

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
September 20, 2007**

Marie Smith, Board President, called the meeting to order at 10:08 a.m. in the Auditorium of the Mid-Hudson Library System.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Geralynn Demarest, Margaret Feldman, Jennifer Lange, Martin Miller, Patricia Miller, Roland Patterson, Marie Smith, Jim Tuttle, Camilla von Bergen

Trustees Absent: Steve Benson, Bill Conine, Peter Hoffmann, Michael Minor, Caroline Profera, Janet Schnitzer

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District; James Cosgrove, Director Marlboro Free Library

Staff Present: Merribeth Advocate, Rebekkah Smith Aldrich, Josh Cohen, Margaret Keefe, Laurie Shedrick, Linda Vittone, Peggy Winn

Others Present: MHLS Retirees: Susan DiLorenzo, Elaine DiNovo, Florence Fuimarello, Carl Hadden, Mary Keelan, Robert Simmons, Beverly Tas, Dolores Tillou, Frank Van Zanten

II. PRESIDENT'S REPORT

Ms. Smith welcomed Board members and announced that the Agenda would be changed to ensure that items requiring Board action were completed.

President's report presented

In her written report, President Smith encouraged the Board to:

- attend the System's 48th Annual Meeting on Friday, October 5, and the pre-meeting continuing education session on the next generation of Online Public Access Catalogs;
- continue to promote System services to trustees of our member libraries;
- continue to advocate on behalf of libraries to their elected officials; and,
- encourage member library trustees to attend trustee education sessions and also to avail themselves of this valuable training.

III. APPROVAL OF MINUTES

Mr. Tuttle moved and Ms. von Bergen seconded THAT THE MINUTES OF THE JULY MEETING BE

Minutes of July accepted

APPROVED. **The motion carried.**

*Financial reports for
June/July received*

IV. TREASURER'S REPORTS

Mr. Tuttle reported that he reviewed the monthly financial reports for June/July and found them acceptable (BOT-07-09-R1/1a). Mr. Patterson moved and Mr. Miller seconded THAT THE FINANCIAL REPORTS FOR JUNE/JULY BE RECEIVED. **The motion carried.**

*Warrants for
June/July/August
received*

V. REPORT ON PAYMENT OF BILLS

In the absence of Mr. Hoffmann, Ms. Feldman, and Mr. Benson, Mr. Tuttle reported that he reviewed the warrants for June/July and August (BOT-07-09-R2-2a/b and found them acceptable. Mr. Patterson moved and Ms. von Bergen seconded THAT THE WARRANTS FOR JUNE/JULY/ AUGUST BE RECEIVED. **The motion carried.**

VI. OTHER REPORTS

*Incentives Committee
report presented*

A. Incentives Committee Report

1. Construction Grant Applications

In the absence of Ms. Profera, Chair of the Incentives Committee, Mr. Cohen reported that the committee met in August and reviewed and ranked the 2007 Construction Grant applications based on specific criteria established by this committee in 2006. A total of \$526,654 was divided among 10 member libraries (BOT-07-09-NB1). Following review of the application summaries and recommended award amounts, Ms. von Bergen moved and Ms. Demarest seconded THAT THE BOARD APPROVES THE INCENTIVE COMMITTEE'S RECOMMENDATIONS FOR CONSTRUCTION GRANT AWARDS TO THE MEMBER LIBRARIES, AS PRESENTED. **The motion carried.**

*Incentive Program
revisions approved*

2. Revisions to 2007-2008 Incentive Program

Mr. Cohen reported that the committee proposed the following revisions to the 2007-2008 Incentives Program:

- to increase the NYLA Conference attendance reimbursement grant to a total of \$5000 divided between libraries;
- to increase the Programming Support/Public Relations grant to a maximum of \$250 per library;
- to create a new \$8000 Director Certification Course grant, to be divided among staff registered for this Palmer School course.

Following review of the proposed revisions, Mr. Tuttle moved and Ms. Miller seconded THAT THE BOARD APPROVES THE REVISIONS TO THE 2007-2008 INCENTIVE PROGRAM. AS PRESENTED. **The**

2008 INCENTIVE PROGRAM, AS PRESENTED. **The motion carried.**

3. MHLS Construction Grant Applications

Mr. Cohen briefly described the scope and cost of the System's two construction projects. Following review of the proposals (*see file*), Mr. Tuttle moved and Ms. Miller seconded THAT THE BOARD APPROVES AND AUTENTICATES THE SYSTEM'S TWO CONSTRUCTION GRANT PROJECTS, AS PRESENTED. **The motion carried.**

System's construction projects approved

B. Nominations & Elections Committee Report

In the absence of Mr. Conine, Chair of the Nominating Committee, Ms. Miller reported that the committee has received full candidate approval to propose the following slate of officers for 2008:

- President Marie Smith
- Vice President William Conine
- Secretary Jennifer Lange
- Treasurer Frank Tuttle

The Board will vote to accept the slate in December.

Slate of Officers presented

C. Proposed Meeting Dates for 2008

The Board reviewed the proposed meeting dates for 2008 (BOT-07-09-NB2):

Saturday, January 26 (snow date: Tuesday, January 29);
Saturday, March 15 (snow date: Tuesday, March 18);
Wednesday, May 21 (location t/b/a);
Wednesday, July 9;
Wednesday, September 17;
Saturday, December 6.

The tentative date for the 49th Annual Meeting is Friday, October 3.

Following review, and the announcement that the January meeting location is subject to change, Ms. Feldman moved and Ms. Smith seconded THAT THE BOARD APPROVES THE 2008 SCHEDULE OF MEETING DATES AND THE TENTATIVE DATE OF THE ANNUAL MEETING, AS PRESENTED. **The motion carried.**

2008 meeting dates approved

VII. DIRECTOR'S REPORT

In addition to his written report (BOT-07-09-R3), Mr. Cohen informed the Board that:

- It is expected that, following the testing phase of the three new technology products patron services will be greatly enhanced by these upgrades;
- System staff worked collaboratively to redesign the Innovative Interfaces, Inc. (III) Kids Catalog

System's construction projects approved

Innovative Interfaces, Inc. (III) Kids Catalog product. The result is a visually superior and user-friendly site;

- next year the System will begin working with the member libraries to ensure compliance with the Workplace Violence Prevention Act;
- the System will monitor *the Commission on Local Government Efficiency and Competitiveness's* hearings for any proposed consolidation efforts concerning Library Systems;
- visiting Suffolk County Library System members praised the System for the vast and innovative services it provides for its member libraries;
- the *Spanish Language Series* developed by Meribeth Advocate has turned into a National Curriculum;
- he has been notified by the New York Library Association (NYLA) that he has won the election and is officially the Vice President/President-Elect 2008 and President 2009.

The Board congratulated the Executive Director on his victory.

Cohen elected NYLA President

Relating to NYLA, Ms. Smith Aldrich informed the Board that she recently attended the NYLA Legislative Committee meeting and learned that the 2008 Regents proposal does not match the present level of funding for libraries. She encouraged the Board to continue their advocacy efforts and especially to thank their legislators and ask them to continue to support funding for libraries.

Advocacy efforts encouraged

Ms. Miller informed the Board that the Westchester Library System gave their legislators a tour of some of their libraries to show the need to keep the funding issue in the forefront.

VIII. COMMUNICATION

A. Board Members

Mr. Patterson distributed copies of an email he received and responded to from former System Director, Frank Van Zanten, regarding the board's decision requiring that staff and retirees contribute to their health benefit plans (*document on file*).

No action taken on health plan contributions

At this point, Ms. Smith invited the visitors in attendance to speak, stipulating a ten-minute limit per topic after which time the Board would determine if any action was necessary.

Mr. van Zanten, and Ms. Keelan introduced themselves, however, as no response was forthcoming, Ms. von Bergen stated that the Board's decision on this issue is entirely legal and no new discussion is recommended at this time.

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The Board concurred with her statement.

Ms. Smith thanked Mr. Patterson for his professionalism in responding to Mr. Van Zanten's correspondence.

Patterson Library purchased

Mr. Miller informed the Board that the Patterson Library completed the purchase of its building on August 31, and that renovation plans are underway.

Butterfield dispute ongoing

Ms. von Bergen informed the Board that the Butterfield Library is still battling with the Town of Phillipstown for restoration of the funds allocated to the library in the last election.

In addition, she noted that congratulations are in order for the Butterfield Library's "Battle of the Books" team who took first place honors at this event.

Liaison report presented

IX. LIAISON REPORT

Mr. Cosgrove, as Directors Association Liaison to the Board, informed the Board that at its September 10, meeting the Directors discussed:

- the importance of attending System continuing education programs; and,
- the cost-share for member libraries for new database products.

X. NEW BUSINESS

A. Summer Reading Program Summary

Margaret Keefe, Coordinator of Youth Services, gave a PowerPoint presentation of the highlights of the 2007 *Summer Reading Program* and *Battle of the Books* event. The presentation explained how the programs were funded, organized and developed and the results of each. Statistics prove that participation continues to grow for both programs (BOT-07-09-NB3).

Summer Reading/Battle of the Books programs viewed

The Board thanked Margaret for her considerable efforts in making these programs so successful.

Kids OPAC demonstrated

Laurie Shedrick, Automated Systems Manager, demonstrated the new Kids Online Public Access Catalog (OPAC). She explained the scope of the new catalog and how it has been designed to be child-friendly and encourage use and interaction.

Board President Smith thanked System staff for their excellent work creating the new product.

Board orientation suggested

B. Orientation for New Trustees

Mr. Miller asked the Board for some background information on its decision to implement employee/retiree contributions to health plans.

Mr. Cohen explained that the decision to implement staff/retiree health plan contributions was necessary due to the financial state of the System and the prospect of future funding cuts. He noted, however, before this action was taken, all viable alternative options were considered. As no contractual agreement existed to prohibit this action, the System was within its legal rights to implement this requirement.

Background on decision given

Mr. Miller thanked the Executive Director and suggested that new trustees be apprised of any recent Board actions/decisions as well as any ongoing issues, as part of their orientation when joining the Board.

Ms. Smith cautioned the Board about speaking personally to retirees about sensitive issues to avoid possible misunderstanding or misrepresentation of the full Board's intent.

C. NYSALB AND ALA CONFERENCE REPORTS

Conference reports presented

Mr. Patterson distributed copies of two reports he prepared for the PPLD Board on the 2007 NYSALB Trustee Institute and the ALA National Conference (*in file*). He pointed out that NYSALB's risk management presentation "*Is Your Library Properly Insured?*" contained information relevant to libraries.

Completion of the discussion of the technology workshops he attended at the American Library Association's National Conference was postponed until the December meeting.

XI. ADJOURNMENT

At 11:50 Ms. von Bergen moved and Mr. Miller seconded that the meeting be adjourned.

The Annual Meeting is scheduled for Friday, October 5, at 9:30 a.m. at the Culinary Institute of America, Hyde Park, New York.

The next regular meeting is scheduled for Saturday, December 8, at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Jennifer Lange
Secretary

Approved 2007
by the MHLS Board of Trustees

