

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
May 17, 2007**

Jim Tuttle, Board Treasurer, called the meeting to order at 10:05 a.m. in the Ron Steinberg Reading and Meeting Room of the Elting Memorial Library, New Paltz, New York.

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

Trustees Present: Steve Benson, Peter Hoffmann, Jennifer Lange, Martin Miller, Michael Minor, Caroline Profera, Janet Schnitzer, Jim Tuttle, Camilla von Bergen

Trustees Absent: William Conine, GERALYNN DEMAREST, Margaret Feldman, Patricia Miller, Roland Patterson, Marie Smith

Liaison: James Cosgrove, Director Marlboro Free Library

Staff Present: Merribeth Advocate, Josh Cohen, Rebekkah Smith Aldrich, Linda Vittone, Peggy Winn

**II. PRESIDENT'S REPORT**

In her absence, Ms. Smith submitted a written report informing the Board that:

*President's report presented*

- the NYSALB Website [www.nysalb.org](http://www.nysalb.org) contains additional information on the 2007 Trustee Institute and the text of the 2005 Trustee Handbook;
- membership in the New York Library Association (NYLA) affords libraries the opportunity to gain assistance and support on budget votes and construction referendums;
- tax-deductible contributions can be made to the New York State Office of Parks, Recreation and Historic Preservation to receive copies of their semi-annual newsletter "*The Preservationist*", which is also available online.

**III. APPROVAL OF MINUTES**

Ms. von Bergen moved and Ms. Profera seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.**

*Minutes of March accepted*

**IV. TREASURER'S REPORT**

Mr. Tuttle reported that he reviewed the monthly financial report for March (BOT-07-05-R1) and found it acceptable.

*Financial report for March received*

Mr. Minor moved and Mr. Miller seconded THAT THE FINANCIAL REPORT FOR MARCH BE RECEIVED.

**The motion carried**

**V. REPORT ON PAYMENT OF BILLS**

Ms. Profera reported that she reviewed the warrant for March (BOT-07-05-R2) and found it acceptable. Ms. von Bergen moved and Mr. Benson seconded THAT THE WARRANT FOR MARCH BE RECEIVED. **The motion carried.**

*Warrants for March/April received*

In his absence, Mr. Cohen reported that Mr. Patterson reviewed the warrant for April (BOT-07-05-R2a) and found it acceptable. Ms. von Bergen moved and Mr. Benson seconded THAT THE WARRANT FOR APRIL BE RECEIVED. **The motion carried.**

**VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-07-05-R3), Mr. Cohen reported that:

*Director's report presented*

- the Finance Committee will meet in June to discuss how to utilize a portion of the extra money allocated by the state. As these funds are not permanent, the System will put some of the money in a reserve fund for operation expenses. The committee will bring its recommendations to the full board in July.
- the Butterfield Library (Cold Spring) won the judgement against the Town of Phillipstown to restore the full funding amount passed in the budget referendum, however, the Town is considering appealing this ruling.
- it is expected that migration to the new server on June 5, will go smoothly and inconvenience to the member libraries kept to a minimum;
- the *Library Growth Cycle* matrix was designed to help libraries determine where they stand in terms of development. *After review, the board suggested that an additional category be created for "Friends Groups" to show their evolution and value to libraries;*
- the System has used only half of its conference grant Incentive funds and would like the board's opinion whether to increase the \$500 award for the four libraries requesting these grants. *The Board suggested that the grant amount remain same.*

*Finance Committee to meet*

*Cold Spring issue unresolved*

*Growth Cycle matrix reviewed*

**VII. OTHER REPORTS**

**A. Liaison Report**

*Liaison's report presented*

Mr. Cosgrove, as Directors Association Liaison to the Board, presented his report (BOT-07-05-R4). In addition, he thanked and praised the System for its valuable continuing education programs.

*The Board suggested that library directors be encouraged and, if possible, financially assisted by the System and their home libraries, to regularly attend professional development sessions.*

At the request of the board, Mr. Cohen will prepare a report on the System's continuing education sessions for the July meeting.

*Trustee Services Committee report*

**B. Trustee Services Committee Report**

Ms. Lange, Chair of the Trustee Services Committee highlighted three points in her written report (BOT-07-05-07):

- criteria for this year's Trustee Recognition Awards is based on nominees who have met the highest standard of trustee roles;
- at the recommendation of the committee, Mr. Cohen contacted an author, Marilyn Johnson, to speak at this year's Annual Meeting. Ms. Johnson's book, "The Dead Beat" will be followed by a book about libraries. The pre-conference program will be presented by Innovative Interfaces, Inc, representative Suzanne Wagner, who will discuss the next generation of technology.
- the committee requests that members of this board visit two member library boards per year. A document has been prepared to help facilitate these visits, and additional preparatory information can be obtained from Rebekkah Aldrich Smith.

*Marilyn Johnson to speak at Annual Meeting*

*Board to Board visits requested*

*Patterson Library Building purchased*

**VIII. COMMUNICATION**

**A. Board Members**

Mr. Miller informed the Board that the Patterson Library has used its construction grant funds to purchase its building, and is interviewing architects for an expansion project. He thanked System staff for their help in securing these funds.

Mr. Hoffmann suggested that the American Institute of Architects (AIA) might be a valuable lobby group for securing library construction grant funding.

*System Tour and Trustee Session announced*

**B. Staff**

Ms. Smith Aldrich invited the Board to attend the May 23, System Tour. In addition, she noted that the 2007

Advanced Trustee Education Session, *Smart Growth for your Library*, being given on June 9, and June 14, is based on the "Library Growth Cycle" chart discussed earlier.

**IX. NEW BUSINESS**

**A. Free Direct Access Plan**

Mr. Cohen reported that Library System's must comply with Regulation 90.3(a) through (d) (4) that states any resident in its service area is entitled to free library service. The System's Free Direct Access Plan outlines how Mid-Hudson plans to insure free library service for all residents in its service area, what constitutes overuse of a library's resources, and proposed remedies for such actions. Following review of the document, Ms. von Bergen moved and Mr. Minor seconded THAT THE BOARD APPROVES THE SYSTEM'S FREE DIRECT ACCESS PLAN. **The motion carried.**

*Free Direct Access  
Plan approved*

**B. Review of Patron Privacy Statement**

Mr. Cohen informed the Board that the Patron Privacy Statement provides member libraries with parameters to insure that a patron's borrowing information is protected. In addition, the soon to be implemented Reading History Option is also designed to keep a patron's reading history while insuring privacy. The System is planning to create bookmarks and flyers to provide new patrons with this information.

*Patron Privacy  
Statement Reviewed*

**X. ADJOURNMENT**

At 11:20 Ms. von Bergen moved and Mr. Minor seconded that the meeting be adjourned.

*The next meeting is scheduled for Thursday, July 12, at 10:00 a.m. at the Mid-Hudson Library System auditorium.*

Respectfully submitted by

Jennifer Lange  
Secretary

Approved            2007  
by the MHLS Board of Trustees

