

MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
September 18, 2019

President Wilson called the meeting to order at 10:05 a.m., in the in the Auditorium of the Mid-Hudson Library System.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Lisa Baker Brill, Sharon Davis, Debra Klein, Michele Ment, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Rick Swierat, Mark Wilson
Trustees Absent:	Robert Culp (e), Kenneth Goldberg (e), Priscilla Goldfarb (e), Rajene Hardeman (e), Mary Linda Todd (e)
Liaison Present:	Stephanie Harrison, Director, Patterson Library
Staff Present:	Rebekkah Aldrich, Casey Conlin, Laurie Shedrick, Linda Vittone, Peggy Winn
Visitors:	Will Farrell, Board President, Plattekill Library; Dani Glaser, Program Director, Green Business Partnership

2. PRESIDENT'S REPORT

In his report, President Wilson reported on his recent advocacy activities in support of MHLS member libraries, including a funding presentation on behalf of the Columbia County Library Association to their county board of supervisors and planning to attend 2020 NYLA Library Advocacy Day.	<i>President's report presented</i>
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"Advocacy Bingo" Report-Out

Mr. Wilson asked the board to share their advocacy endeavors and experiences over the Summer, utilizing the tips and suggestions listed on the "Advocacy Bingo" chart. Brief reports were presented by Messrs. Swierat and Auchincloss; Ms. Davis, Ms. Schnitzer, and Ms. Goldfarb, whose written summary was read by Mr. Wilson and appended to the file. The board was encouraged to continue their advocacy efforts on behalf of increased funding for libraries and to raise awareness of the vital role libraries play in their communities.	<i>"Advocacy Bingo" reports presented</i>
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3. APPROVAL OF MINUTES

Mr. Auchincloss moved and Mr. Swierat seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. The motion carried.	<i>Minutes approved</i>
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4. TREASURER'S REPORTS

Board Treasurer, Ramage, reported that he reviewed the Financial Reports for June and July (Docs. 4.A & 4.B) and found them acceptable.	<i>Financial reports received</i>
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Ms. Ment moved and Mr. Auchincloss seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. **The motion carried.**

5. REPORT ON PAYMENT OF BILLS

Mr. Wilson informed the Board that Mr. Goldberg confirmed that he reviewed the warrants for July and found them acceptable (Doc. 5.A).	<i>Warrants received</i>
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Ms. Ment reported that she reviewed the warrants for August and found them acceptable (*Doc. 5.B*).

Ms. Brill moved and Mr. Swierat seconded THAT THE WARRANT REPORTS FOR JULY AND AUGUST BE RECEIVED. **The motion carried.**

6. DIRECTOR'S REPORT

In addition to her written report (*Doc. 6*) Ms. Aldrich informed the board that:

- The New York Alliance of Library Systems (NYALS) meeting held in Albany on September 17th provided an opportunity to work with her System director peers to discuss proactive advocacy strategies to help ensure libraries remain financially solvent through state aid and positioned to continue to provide services in the communities they serve. *NYALS meeting*
- The MHLS Workflow Consultation by Ann Talley from Integrated Interfaces, Inc., (iii) provided important input for the Technology Operations staff, and Ms. Aldrich asked Ms. Shedrick, Assistant Director and Technology Supervisor, to discuss the purpose and outcome of the visit. Ms. Shedrick informed the board that the Workflow Consultation afforded System staff the opportunity to evaluate current in-house ILS procedures and review new products that come with the new ILS contract. The final report from iii (*Doc. 6.A*) indicates that the ILS processes currently in place at the System are working well. Two recommended workflow adjustments have been implemented, and System staff will continue to evaluate and implement new Sierra features. *Workflow Consultation at MHLS*
- Ms. Aldrich thanked Ms. Shedrick for negotiating the new ILS contract, arranging the Workflow Consultation, and providing training for MHLS staff to pass on to member libraries.
- System staff and MHLS Board members are now in compliance with the new NYS Sexual Harassment Prevention Law having completed the mandated training. *SHPT completed*
- To-date, the System's final contract offer to the Town of Union Vale, for library services provided to the town's residents by four member libraries, has not been accepted. If a new contract agreement is not reached, the member library directors affected (Beekman, Dover Plains, LaGrange, Millbrook) may choose to invoke their right, as stipulated in the System's *Free Direct Access Plan*, to request service restrictions for the town's residents. *Union Vale Contract update*
- Registration for the 60th MHLS Annual Membership Meeting is underway. Keynote Speaker, Miguel Figueroa's topic "Trends, Signals, and Changes" aligns well with the System's Plan of Service goals to help position libraries to meet the ever-changing needs of the communities they serve. *AMM registration underway*
- MHLS established a partnership with the Hudson Valley Renegades to help promote the Summer Reading Program. The Renegades agreed to provide free tickets to a game at Dutchess Stadium to all program participants. Mr. Conlin, Library Sustainability Coordinator, who facilitated the wrap-up day celebration with the member libraries, reported that the event was a well-attended, enjoyable family day that included a raffle and parade and most importantly the opportunity to talk about the vital role of libraries. *Summer Reading Program finale*
- Trustees and library patrons are urged to join ALA's "Call to Action" to end MacMillan Publisher's embargo on ebook lending to libraries. Limiting library access to these materials will negatively effect library patrons who are most dependent on libraries. *ALA's "Call To Action"*
- Forty System libraries (40) will host various community events throughout the Hudson Valley on October 19, as part of the System's *Great Give Back* program that was designed to foster community interaction. *GGB events planned*
- The System has recently acquired a new resource "Universal Class," a free online learning/education tool offering lifelong learning and training on a diverse number of subjects. MHLS will provide the link to this resource on the Home**ACCESS** County pages and all member library hosted websites in mid-October. *"Universal Class" purchased*

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- Recent attacks by Ransomware at two New York Library Systems prompted MHLS Technology Operations staff to conduct a risk assessment of the System's IT infrastructure to ensure protective measures are in place.

*Risk Assessment
conducted*

7. DIRECTORS ASSOCIATION LIAISON REPORT

Ms. Harrison, Director of the Patterson Library/Directors Association Liaison to the Board for September, referred to the Minutes of the September 6th meeting and reported that the directors are continuing to actively discuss the issue of online patron registration and, in conjunction with the System's 2019 Lab Project, organizing meet-ups to discuss program ideas and successes. Ms. Harrison commended the system staff for organizing projects that result in the promotion of practical best practices for the member libraries.

*Liaison report
presented*

8. PERSONNEL & PLANNING COMMITTEE REPORT

Mr. Swierat, Chair of the Personnel & Planning Committee, reported that the committee met on July 17, and reviewed the amended 2019 MHLS Action Plan that was previously provided to the System Services Advisory Committee; discussed plans for development of the MHLS' next 5-year Plan of Service; reviewed and recommended three changes to the System's Personnel Policies Handbook; reviewed and edited the Executive Director's Evaluation Form and adjusted the timeline of the process; recommended that the Finance Committee include creation of a pro-rated Health and Wellness benefit for part-time staff in the adjusted 2019 mid-year budget (*Doc. 8.A*).

*P&P Committee
report presented*

Following review of the committee's report, Ms. Brill moved and Mr. Auchincloss seconded THAT THE BOARD ADOPTS THE REVISED PERSONNEL POLICIES HANDBOOK TO INCLUDE UPDATES AND REVISIONS TO THREE SECTIONS: HARASSMENT AND DISCRIMINATION PREVENTION; EMPLOYEE REFERENCE CHECKS; AND OTHER LEAVES OF ABSENCE: VOTING TIME OFF, AS PRESENTED.

*Personnel
Policies adopted*

The motion carried.

Ms. Aldrich asked Ms. Shedrick, Assistant Director/Technology Operations Manager to describe the two changes to the 2019 Action Plan that were added since the committee's review.

*Action Plan
updates*

Ms. Shedrick reported that the System's SAM server has been moved off the premises, and the three-year Aerohive Router Project has been completed.

9. FINANCE COMMITTEE REPORT

Mr. Ramage, Chair of the Finance Committee, referred to the committee's written report (*Doc. 9.A*), and informed the Board that the committee met on August 19 and reviewed: the System's Fiscal Policy Handbook; the proposed adjusted 2019 mid-year budget and assumption targets for planning the MHLS 2020 budget; and Section K: Financial Sustainability of the NYLA Sustainable Library Certification Program.

*Finance
Committee
Report presented*

Following review of the proposed mid-year budget adjustments (*Item 9.A.1*), Mr. Swierat moved and Mr. Auchincloss seconded THAT THE BOARD APPROVES THE 2019 MID-YEAR ADJUSTED BUDGET, AS PRESENTED. **The motion carried.**

*Mid-year
adjusted budget
approved*

10. INCENTIVES COMMITTEE REPORT

Mr. Swierat, Chair of the Incentives Committee, thanked committee members for their efforts in reviewing Construction Grant proposals and System staff for facilitating the process, and reported that the committee reviewed and ranked the MHLS' grant proposal and nine (9) member library applications. The applications were ranked and prioritized using the funding criteria developed by the committee and approved by the Board (*Doc. 10.A*). Mr. Swierat informed the Board that the

*Incentives
Committee
report presented*

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committee agreed to recommend approval of the System's Construction Grant Application (*Doc. 10.a.1a*), and to recommend grant awards for 9 member libraries, as presented (*Doc. 10.A.1b*).

MHLS Construction Grant Award Recommendation

Following review of the committee's report, Mr. Ramage moved and Ms. Ridgeway seconded THAT THE BOARD APPROVES THE MHLS CONSTRUCTION GRANT APPLICATION FOR THE REPLACEMENT OF THE SECOND FLOOR CONDENSER AND AIR CIRCULATION UNITS. **The motion carried.**

*MHLS
Construction
Project approved*

Member Library Construction Grant Award Recommendations

Mr. Swierat reported that this year's pool of construction grant funds was \$1,276,323, fewer member libraries submitted applications, and the process for reallocation of funds turned down by member libraries remains the same.

*Member Library
Construction
Grant awards
approved*

Following this explanation, Ms. Klein moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES THE RECOMMENDED AWARD AMOUNTS FOR THE MHLS PORTION OF THE 2019-2020 STATE AID FOR LIBRARY CONSTRUCTION PROGRAM, AS PRESENTED. Ms. Ment seconded the motion. **The motion carried.**

Ms. Aldrich thanked System Financial Assistant, Joan Kay, and Library Sustainability Coordinator, Casey Conlin, for their expertise and assistance in facilitating the process.

Staff thanked

11. UNFINISHED BUSINESS

None reported.

12. NEW BUSINESS

A. Proposed Meeting Dates for 2020

Ms. Aldrich presented the proposed meeting dates for 2020 (*Doc. 13.A*) and informed the board that the dates and locations of the two 2020 Outreach meetings and the Annual Meeting will be presented at the December meeting.

*2020 meeting
dates presented*

B. Executive Session

At 11:20 A.M., Mr. Wilson called for a motion to go into Executive Session re: The Executive Director's Performance Appraisal. Ms. Brill moved and Mr. Ramage seconded THAT THE BOARD GO INTO EXECUTIVE SESSION.

*Board goes into
Executive Session*

At 11:40 A.M., Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. At 11:42 A.M., Board President Wilson resumed the regular session of the Board meeting and read the following Resolution presented in Executive Session:

"The Mid-Hudson Library System Board of Trustees recognizes the exemplary work of Rebekkah Smith Aldrich during her first year as Executive Director. Her leadership and her extensive knowledge of System operations, combined with the ability to unite staff and member library directors on various issues, has greatly helped to advance the work of the System. The Board and the Mid-Hudson Library System community greatly appreciate her work and dedication."

*Resolution
presented to E.D.*

The board applauded Ms. Aldrich and recognized her for her outstanding leadership and accomplishments during her first year as Executive Director.

Ms. Aldrich thanked the board for their ongoing support and System staff for their dedication and excellent cooperative team efforts.

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13. ORIENTATION

A. Sustainable Library Certification for MHLS

Ms. Aldrich introduced Dani Glaser, Program Director of the Green Business Partnership, and asked her to give a brief background of the organization's mission and goals. Ms. Glaser informed the board that both *The Green Business Partnership* and *The Green Team Spirit*, which she founded, originally worked with the business community however has since expanded to include libraries and non-profit organizations. The goal is to have as many organizations as possible join in the effort.

*MHLS
Sustainable
Library
Certification*

Ms. Glaser congratulated the System on its well-planned and executed sustainability project and for the completion of the first step to becoming certified under the New York Library Association's Sustainable Library Certification Program.

Ms. Aldrich informed the board that the System is moving on to the "Socially Equitable" portion of the certification program and thanked the MHLS Sustainability Team and the Finance Committee for their dedication and oversight of the project.

B. Presentation of Green Business Partnership Certification

Mr. Wilson announced that following the meeting, Ms. Glaser will present Executive Director, Aldrich, with the MHLS' Green Business Partnership Certificate.

*GBP Certificate
presented*

14. COMMUNICATION

Board

1. Trustee Visits to Member Libraries

Dutchess County

- Messrs. Ramage and Swierat reported that they attended a Pawling Library Board meeting.

Board visits

15. ADJOURNMENT

At 12:00 Noon, Ms. Ment moved and Ms. Ridgeway seconded THAT THE MEETING BE ADJOURNED.
The motion carried.

*Meeting
adjourned*

The Annual Membership Meeting is scheduled for Friday, October 25 @ FDR Presidential Library and Home, Hyde Park, NY - Registration begins @ 8:15 a.m. Business Meeting begins at 9:00 a.m.

The next regular Board Meeting is scheduled for Saturday, December 7 @ 10:00 a.m. @ MHLS Auditorium (snow date, Saturday, December 14, 2019).

Respectfully submitted by

Michele Ment, Secretary

Approved 2019
by the MHLS Board of Trustees