

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
May 21, 2008**

Marie Smith, Board President, called the meeting to order at 10:05 a.m. in the Hasbrouck Community Room of the Town of Esopus Library.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Steve Benson, John Bickford, Jean Ehnebuske, Peter Hoffmann, Jennifer Lange, Martin Miller, Patricia Miller, Roland Patterson, Janet Schnitzer, Marie Smith, Jim Tuttle

Trustees Absent: Bill Conine, Michael Minor, Caroline Profera

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

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

II. PRESIDENT'S REPORT

In addition to her written report, President Smith:

- introduced Kelly Tomesecki, Director of the Town of Esopus Library and thanked her for hosting the meeting;
- introduced and welcomed new Greene County board representative, Lisa Baker Brill, to the meeting;
- emphasized the importance of the pending legislation regarding Association Libraries joining the retirement system, and asked the board to contact their representatives in support of this initiative;
- encouraged staff and board members to take advantage of the System's upcoming trustee education programs, May 22, at the System and May 31, at the Catskill Library;
- announced that Board Secretary, Jennifer Lange, has submitted her resignation effective August 1, due to her pending relocation to Dutchess County.

*President's
report
presented*

III. APPROVAL OF MINUTES

Mr. Minor moved and Mr. Patterson seconded THAT THE MINUTES OF THE MARCH MEETING BE APPROVED. **The motion carried.**

*Minutes of
March
accepted*

IV. TREASURER'S REPORTS

Mr. Tuttle reported that he reviewed the monthly financial reports for February/March/April and found them acceptable (BOT-08-05 -R1-1b). After briefly reviewing the April report, Mr. Hoffmann moved and Mr.

*Financial
reports
received*

Bickford seconded THAT THE FINANCIAL REPORTS FOR FEBRUARY/MARCH/APRIL BE RECEIVED. **The motion carried.**

V. REPORT ON PAYMENT OF BILLS

Mr. Cohen reported that Mr. Minor reviewed the warrant for March and found it acceptable (BOT-08-05-R2). Mr. Tuttle moved and Ms. Lange seconded THAT THE WARRANT FOR MARCH BE RECEIVED. **The motion carried.**

Warrants for March/April received

Mr. Hoffmann reported that he reviewed the warrant for April and found it acceptable (BOT-08-05-R2a). Mr. Tuttle moved and Ms. Lange seconded THAT THE WARRANT FOR APRIL BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-08-05-R3), Mr. Cohen informed the Board that:

President's report presented

- the System's preliminary budget is in place. The Finance Committee will meet to decide where any additional funds received from the state will be placed.
- the forthcoming Millennium upgrade is expected to streamline and improve the sorting and delivery of items. Libraries will be asked to ensure that their computers are able to run this new software.
- In an effort to reduce the number of costly mistakes and maintain database uniformity, the System is mandating that each library send one staff member to a data entry workshop;
- the Saugerties Public Library's \$7 million construction bond referendum has passed. The new site will connect to the existing library.

VII. OTHER REPORTS

A. Liaison Report

Mr. Cosgrove, as Directors Association Liaison to the Board, presented his report (BOT-08-05-R4). He briefly reviewed the two issues discussed at the last Directors Association meeting namely, the pending design changes to the OPAC and the purchase of a new Millennium module with a calendar functionality.

Liaison report presented

B. Personnel Committee

Mr. Benson, Chair of the Personnel Committee, reported that the committee met immediately before this meeting and reviewed the draft of the System's new *Employee Policy Handbook* and discussed a personnel issue. The committee will meet again on Tuesday, May 27, to continue discussion on the new handbook.

Handbook reviewed

At 10:47 a.m. President Smith called for a motion to go into Executive Session to discuss a personnel issue. Mr. Benson moved and Mr. Patterson seconded THAT THE BOARD GO INTO EXECUTIVE

Board goes into Executive Session

SESSION TO DISCUSS A PERSONNEL ISSUE. The motion carried.

At 11:12 a.m. President Smith called for a motion to leave Executive Session. Mr. Bickford moved and Ms. Lange seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried**

*Motion on
time accrual*

At 11:15 a.m. President Smith reconvened the regular meeting and called for a motion to approve the board's action in Executive Session. Mr. Benson moved and Mr. Hoffmann seconded THAT DUE TO EXTENUATING CIRCUMSTANCES, THE BOARD AUTHORIZES THE SYSTEM TO GIVE A ONE-TIME BUY BACK OF VACATION TIME EARNED IN EXCESS OF 40 DAYS AS OF MARCH 31, 2008, TO EMPLOYEES SANJAY DABHI, CHRISTOPHER HERRON AND THOMAS FINNIGAN. **The motion carried.** Ms. Miller and Mr. Miller abstained.

VIII. COMMUNICATION

Board Members

*Beekman to
hire Director*

Ms. Smith informed the Board that the Beekman Library has offered the job of Director to a candidate and is awaiting confirmation.

*Meetings
attended*

Ms. Ehnebuske informed the Board that she attended and enjoyed the Butterfield Library's *Reading Garden Dedication*. In addition, she attended the Patterson Library's board meeting and was able to interact effectively with its trustees and promote System services.

*PCLA meeting
attended*

Mr. Miller informed the Board that he and Ms. Ehnebuske attended the Putnam County Library Association Meeting where Kent Library Director, Frank Rees, gave a presentation on Web 2.0.

*WICKS Law
changes
anticipated*

Mr. Hoffman noted that proposed changes to the WICKS Law could affect library construction projects. He agreed to keep the Board apprised of any changes that could impact member libraries.

Mr. Bickford praised the Executive Director, Ms. Advocate and Ms. Smith Aldrich for their presentation at the New York State Association of Library Boards' (NYSALB) Trustee Institute on May 2. In addition, he noted that he attended a session that addressed the issue of mandatory trustee education. This being a highly controversial issue, he urged the board to voice their opinions on this issue to their legislative representatives.

*NYSALB
meeting
praised*

IX. NEW BUSINESS

A. 2008 State Aid Budget Applications

Mr. Cohen briefly reviewed the budget narratives and categorical breakdowns of the components of the 2008-2009 state aid budget applications. He noted that the application (BOT-08-05-NB1) includes the Central Library Book and Development Aid Applications, and that Mr. Lawrence, Director of the Central Library, has certified that all 2007 funds have been totally expended (BOT-08-05-NB1a).

*State Aid
Budget
reviewed*

Following review of the State Aid Budget Applications, Mr. Hoffmann moved and Mr. Benson seconded THAT THE BOARD REVIEWED THE SYSTEM'S 2008-2009 STATE AID BUDGET APPLICATION AND REVIEWED AND APPROVED THE CENTRAL LIBRARY BOOK AID/DEVELOPMENT AID APPLICATIONS, AS PRESENTED. **The motion carried.** Mr. Patterson recused himself.

B. Quality Assessment Metrics

Mr. Cohen informed the Board that the System created the Quality Measurement Assessment metrics as a tool to help measure where libraries stand in providing quality services to their patrons. The document was created to measure services provided, regardless of library size.

*Assessment
Metrics
discussed*

Member library directors are reviewing the metrics (BOT-08-05-NB2) and offering suggestions.

Mr. Bickford complimented the System on the measurement tool and suggested that staff delineation be further broken down for full-time, part-time, and volunteer workers, and that the measurement scale be revised to ensure accurate evaluation assessment.

Mr. Cohen asked the Board to contact him with any additional suggestions.

C. ILL Review

In response to the Board's request for clarification of Interlibrary Loan activities reported in the 2007 Annual Report, Ms. Advocate, presented an overview of the department's activities (BOT-08-05-NB3). She noted that the Annual Report represents only 1% of Interlibrary Loan activity and that most is generated from four areas: member libraries; correctional facilities; libraries outside of our area; and member library staff for professional materials.

*ILL Activity
reviewed*

XI. ADJOURNMENT

At 12:01 p.m. Mr. Bickford moved and Mr. Patterson seconded that the meeting be adjourned.

The next meeting is scheduled for Wednesday, July 9, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Jennifer Lange
Secretary

Approved 2008
by the MHLS Board of Trustees

