

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
Thursday, September 15, 2005**

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

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Steve Benson, Bill Conine, Margaret Feldman, James Hoover, Sally Laurilliard, Patricia Miller, Ronald Oppen, Kathleen Orth, Janet Schnitzer, Jim Tuttle, Muriel Verdibello, Camilla von Bergen

Trustees Absent: Peter Hoffmann, Marie Smith

Liaisons: Gloria Goverman, Director East Fishkill Library

Staff Present: Josh Cohen, Margaret Keefe, Rebekkah Smith, Linda Vittone, Peggy Winn

Others Present: Sue Hermans, Coordinator Central Library Resource Services

II. PRESIDENT'S REPORT

In her report President von Bergen:

- emphasized the importance of the upcoming discussion regarding the System's budget;
- noted that the new Millennium updates are very popular and working well at her local library (Garrison);
- encouraged the Board to attend the Annual Meeting and to invite local trustees.

President's report presented

III. APPROVAL OF MINUTES

Mr. Benson moved and Mr. Hoover seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. **The motion carried.**

Minutes of July accepted

IV. TREASURER'S REPORTS

Ms. von Bergen reported that Ms. Smith reviewed the monthly financial reports for June and July and found them acceptable (BOT-05-09-R1/1a). Mr. Tuttle moved and Mr. Hoover seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. **The motion**

Financial reports received

FOR JUNE AND JULY BE RECEIVED. **The motion carried.**

C. Audit Review

Mr. Cohen reported that:

- the audit review is in compliance with the new General Accounting Standards Board (GASB) regulations and, as it is not a full audit, does not require a Management Letter;
- to date, the System has received its State Aid funds and is still waiting to receive the Outreach and Health Information Project funds.

Audit review in compliance

V. **REPORT ON PAYMENT OF BILLS**

Mr. Oppen reported that he reviewed the warrant for June and found it acceptable (BOT-05-09-R2). Ms. Orth moved and Mr. Tuttle seconded THAT THE WARRANT FOR JUNE BE RECEIVED. **The motion carried.**

Warrants for June/July received

Mr. Conine reported that he reviewed the warrant for July and found it acceptable (BOT-05-09-R2a). Ms. Orth moved and Mr. Tuttle seconded THAT THE WARRANT FOR JULY BE RECEIVED. **The motion carried.**

VI. **DIRECTOR'S REPORT**

In addition to his written report (BOT-05-09-R3), Mr. Cohen reported that:

- two areas being reviewed and examined by System staff and the Directors Association are the restructuring of Advisory Committees and the development of a new Plan of Service. As the State mandates that Systems follow their Plan of Service, the new Plan must be developed with input from all stakeholders and with careful consideration of System budgetary constraints;
- many libraries appear to be in need of advanced training on the use of databases;
- upcoming Fall Continuing Education events include: MHLS Friends Recognition Event (Oct. 20); Construction Workshop (Oct. 28); and the Battle of the Books Regional Competition (Oct. 15);
- recent server problems with Smart Access Management (SAM) have been addressed and corrected.

Director's report presented

New Plan of Service to be developed

Database training needed

CE events planned

SAM problems corrected

VII. OTHER REPORTS

A. Directors Association Liaison Report

Liaison's report presented

Ms. Goverman, as Directors Association Liaison to the Board, presented her report (BOT-05-09-R4). She informed the Board that she had not been present at the meeting and had not prepared the report. However, the topic of Audio Books was discussed by the Dutchess directors at their Association meeting and it was agreed that some technical issues need to be resolved with the Recorded Books product and that the Dutchess libraries will continue to evaluate the product. Mr. Cohen informed the Board that the System will collate a list from all counties using the product and report findings to the vendor.

Mr. Cohen informed the Board that:

- the Director's Association has discussed the issue of Millennium licenses and is considering options regarding the issues of payment and maintenance;
- any decision regarding the delegation of a portion of a library's LLSA funds to the System would have to be voted on by individual library boards;
- although SEAL funding for delivery service has been discontinued, the System may continue to provide limited delivery to BOCES and SUNY New Paltz;

B. Central Library Reference Services Report

CLRS Report presented

In the absence of Mr. Lawrence, Ms. Hermans presented the Central Library Reference Services Report (BOT-05-09-R6).

C. Budget Committee Report

Budget committee recommendations reported

Ms. von Bergen informed the Board that a number of budget areas need to be examined by the Board, including personnel issues, prior to passing the Budget in December. Mr. Cohen briefly reviewed all of the recommendations made by the Budget Committee at its August 10, meeting (BOT-05-09-R6). The Board then discussed the possibility of reducing the System's present Incentive package and charging for out-of-System interlibrary loans.

The Board agreed that the Annual Meeting is a good venue to discuss the future of System funding. The Executive Director informed the Board that he will speak on the topic at the meeting and agreed that it would be useful to distribute a survey/response form to participants.

Future of Funding to be discussed

In addition, the Board agreed that it would be beneficial if the System prepare and distribute an annual statement of service charges and fees to each library board.

