

**MID-HUDSON LIBRARY SYSTEM**  
**MINUTES of the BOARD OF TRUSTEES MEETING**  
**December 7, 2019**

President Wilson called the meeting to order at 10:01 A.M., in the MHLS Auditorium.

**1. ROLL CALL AND APPROVAL OF AGENDA**

Trustees Present:	Stuart Auchincloss, Lisa Baker Brill, Robert Culp, Sharon Davis, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Michele Ment, Lynne Ridgeway, Janet Schnitzer, Ric Swierat, Mary Linda Todd, Mark Wilson
Trustees Absent:	Barry Ramage (e)
Directors Association Liaison	None in Attendance
Staff Present:	Rebekkah Aldrich, Casey Conlin, Laurie Shedrick, Linda Vittone, Peggy Winn

**2. PRESIDENT'S REPORT**

In his report, President Wilson:

- Welcomed the board and thanked them for their service and outstanding cooperative efforts during his tenure as Board President.
- Congratulated MHLS staff and specifically Library Sustainability Coordinator, Casey Conlin, for helping to secure a \$20,000 2020 Census: *Get Out the Count Grant* to provide training and resources to prepare libraries to assist their patrons with completing the 2020 Online Census.

*President's  
report  
presented*

**Resolution in Appreciation of Mark Wilson**

Ms. Brill personally thanked President Wilson for agreeing to serve as Board President following the unexpected county relocation of the former Board President and praised his outstanding leadership and guidance throughout his tenure.

*Resolution of  
appreciation  
passed*

Mr. Swierat requested approval of the following Resolution, on behalf of the entire MHLS Board of Trustees:

*"WHEREAS, Mark Wilson has served with distinction as the board president of the Mid-Hudson Library System; and  
WHEREAS, as Vice President (2016-2017) and President (2018-2019) Mr. Wilson displayed proactive, compassionate, and collegial leadership in these important offices; and  
WHEREAS, Mr. Wilson, a longtime board member of the Kinderhook Memorial Library, brought to these leadership offices a strong commitment to serve the member libraries not only of the county he represents, but all member libraries of the Mid-Hudson Library System; and  
WHEREAS, Mr. Wilson has played a major role in shaping the future of the Mid-Hudson Library System through the transition to a new executive director; and  
WHEREAS, Mr. Wilson, through his special knowledge of the importance of libraries and the system, his eloquence as a public speaker, and his dedication has proven to be a leading advocate for libraries in not only our System but throughout New York State;  
Now therefore be it RESOLVED that the Board of Trustees of the Mid-Hudson Library System officially recognize and applaud Mr. Wilson's service to the board, our system, and our member libraries and extend to him this statement of appreciation for his exemplary contributions to our institution."*

## Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019

Ms. Brill moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE RESOLUTION OF APPRECIATION FOR MARK WILSON, AS PRESENTED. **The motion carried.**

### **3. APPROVAL OF MINUTES**

Mr. Auchincloss moved and Ms. Ridgeway seconded THAT THE MINUTES OF THE SEPTEMBER MEETING (*Doc. 3.A*) BE APPROVED. Mr. Goldberg abstained. **The motion carried.**

*Minutes  
approved*

Ms. Goldfarb moved and Mr. Goldberg seconded THAT THE MINUTES OF THE ANNUAL MEMBERSHIP MEETING (*Doc. 3.B*) BE APPROVED. **The motion carried.**

### **4. TREASURER'S REPORTS**

#### **A. Financial Reports**

In the absence of Board Treasurer, Ramage, President Wilson reported that he reviewed the Financial Reports for August, September and October (*Docs. 4 A, 4.B, 4.C*) and found them acceptable. Mr. Goldberg moved and Mr. Auchincloss seconded THAT THE FINANCIAL REPORTS FOR AUGUST, SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

*Financial  
reports  
received*

#### **D. Designation of Bank of Business**

President Wilson informed the Board that TDBank is proposed as the System's Bank of Business in 2020 (*Doc. 4.D*). Ms. Brill moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE DESIGNATION OF TDBANK AS THE SYSTEM'S BANK OF BUSINESS IN 2020. **The motion carried.**

*TDBank 2020  
Bank of  
Business*

### **5. REPORT ON PAYMENT OF BILLS**

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

*Warrants  
received*

Ms. Klein reported that she reviewed the warrants for October and found them acceptable (*Doc. 5.B*).

Ms. Ridgeway moved and Ms. Hardeman seconded THAT THE WARRANT REPORTS FOR SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

### **6. DIRECTOR'S REPORT**

Referencing her written report (*Doc. 6*), the Executive Director informed the board that:

- Legislative initiatives for 2020 include, a continued primary focus on increased funding for libraries in the forefront with a goal of \$200 million for state aid and \$75 million for library construction aid, and continuing advocacy for the school librarian bill.
- MacMillan Publisher's eight-week embargo on new library ebook licenses threatens to set a precedent and has resulted in a countrywide campaign to end this practice. MHLS staff have posted a message reading "Sign the petition demanding #ebooksforall" on its OverDrive homepage. Trustees are encouraged to include discussion of this issue during board to board visits to member libraries.
- As the current embargo on ebooks by MacMillan Publishers threatens to pose a serious precedent, and demand for these materials has increased exponentially over the past few years, Ms. Aldrich requested that the board consider the following Resolution in support of fair access to digital materials:

*Legislative  
focus*

*Publisher's  
embargo  
discussed*

*Fair Access  
Resolution  
passed*

## Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019

### Resolution in Support of Fair Access to Digital Content

*"WHEREAS public libraries have a duty to ensure access to information for all, and  
WHEREAS publishers are increasingly imposing restrictions on library purchases of new and popular materials in digital formats, and  
WHEREAS libraries are typically required to pay exponentially higher prices for copies of books in digital formats than consumers, and  
WHEREAS these barriers are an impediment to the freedom to read, particularly for those who are most dependent on libraries and those with disabilities or learning issues, as well as a challenge to our long- held commitment to equity of access,  
Now, therefore, be it RESOLVED that the Mid-Hudson Library System (MHLS):*

- 1. Supports all digital content being made equally available to libraries without moratorium or embargo and at fair prices*
- 2. Supports MHLS staff and member libraries raising public awareness of these issues*
- 3. Supports MHLS and member libraries taking active steps to advocate for publisher practices that respect readers' rights to equitable access to digital content through their local public library."*

*Fair Access  
Resolution  
passed*

Mr. Auchincloss moved and Ms. Goldfarb seconded THAT THE BOARD APPROVES THE MHLS RESOLUTION IN SUPPORT OF FAIR ACCESS TO DIGITAL CONTENT, AS PRESENTED. **The motion carried.**

- As reported by President, Wilson, the MHLS has received a \$20,000 Census *Get Out the Count Grant* which will supplement staff efforts to aid member libraries get the word out about the Census in general and support a marketing campaign in "Hard to Count" (HTC) communities.

*Census training  
to be provided*

### 7. DIRECTORS ASSOCIATION LIAISON REPORT

In the absence of a Directors Association Liaison to the Board for December, and there being no questions regarding the Minutes (*Doc. 7.A*), Ms. Aldrich recognized Assistant Director/Technology Manager, Laurie Shedrick, for her diligence in working with the member libraries to upgrade the MHLS Resource Sharing Standards and facilitate the implementation of several new online catalog upgrades.

*Liaison report  
presented*

### 8. BYLAWS, POLICY AND PROCEEDURES COMMITTEE REPORT

#### A. Report of Ad hoc Committee Amendment Working Group Meeting

Ms. Klein, Chair of the Bylaws Committee, informed the board that an ad hoc working group was convened by President Wilson, to address the finding that the MHLS Bylaws currently do not have a list of all standing board committees, as is common practice in public library systems, public library and other nonprofit organization's bylaws. The committee recommended that all standing board committees be listed in the Committees Section of the MHLS Bylaws and that a Bylaws amendment be presented to the membership for approval at the 2020 Annual Meeting. Pending approval of the recommended Bylaws change, the board will continue to follow its current Rules & Procedures regarding the establishment of committees.

Recommendations to rename the Trustee Services Committee the "Board Development Committee" (to better reflect the committee's charge) and merge with the Nominations & Elections Committee will be re-visited by this committee in 2020.

*Amendment re:  
Standing  
committees to  
be pursued*

### 9. FACILITIES COMMITTEE REPORT

Ms. Ridgeway, Chair of the Facilities Committee, referenced the committee's report (*Doc. 9.A*) and reported that the committee met on October 29, and:

*Facilities report  
presented*

## Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019

- Reviewed the restructured *MHLS Capital Plan: Timeline for Improvements, Replacements & Maintenance* document and reviewed ongoing and projected projects for 2020-2021 (*Doc. 9.A.1*).
- Were provided a tour of the MHLS Auditorium and Office Building, by Facilities Operation Manager, Chris Herron, to review completed, ongoing and planned construction projects for the interior and exterior of the System's facilities.

The committee recognized Facilities Manager, Chris Herron, for his outstanding management of facility projects.

### 10. TRUSTEE SERVICES COMMITTEE REPORT

Mr. Goldberg, Chair of the Trustee Services Committee, referred to the report of the committee's meeting of November 5<sup>th</sup> (*Doc. 11.A*), and informed the board that the committee reviewed:

*Trustee  
Services report  
presented*

- The results of the 2019 Annual Membership Meeting and evaluations and made 2020 program recommendations that included: adherence to the program's food service timeline, shortening of the keynote presentation, provision of additional time to highlight member library best practices/services and programs of note, and provision of slides of the keynote speaker's presentation for attendees.
- The recommendations made by the Bylaws Working Group and were not in favor of the recommendation to combine the Trustee Services and Nominations Committee into a new Board Development Committee. This recommendation is pending further review by the Bylaws Working Group.

### 11. FINANCE COMMITTEE REPORT

In the absence of Mr. Ramage, Chair of the Finance Committee, President Wilson reported that the committee met on November 4<sup>th</sup> and reviewed the key components of the proposed MHLS Budget for 2020 (based on the same funding amount as in 2019) and planning assumptions and funding of the Operating Reserve Fund, Operating Contingency Fund and the MHLS Capital Fund (that are fully or approaching targeted funding levels) and the 2020 MHLS NYLA Annual Conference Attendance Grants.

*Finance report  
presented*

#### NYLA Annual Conference Attendance Grants

President Wilson moved the committee's recommendation THAT THE BOARD APPROVES THE 2020 MHLS NEW YORK LIBRARY ASSOCIATION (NYLA) ANNUAL CONFERENCE ATTENDANCE GRANTS PROGRAM, AS PRESENTED. Mr. Culp seconded the motion. **The motion carried.**

*2020 NYLA  
Conference  
Grants*

#### Proposed MHLS 2020 Budget

There being no questions regarding the proposed MHLS 2020 budget, Mr. Wilson moved the committee's recommendation THAT THE BOARD APPROVES THE MHLS 2020 BUDGET, AS PRESENTED. Mr. Auchincloss seconded the motion. **The motion carried.**

*2020 Budget  
approved*

President Wilson thanked Finance Manager & Personnel Officer, Linda Vittone, for her oversight of the System's budget, and efforts in preparing the 2020 budget.

## Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019

### **12. NOMINATIONS AND ELECTIONS COMMITTEE REPORT**

Ms. Baker Brill, Chair of the Nominations and Elections Committee, presented the committee's recommendation for the 2020 Slate of Board Officers/Executive Committee member:

*2020 Slate of  
Officers  
accepted*

- President Richard Swierat
- Vice President Barry Ramage
- Treasurer Mark Wilson
- Secretary Michele Ment
- Board Member Lisa Baker Brill

There being no additional nominations from the floor, Mr. Auchincloss moved and Ms. Schnitzer seconded THAT THE BOARD ACCEPTS THE 2020 SLATE OF OFFICERS/EXECUTIVE COMMITTEE MEMBER, AS PRESENTED. **The motion carried.**

### **13. UNFINISHED BUSINESS**

#### **A. Updated 2020 Meeting Dates**

Ms. Aldrich informed the Board that the 2020 Outreach Meetings have been scheduled for Wednesday, May 18<sup>th</sup> at the Stanford Free Library, and Wednesday, September 16<sup>th</sup> at the Claverack Free Library. The 2020 Annual Membership Meeting will be held on Friday, October 23, 2020 at the FDR Library and Home, Hyde Park, New York.

*2020 Meeting  
dates approved*

Mr. Auchincloss moved and Mr. Swierat seconded THAT THE BOARD APPROVES THE UPDATED 2020 MEETING DATES AND LOCATIONS, AS PRESENTED. **The motion carried.**

### **14. NEW BUSINESS**

#### **A. Town of Union Vale Library Service Issues**

Ms. Aldrich informed the board that as outlined in her report (*Doc. 6*), two member libraries, the Beekman and Millbrook libraries, have requested the implementation of service restrictions to the Town of Union Vale cardholders, as specified in the *MHLS' Free Direct Access Plan*, should no contract renewal be in place by the end of 2019 and that this request requires board approval.

*TOUV service  
restrictions  
pending*

Following a brief review of the background of contracted provision of service to the "unchartered" Town of Union Vale residents and of the letters of claims of "serious inequities and hardships" from the Beekman and Millbrook libraries, Ms. Aldrich read the following resolution:

#### **Resolution of the MHLS Board: Union Vale Cardholder Restrictions:**

*"WHEREAS, sufficient efforts have been made for a fair and equitable contract with the unserved community of the Town of Union Vale;*

*WHEREAS, the boards of trustees of the Beekman Library and Millbrook Free Library have formally made a claim of "serious inequities and hardship" to the MHLS Executive Director and have requested that the MHLS Board enact systemwide restrictions for Union Vale residents should no contract be in place by December 31, 2019;*

*WHEREAS, the Town of Union Vale is unserved by a chartered public library and provides less than the average per capita funding for public library services, and*

*WHEREAS, as per the MHLS Free Direct Access Plan, more than 5% of the total circulation of library materials by each library has been provided to the Town of Union Vale residents; and*

*Whereas, the MHLS Directors Association have endorsed systemwide restrictions for residents of the Town of Union Vale in the absence of an acceptable contract for 2020; now, therefore be it*

## Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019

*Resolved, that the Mid-Hudson Library System (MHLS) Board of Trustees authorizes the Executive Director to confer with the MHLS Directors Association to implement a plan to restrict Union Vale cardholders from non-print resources (i.e. DVDs, CDs, Video Games, Audiobooks), special collections (I.E. museum passes and kits), and downloadable content currently available through OverDrive Advantage Accounts paid for with local funds, should no contract for public library services be in place for the town by December 31, 2019."*

*TOUV  
Resolution  
Amended*

Ms. Schnitzer moved and Mr. Auchincloss seconded the motion. **The motion carried.**

Following further discussion of the status of the System's 2020 proposed contract for provision of services to the Town of Union Vale cardholders, the impact on the Beekman and Millbrook libraries, measures taken by the System to keep the Town's residents informed about this issue, and the board's desire to show its unanimous support of the proposed resolution, Mr. Swierat moved and Mr. Goldberg seconded THAT THE BOARD APPROVES AMENDING THE PROPOSED RESOLUTION REGARDING TOWN OF UNION VALE CARDHOLDER RESTRICTIONS TO READ..."NOW THEREFORE BE IT RESOLVED, THAT THE MID-HUDSON LIBRARY SYSTEM (MHLS) BOARD OF TRUSTEES AUTHORIZES AND DIRECTS THE MHLS EXECUTIVE DIRECTOR... ". **The motion carried.**

### B. Establishment of 2020 Board Committees

President Wilson presented a list of committees as per the current Rules & Procedures of the MHLS Board. Mr. Auchincloss moved and Ms. Brill seconded THAT THE BOARD APPROVES THE PRESENTED LIST OF BOARD COMMITTEES FOR 2020. **The motion carried.**

*2020  
Committees  
Established*

### 2020 Committee Assignments

President Elect Swierat informed the board that he will send an email requesting them to contact him by December 15<sup>th</sup> with any requests to serve on specific committees. All requests will be given consideration when 2020 committee positions are assigned.

*Committee  
assignments to  
be completed*

### 2020 Calendar for MHLS BOT & BOT Committee Meetings

Mr. Swierat asked the board to familiarize themselves with the month/s the committees on which they serve meet in order to be on the alert for scheduling polls and to plan to reserve time to attend meetings in-person or remotely.

*Preliminary  
committee  
schedule*

President Wilson thanked the board and committee chairs for the time and commitment they expended to fulfill their committee obligations in 2019.

### C. Staff Positions and Salaries for 2020

President Wilson informed the board that the staff position and salaries for 2020 (*Doc. 14.C*) reflects up-to-date budgeted staff salary information and respects the CSEA Agreement. There being no questions regarding the 2020 staff positions and salaries, Mr. Auchincloss moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES THE MHLS STAFF POSITIONS AND SALARIES FOR 2020, AS PRESENTED. **The motion carried.**

*Staff positions  
& salaries  
approved*

## **15. COMMUNICATION**

### A. Board

#### 1. Trustee Visits to Member Libraries

President Wilson informed the board that he and Sharon Davis attended the Hudson Area Association Library's recent board meeting and the grand opening of the newly renovated Claverack Free Library.

**Minutes, MHLS Board of Trustees Meeting, Saturday, December 7, 2019**

B. Staff

Ms. Shedrick, Assistant Director/Technology Supervisor reported on the recent merger of the System's ILS provider, Innovative Interfaces, Inc, (III), with Ex Libris which is owned by ProQuest. The board was informed that no contract changes are anticipated and that she will keep the board informed as more information is made available.

*ILS merger  
discussed*

**16. ADJOURNMENT**

At 11:40 A.M., Ms. Baker Brill moved and Ms. Hardeman seconded THAT THE MEETING BE ADJOURNED.  
**The motion carried.**

*Meeting  
adjourned*

*The next meeting is scheduled for Saturday, January 18, at 10:00 a.m. in the MHLS Auditorium.  
(Snow date, Saturday, February 1, @ 10:00 a.m.)*

Respectfully submitted by

Michele Ment, Secretary

Approved                      2020  
by the MHLS Board of Trustees