

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
May 8, 2019

President Wilson called the meeting to order at 10:02 A.M., in the first floor Meeting Room of the Kinderhook Memorial Library.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:

Stuart Auchincloss, Lisa Baker Brill, Robert Culp, Sharon Davis, Ken Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Mary Linda Todd, Mark Wilson

Directors Association Liaison:

Julie DeLisle, Director Chatham Public Library

Staff Present:

Rebekkah Smith Aldrich, Casey Conlin, Linda Vittone, Peggy Winn

Visitors:

AnnaLee Dragon, Director Kinderhook Memorial Library/Chair Columbia County Directors Association, Tom Lawrence, Director Poughkeepsie Public Library District, Diane Hobden, Board President New Lebanon Library, Tanya Ward, Trustee New Lebanon Library

2. PRESIDENT'S REPORT

In his report, President Wilson:

- Welcomed the board, staff, and visitors and introduced and thanked Kinderhook Memorial Library Director, AnnaLee Dragon, for hosting the meeting;
- Informed the board that he is currently working to attend all county directors' association meetings and will present a brief report of these visits at the July meeting;
- Thanked Casey Conlin, Library Sustainability Coordinator, for his contributions on behalf of libraries as a member of the Steering Committee of the New York's Statewide Library Complete Count Committee, and for his recent testimony at the NYS 2020 Complete Count Commission Public Hearing; Mr. Wilson also testified at this hearing and reported a great deal of preparatory work remains to be done to ensure maximum participation in the 2020 Census.

*President's
report
presented*

3. APPROVAL OF MINUTES

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

*Minutes
approved*

4. TREASURER'S REPORTS

Board Treasurer Ramage reported that he reviewed the Financial Reports for January, February and March and found them acceptable. Ms. Goldfarb moved and Ms. Ment seconded THAT THE FINANCIAL

*Financial
reports
received*

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REPORTS FOR JANUARY, FEBRUARY AND MARCH BE RECEIVED. **The motion carried.**

5. REPORT ON PAYMENT OF BILLS

Mr. Auchincloss reported that he reviewed the warrants for March and found them acceptable (Doc.5.A).

Warrants received

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

Ms. Brill moved and Mr. Ramage seconded THAT THE WARRANT REPORTS FOR MARCH AND APRIL BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In her report (Doc. 6), Ms. Aldrich informed the board that:

- Although advocacy efforts on behalf of increased funding for libraries reversed the Governor's proposed cuts in funding, library aid will remain flat in 2019 at \$96.6 million, and State Aid for Library Construction Aid was cut by 60%. Preliminary feedback on passage of legislation to augment the budgeted amount for State Aid for Library Construction is promising, however, not guaranteed. *Library Aid remains flat*
- System staff will be working to create a strategy for member libraries to profile and engage new legislators and the Governor as library "champions" well in advance of the preparation and passage of next year's New York State budget. *Legislative campaign*
- Delivery Service staff is working with Valley Courier & Delivery Service to ensure a smooth transition on May 17th. A new project to create standard operating procedures for each delivery stop is underway as part of a plan to minimize service delays and training issues. *Delivery Service transition*
- Thanks to a partnership between MHLS and our member library directors, a financial proposal has been created to cover the increased cost of the new Delivery Service through MHLS Operating Funds & Categorical Aid, Member Assessment Fees, and Central Library Development Aid Funds. The development of the 3-year year financial plan was the charge of the Delivery Service Financial Task Force which consisted of members of the System Services Advisory Committee, Central Library/Collection Development Committee and MHLS staff. The directors will vote on the proposal at the June DA meeting. (*Proposed Financial Break-down distributed and appended to file*). *Directors to approve D.S. financial plan*
- System staff has completed migration to Office 365. The new software will increase staff efficiency and cost less annually. Preparation for the change-over involved a concentrated "Digital Clean Up" of old files that resulted in freeing up of 14 GB of storage space. *Office 365 migration complete*
- The MHLS Sustainability Initiative Team has completed the first portion of the Sustainable Library Certification Program which is done in conjunction with the Green Business Partnership of Westchester County and highlights environmental stewardship.
- The final report/presentation to the Green Business Partnership provides a detailed review of how System staff met the requirements of phase I of the Sustainable Library Certification Program. Ms. Aldrich reviewed the presentation with the board that included: Board approval of System participation in the program; review by the Sustainability Team of required criteria; attendance at training sessions; collection of data to gauge the System's present resource usage; and calculation of environmental impacts on energy, travel, waste, and water. It is expected that over time the newly implemented environmentally sound procedural changes will result in more efficiency as well as improved productivity, profitability and cost savings. Ms. Aldrich recognized and praised the ongoing sustainability efforts of not only the Sustainability Team but the entire System staff. *Final Report to Green Business Partnership*

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- Negotiations with the Town of Union Vale for a new, hopefully multi-year contract, for provision of library services to the town's residents by the Beekman, Dover, Lagrange and Millbrook libraries will begin at the end of May. *New contract to be negotiated*

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

Ms. DeLisle, Director Chatham Public Library/Directors Association Liaison to the Board for May reported that at the April Directors Association Business meeting (*Doc. 7.A*), the directors agreed that MHLS Delivery Service is a top priority and are supportive of the proposed financial plan of the Delivery Service Financial Task Force. *Liaison report presented*

8. CENTRAL LIBRARY REPORT ON CLDA/CBA STATE AID PROGRAMS

A. Review and Acceptance of Certificate of Expenditure of 2018 CLDA/CBA Funds

Mr. Lawrence, Director of the Poughkeepsie Public Library District, informed the board that the Central Library is granted Central Library Development Aid and Central Book Aid funds by the System, and overseen by the MHLS Central Library/Collection Development Advisory Committee, to provide supplemental reference and training services, and circulate non-fiction collections to the member libraries, and that the state requires approval by the MHLS Board of the CLDA/CBA Annual Expenditure Plan and retention of a copy by the System. *CLDA/CBA 2018 expenditures approved*

Following this explanation, Mr. Auchincloss moved and Ms. Klein seconded THAT THE BOARD APPROVES THE CENTRAL LIBRARY'S 2018 CERTIFICATE OF EXPENDITURE, AS PRESENTED. **The motion carried.**

B. Review and Acceptance of Signed CLDA/CBA 2019 Annual Expenditure Plan

Referencing the 2019 Central Library Development Book Aid Budget (*Doc. 8.B*), Mr. Lawrence informed the board that the one-page document includes both the Central Library Development Aid and Central Book Aid budgets. Numbers represented in the "working" budgets cannot be finalized until receipt of state funds. Funds delineated as "Contingency" will be used, in part, to offset Delivery Service increases. *CLDA/CBA 2019 proposed budget approved*

Following this explanation, Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE PROPOSED CENTRAL LIBRARY SIGNED CLDA/CBA 2019 ANNUAL EXPENDITURE PLAN, AS PRESENTED. **The motion carried.**

9. NOMINATIONS & ELECTIONS COMMITTEE REPORT

Ms. Baker Brill, Chair of the Nominations & Elections Committee reported that, following review of the nominating procedures timeline by the committee during the March 29th GoToMeeting (*Doc. 9.A*), she made an open call for nominations, including self-nominations on behalf of the committee, for all board officer positions. The Board was asked to contact her with nominations by email @LBakerBrill@aol.com, by May 15. *Nominations sought for board officers*

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10. BYLAWS POLICY AND PROCEDURES COMMITTEE REPORT

Ms. Klein, Chair of the Bylaws, Policy and Procedures Committee, informed the board that the committee met on April 3, and reviewed the:

*Bylaws
reviewed*

- MHLS Bylaws, and agreed to propose no changes to the document, at this time;
- “MHLS Trustees Videoconference Participation in MHLS Board Meetings Policy”, and recommended that the board familiarize themselves with the policy which is posted @ <http://board.midhudson.org/wp-content/uploads/2013/11/Policy-MHLS-Trustees-Participaton-via-Videoconference-in-MHLS-Board-Meetings.pdf>.

11. TRUSTEE SERVICES COMMITTEE REPORT

Mr. Goldberg, Chair of the Trustee Service Committee, presented highlights of the Committee’s report (Doc. 11.A) and informed the Board that the Committee met on April 19, and reviewed:

*Trustee
Services
Report
presented*

- Evaluation results from the March 23, 2019 MHLS Board of Trustees Orientation Session and made suggestions for next year to help new trustees understand their responsibilities;
- Plans for the 2019 MHLS Annual Membership Meeting, and suggested slightly increasing the attendance fee to help offset the cost of the event;
- The current process for scheduling, conducting and reporting Board-to-Board visits (Item 6).
- The Committee also directed System staff to provide the MHLS board with a flexible online training approach that complies with the New York State mandated Sexual Harassment Prevention Training for Trustees requirement.

In response to the committee’s directive regarding Sexual Harassment Prevention Training for MHLS Board Trustees, Ms. Aldrich distributed paper copies of the **Procedures for MHLS Trustees to access MHLS’ Sexual Harassment Prevention Training** and the **Training Feedback Form**, to be completed and filed at the System by September 1, 2019, that meets New York State’s requirements (*appended to file*). Mr. Goldberg informed the board that following completion of this year’s training, the committee will evaluate the procedure and make a recommendation for next year.

12. FACILITIES COMMITTEE REPORT

Ms. Ridgeway, Chair of the Facilities Committee reported that the committee met on April 26th (Doc. 12.A) and:

*Facilities
projects
reviewed*

- Completed on-going and planned construction projects for the auditorium and office building;
- Discussed the timeline for the replacement of the office building roof and directed staff to further research the financial viability of solar installation;
- Reviewed the extensive work done by System staff to complete the first portion of the New York Library Association’s Sustainable Library Certification Program; and,
- Reviewed the MHLS Capital Plan and prioritized two System projects for the 2019-2020, and 2020-2021 State Aid for Library Construction Program, respectively: Replacement of the office building’s 2nd floor HVAC unit– two air handler units (AHU) and one condenser; and Renovation of the office building’s Delivery Services area.

Following review of the proposed projects, Ms. Ridgeway moved the committee’s recommendation THAT THE MHLS STAFF DEVELOP A 2019-2020 STATE AID FOR LIBRARY CONSTRUCTION APPLICATION FOR REPLACEMENT OF THE HVAC UNIT FOR THE 2ND FLOOR OF THE OFFICE BUILDING. Mr. Auchincloss seconded the motion. **The motion carried.**

*Grant
application to
be developed*

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13. UNFINISHED BUSINESS

None reported.

14. NEW BUSINESS

None reported.

15. ORIENTATION

Presentation on Columbia County Libraries

Ms. Aldrich referred to the updated overview of Columbia County: including service areas, noting the remainder of a large area of unserved population (*Doc. 15.A.1*), the county's profile (*Doc. 15.A.2*), the types of libraries and governance structure of each (*Doc. 15.A.3*), and the services usage statistics of the county's libraries (*Doc. 15.A.4*). Ms. Dragon, Director of the Kinderhook Memorial Library/Chair Columbia County Directors Association, reported on the county's governance structure and the cohesive efforts of its directors to advocate with county Supervisors (legislators) for increased funding. In addition, Columbia County Library Directors pool funds for the purchase and sharing of library resources and development of innovative community programs. An infographic on services provided by Columbia County libraries, as reported in the County's 2017 Annual Report, was distributed (*appended to file*).

CC Library presentation

The Board thanked Ms. Dragon for her comprehensive presentation on Columbia County libraries.

16. COMMUNICATION

Staff

Mr. Conlin, Library Sustainability Coordinator, informed the board that to help libraries effectively organize Census efforts in their communities, the System has scheduled a presentation on May 16th in the MHLS Auditorium, from **Mario D. Garcia, Partnership Specialist with the Census Bureau for the Lower Hudson Valley Region**, and **Ian Hull, Deputy Director New York Regional Census Center**. Board members can register online for the event, that will also be broadcast, at <http://calendar.midhudson.org>.

Kick Off Census workshop planned

Executive Director, Aldrich, informed the board that Assistant Director/Technology Operations Manager, Laurie Shedrick, is attending an Integrated Interfaces, Inc. Users Group, and reported that the Auto Renewal feature of Sierra is being rolled out this month. Additional features to be implemented over the next 18 months include text messaging for holds notification, DecisionCenter, and Mobile Work Lists.

Sierra upgrades noted

ADJOURNMENT

At 11:43 A.M., Ms. Brill 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