

DA endorses Union Vale restrictions

8. PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Swierat, Chair of the Personnel & Planning Committee referenced the committee's meeting report of December 16th (*Doc. 8.A*) and reported that they reviewed and endorsed the 2020 Action Plan, two personnel policies, and the Executive Director's position description and evaluation process and timeline. In light of those endorsements, the committee recommended he move the following motions:

- THAT THE BOARD ADOPTS THE PROPOSED 2020 ACTION PLAN, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**
- THAT THE BOARD ADOPTS THE AMENDMENT TO THE SYSTEM'S "LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE" PERSONNEL POLICY. Ms. Klein seconded the motion. **The motion carried.**
- THAT THE BOARD APPROVES THE ADDITION OF THE "DISCRIMINATION BASED ON REPRODUCTIVE HEALTH DECISION" POLICY, AS PRESENTED. Ms. Ridgeway seconded the motion. **The motion carried.**

Motions passed

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- THAT THE BOARD APPROVES THE REVISED JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR, AS PRESENTED. Ms. Schnitzer seconded the motion. **The motion carried.**

9. UNFINISHED BUSINESS

A. Executive Session to Discuss the Parameters of the Town of Union Vale Contract

*Board goes into
Executive Session*

At 10:52 A.M., President Swierat called for a motion to go into Executive Session to discuss the parameters of the Town of Union Vale contract. Ms. Goldfarb moved and Ms. Klein seconded THAT THE BOARD GO INTO EXECUTIVE SESSION. **The motion carried.**

At 11:10 A.M., Ms. Schnitzer moved and Mr. Auchincloss seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

At 11:14 A.M., President Swierat reconvened the regular meeting of the board.

10. NEW BUSINESS

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

Executive Director, Aldrich, 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. 10.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*

11. ORIENTATIONS

A. State Aid for Libraries Advocacy Briefing

Executive Director, Aldrich:

*Advocacy briefing
presented*

- Reviewed the pattern of cuts proposed by the Governor, the path to restoration of those funds by the legislator, and the New York Library Association's 2020 Legislative Agenda.
- Distributed advocacy materials prepared by System staff for the board, including the **2020 Advocacy Guide**, lists of **MHLS legislators by county**, **2020 Legislative Talking Points** and a list of **Questions** for trustees to answer that will enhance the data-based talking points the trustees will have to use while advocating for an increase to state aid for libraries.
- 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.
- Reviewed three (3) proposed legislative bills that impact libraries: *Equal Access to School Libraries and Librarians (S2421 Kaplan/A2444 Solages)*; *Trustee Education Bill (S7285 / A9551 Ryan)*; and an *Access to E-Books bill (S7576 May)*.
- Encouraged MHLS trustees to attend Library Advocacy Day, in Albany, on Tuesday, February 25th, and contact their local representatives in person, by phone and online.

B. 2020 Census Update

Mr. Conlin, Coordinator for Library Sustainability, shared the following information about the 2020 Census:

*2020 Census report
presented*

- It is extremely important for us all to pull together to help raise awareness about the importance of the Census and to dispel myths about what the data is used for and how it will be collected.
- Mr. Conlin is currently conducting two-hour workshops in all five counties to build the confidence of frontline library workers to aid in this effort.
- Mr. Conlin has been working with the chairs of each of the five county directors/library associations to support their efforts to have the state Census funds awarded at the county level be earmarked for use by public libraries.

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- Using funds awarded to MHLS by the NYS Census Equity Fund, printed materials are being distributed to all libraries to help advertise the importance of the Census and targeted ads in Hard-to-Count communities are being produced.
- Mr. Conlin has created a resource page on our web site to support member libraries in this effort: <https://midhudson.org/topics/sustainable-libraries/census-2020/>
- Additional Census materials that trustees can use in their personal outreach efforts can be found on the Census website: www.census.gov.

The board thanked Mr. Conlin for his report and outstanding efforts working to prepare member library staff for participation in completion of the online Census.

12. COMMUNICATION

A. Board

MHLS Trustees Visits to Member Libraries

- Mr. Swierat asked the board to please inform the Executive Director when planning to attend member library meetings so that they can be tracked and given some background information about the library.

Member Library Visit reporting

B. Staff

Executive Director, Aldrich, informed the board that:

- Joris Lemmens has joined the System's Tech Ops Team. Along with IT Operations Supervisor Gerry Formby and Tech Support Specialist Isaac Barbee, he will provide support to member libraries with technology and Sierra installations. Executive Director, Aldrich, recognized Mr. Formby for his outstanding efforts during the interim hiring period.
- The Annual Board Luncheon/Orientation will be conducted following the March 21 Board meeting in the MHLS Auditorium, and encouraged full attendance at the luncheon.

New Tech Ops staff member

Annual Board Luncheon/Orientation

Assistant Director/Technology Operations Manager, Shedrick, informed the board that the recent acquisition of Innovative Interfaces, Inc. by Ex Libris has resulted in some staff changes in the company. However, while the System's current 5-year contract remains intact, it is still uncertain as to the direction the company plans to take its services in the future.

Ex Libris acquires III

Mr. Conlin, Library Sustainability Coordinator, reported that member library Annual Reports are due to be filed on February 14th and thanked System staff for their assistance with the preparation of the System's report.

Annual Report deadline

13. ADJOURNMENT

At 11:50 A.M., Ms. Hardeman moved and Ms. Klein seconded THAT THE MEETING BE ADJOURNED. **The motion carried.**

The next meeting is scheduled for Saturday, March 21 @10:00am in the Mid-Hudson Library System Auditorium. Snow Date: Saturday, March 28 @10:00am in the Mid-Hudson Library System Auditorium. Board Member Orientation & Luncheon following the meeting.

Respectfully submitted by:

Mark Wilson, Acting Secretary

Approved 2020
By the MHLS Board of Trustees

