

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 9, 2012**

Peter Hoffmann, Board President, called the meeting to order at 10:10 a.m. in the Community Room of the Patterson Library. Patterson Library Director, Patti Haar, introduced her trustees and staff and System staff and trustees introduced themselves.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	John Bickford, Jean Ehnebuske, Peter Hoffmann, Stephen Mac Nish, Martin Miller, Regina Morini, Michael Minor, Roland Patterson, Matthew Perry, Janet Schnitzer, Jim Tuttle
Trustees Absent:	Lisa Baker Brill, Bill Conine, Caroline Profera
Liaisons:	Erica Freudenberger, Manager, Red Hook Public Library Lauren Muffs, Assistant Director Poughkeepsie Public Library District
Staff Present:	Merribeth Advocate, Robert Drake, Rebekkah Smith Aldrich, Eric McCarthy, Mike Nyerges, Linda Vittone, Peggy Winn
Others Present:	Patti Haar, Director Patterson Library, Patterson Library Trustees: Donald Ferraro, Board President, Paul Calabrese, Joan Graham, Marna Howarth

II. PRESIDENT'S REPORT

In his report, President Hoffman, welcomed all in attendance, and:

- thanked Patti Haar, Director of the Patterson Library her staff and board for hosting the meeting;
- called for a motion to change the sequence of Visitor Communications in the Agenda to give Patterson trustees an opportunity to speak. Mr. Bickford moved and Ms. Morini seconded **THAT THE BOARD APPROVES THE CHANGE OF THE SEQUENCE OF AGENDA ITEM VIII. (C) COMMUNICATION FROM VISITORS. The motion carried. Patterson Board President, Donald Ferraro, welcomed System trustees and staff to the newly renovated library.**
- congratulated and complimented the Patterson Board and staff on the opening of the their new well planned and designed facility;
- added "Rescheduling of September Board Meeting" to New Business items on the Agenda;
- reported that he visited the Saugerties Public Library and attended the Ulster County Library Association Meeting, at which he spoke on the relevance of board to board contact. Attendees suggested that System trustees begin attending their county director association

President's report presented

Meeting date changed

meetings, in addition to trustee meetings, to obtain valuable director feedback. *The board agreed that the Trustee Services Committee should continue to address the issue of facilitating attendance at these meetings.*

attendance at meetings encouraged

- referred to recent correspondence he received from former employee, Mary Keelan, regarding pre-2006 retiree health benefit contributions and asked that the Executive Director handle all subsequent replies to correspondence. *In response, Mr. Nyerges informed the board that an outside insurance agent will present an information session for retirees in September, and that he will continue to work with this board to minimize the impact of rising insurance costs and balance the interests of present and past employees.*

Info session for retirees in September

III. APPROVAL OF MINUTES

Mr. Bickford moved and Ms. Morini seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED, AS AMENDED. **The motion carried.**

Minutes of March accepted

IV. TREASURER'S REPORTS

Board Treasurer, Patterson, asked if there were any questions about the February or March financial reports (BOT-12-05-R1/R1a). There being none, Mr. Patterson moved and Ms. Morini seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY and MARCH BE RECEIVED. **The motion carried.**

Financial reports received

V. REPORT ON PAYMENT OF BILLS

Mr. Mac Nish reported that he reviewed the warrant for March and found it acceptable (BOT-12-05-R2).

Ms. Ehnebuske reported that she reviewed the warrant for April and found it acceptable (BOT-12-05-R2a). Ms. Morini moved and Mr. Bickford seconded THAT THE WARRANTS FOR MARCH/APRIL BE RECEIVED. **The motion carried.**

Warrants received

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-12-05-R3), Mr. Nyerges reported that:

Director's report presented

- Automation Coordinator, Eric McCarthy, is a welcome addition to the staff and thanked him for his excellent work to date;
- The exact total of refund monies to libraries impacted by the MTA tax, is still unknown;
- Redistricting will create dramatic changes in legislative representation and will require renewed and increased advocacy efforts;
- The Finance Committee's revised 2012 budget proposal is a result of the availability of a positive balance and unbudgeted funds, and the board's suggestion for the disposition of these funds will be reviewed by the System Funding Task Force, at its May meeting;
- The elimination of fixed minimal fuel costs and a revised delivery

MTA tax refunds expected

Advocacy efforts required

New Delivery contract signed

schedule in the new agreement with Hudson River Transport has resulted in controlled costs for delivery service;

The board discussed exploring the possibility of contracting with other counties for fuel discounts.

- Revisions to the Direct Access Plan are being reviewed by the Division of Library Development, will be voted on in June by the Directors Association, given a final review by the Personnel & Planning Committee, and voted on in July by this board;
- The Personnel & Planning Committee will continue to review two new personnel policies, at its next meeting;
- The Facilities Committee has reviewed and prioritized System construction projects for this year and begun considering projects for next year's grant proposal

*Direct Access
Plan revisions
reviewed*

*Bldg. repairs to
begin soon*

VII. OTHER REPORTS

A. Liaison Reports

In addition to her written reports (BOT-12-05-R4/4a), Ms. Freudenberger, as Directors Association Liaison to the board, informed the board that the directors have been enthusiastic about the information coordinated by Merribeth Advocate and Rebekkah Smith Aldrich for the Building Your Base Project's "10 Things" online learning sessions, and commented that while System-wide circulation has decreased there has been an increase in the number of library cards issued.

*Liaison report
presented*

B. Facilities Committee Report

Mr. Minor, Chair of the Facilities Committee, reported that, in addition to the summary of the Facilities Committee's meeting in Mr. Nyerges' report (BOT-12-05-R3) the committee also conducted a walk-through of the office building's third floor and is examining the feasibility of profitable utilization of this space. In addition, a preliminary tour of the Auditorium's basement storage space indicated need for an overhaul.

*Facilities
Committee report
presented*

C. Trustee Services Committee Report

Ms. Ehnebuske, Chair of the Trustee Services Committee, reported that the committee met on March 19, and thanked the committee, Peter Hoffmann, and staff members in attendance at that meeting for their invaluable input. She then briefly reviewed the topics covered in her written report (BOT-12-05-R5). *Mr. Nyerges reported that he is considering a couple of options for the Annual Meeting Presentation/Speaker: David Lankes who spoke at NYLA and was suggested by the directors, has been contacted and has expressed initial interest; however, his schedule has made ongoing communication difficult; and, a panel of Regional Advisory Council members who would answer prepared questions about the Council's 2020 Vision Plan for Libraries.*

*Trustee Services
report presented*

Ms. Ehnebuske then reported that a working group will meet in June to begin to develop an Orientation Session for new System trustees.

D. Planning and Personnel Committee Report

Mr. Bickford, Chair of the Planning & Personnel Committee, reported that the committee met in April and reviewed:

- proposed staff changes and revisions of job descriptions;
- the new organizational chart;
- revised wording in the Direct Access Plan; and,
- an amended personnel policy for business travel expenses.

The committee will review and discuss a proposed personnel policy for retiree health insurance and an amended personnel policy regarding notice by employees when leaving System employment, at its next meeting.

Planning & Personnel report presented

E. Finance Committee Report

Mr. Patterson, Chair of the Finance Committee, reported that the committee met in April and reviewed and approved the Personnel & Planning Committee's proposed personnel changes and reorganization chart and reviewed a draft of the 2012 budget revisions.

Mr. Nyerges reviewed the draft of the Operating Fund Projections (BOT-12-05-R7) and discussed the committee's suggested uses for positive balance funds: reduction of member fees; purchase of eBooks; and, establishment of member assessment reserve. *The board agreed that the System cannot count on continued positive balances and that it might be prudent to maintain a larger reserve fund.*

The System Funding Task Force will review the board's suggestions on how to expend these funds, at its next meeting.

Budgets reviewed

VIII. COMMUNICATION

A. Board Members

Ms. Schnitzer reported that:

- the Hudson Area Association Library will vote today whether to move the library to the Hudson Armory;
- she attended the 4th Annual Hudson Children's Book Festival at the Hudson Junior/Senior High School and that the wonderful event featured 85 children's book authors, including renown author, Walter David Meyers.

Children's Book Festival praised

Mr. Miller professed that he continues to be "heartened" by the collaborative efforts of System staff and the Directors Association.

System praised

Mr. Hoffmann expressed his gratitude for the board's active involvement and their diligence in handling the System's recent fiscal crisis.

Board recognized

Ms. Ehnebuske reported that:

- she and Ms. Morini visited the Reed Memorial Library in Carmel, and that the library, with the help and support of Rebekkah Smith Aldrich, is going for Special District status;
- concern regarding the imposition of a standard loan period was expressed by attendees at a recent Putnam County Library Directors Association meeting;
- attendees at a recent Patterson Library board meeting were happy

Putnam Meetings attended

with the renovated facility and all the community support they received for the project;

- Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability, gave two excellent presentations at the Public Library Association (PLA) Conference in Philadelphia.

B. Staff

Ms. Advocate, Outreach & Education Coordinator, reported that twenty of the System's Summer Reading mini-grant applications have received full-funding. Each proposal included a collaborative effort with a school library and an innovative concept for fostering Summer reading; and, one-third of the System's staff participated in a recent customer service program.

Summer Reading grants awarded

Ms. Rebekkah Smith Aldrich, Coordinator for Library Growth & Sustainability, reported that:

- the MHLS Summer Reading Program mini-grant program rubric developed by Merribeth Advocate in 2011 to encourage partnerships within the communities was featured in the New York State Library's report to the LSTA federal funding agency, the Institute for Museum and Library Services.
- 2011-2012 Construction Grants have been officially announced. All award recommendations from our board to the state were accepted. MHLS was awarded 12% extra this year given that other systems could not use all their funds.
- the new LSTA Grant, "Building Your Base From the Inside Out" has been approved by the state. Training for directors done by renowned library consultant, Sandra Nelson, will begin this fall.
- she will be participating in the NYLA Legislative Committee's mini-Advocacy Day in June, watch for calls to action to help promote the NYLA Legislative Priorities, in early June.

LSTA Grants approved

Mr. McCarthy, Automation Coordinator, reported that his current projects include: checking patron/client use of Millennium in order to discern training needs; preparatory work for transfer of the server to offsite hosting; and database cleanup to ensure smooth transition and the least downtime during the migration. In addition, he informed the board that he recently attended the IUG Conference in Chicago to view and discuss the Sierra product.

Planning for migration begun

Mr. Drake, IT Coordinator, informed the board that: he is working with Mr. McCarthy on the offsite transition, which is expected to go smoothly with little inconvenience to the member libraries; the Cairo Public Library's new facility will open on June 30; and, he is in the process of obtaining e-rate reduction information for the member libraries from the Division of Library Development.

C. Visitors

Ms. Haar, Patterson Library Director, thanked the board and staff for all they do for the member libraries.

Board praised

Donald Ferraro, Patterson Library Board President, informed the board they he is impressed with the scope of work the board does on behalf of libraries.

IX. UNFINISHED BUSINESS

A. Certification of Expenditure of 2011 Central Library Book Aid Funds

Mr. Nyerges explained that, pursuant to section 273.1(b) (2) of Education Law, separate certification is required by this board that the 2011 Central Book Aid Funds were totally expended for adult non-fiction or foreign language materials in print, microform, or digital format. As this has been verified in a letter from Mr. Lawrence (BOT-12-05-UB1) and indicated in the Central Library Budget approved in March, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD CERTIFIES THAT THE 2011 BOOK AID FUNDS HAVE BEEN TOTALLY EXPENDED, AS DESIGNATED. **The motion carried.**

*CL Book Aid
Funds certified*

X. NEW BUSINESS

A. MHLS 2012-2013 State Aid Budget Application

Mr. Nyerges informed the board that the 2012-2013 budget application (BOT-12-05-NB1) reflects state revenue in the amounts required by statute rather than the amounts the system expects to receive. Following this explanation, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD HAS REVIEWED AND ACCEPTED THE SYSTEM'S 2012-2013 STATE AID BUDGET APPLICATION, AS PRESENTED. **The motion carried.**

*State Aid Budget
accepted*

B. September Board Meeting

Mr. Nyerges informed the board that due to a scheduling conflict at the System, it is necessary to reschedule the September 12th meeting. Following verification of board availability, Mr. Bickford moved and Mr. Mac Nish seconded THAT THE BOARD RESCHEDULES ITS WEDNESDAY, SEPTEMBER 12TH MEETING FOR WEDNESDAY, SEPTEMBER 19TH AT THE MID-HUDSON LIBRARY SYSTEM AUDITORIUM AT 10:00 A.M. **The motion carried.**

*Meeting date
changed*

XI. ADJOURNMENT

At 12:00 noon, Mr. Bickford moved and Mr. Mac Nish seconded that the meeting be adjourned.

The next meeting is scheduled for Wednesday, July 11, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by
Janet R. Schnitzer, Secretary

Approved _____ 2012
by the MHLS Board of Trustees

