

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 9, 2008**

In the absence of Marie Smith, Board Secretary, Jennifer Lange, 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, John Bickford, Lisa Baker Brill, Jean Ehnebuske, Jennifer Lange; Martin Miller, Patricia Miller, Michael Minor, Roland Patterson; Caroline Profera

Trustees Absent: Bill Conine, Peter Hoffmann, Janet Schnitzer, Marie Smith, Jim Tuttle

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

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

II. PRESIDENT'S REPORT

In the absence of Ms. Smith, the Executive Director thanked Ms. Lange for her valuable contributions to the Board. In addition, he announced that, as a result of Ms. Lange's resignation, a new Board Secretary must be appointed. Ms. Miller volunteered for the position and agreed to contact President Smith before the September meeting.

President's report presented

III. APPROVAL OF MINUTES

Ms. Profera moved and Mr. Bickford seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED, AS AMENDED. **The motion carried.**

Minutes of May accepted

IV. TREASURER'S REPORTS

A. Financial Report for May

Mr. Cohen reported that Mr. Tuttle reviewed the monthly financial report for May and found it acceptable (BOT-08-07-R1a). Mr. Minor moved and Mr. Patterson THAT THE FINANCIAL REPORT FOR MAY BE RECEIVED. **The motion carried.**

Financial report for May received

B. Audit Review Letter

*System audit
satisfactory*

In the absence of Mr. Hoffmann, Chair of the Audit Committee, Mr. Cohen reported that the committee reviewed the full audit performed by Nugent & Haeussler, P.C. and the explanatory letters (BOT-07-08-R1a), and found them acceptable. In reference to the internal control deficiency cited by the auditors, Mr. Cohen noted that the MHLS is not required to hire an internal auditor to prepare its financial statements prior to a regular audit.

In addition, he informed the Board that a new firm will be hired to perform next year's audit.

Ms. Lange thanked Ms. Vittone and the Business Office staff for their efficient management of the System's financial records.

V. REPORT ON PAYMENT OF BILLS

*Warrant for May
received*

Ms. Ehnebuske reported that she reviewed the warrant for May and found it acceptable (BOT-08-07-R2). Ms. Profera moved and Ms. Miller seconded THAT THE WARRANT FOR MAY BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

*Director's report
presented*

In addition to his written report (BOT-08-07-R3), Mr. Cohen reported that:

- twenty-three libraries have applied for State Construction Grant funds. The Incentive Committee will rank the applications and present its recommendations to the full board at the September meeting;
- the newly completed *Building Your Base* toolkit is recommended for online viewing;
- the MHLS managed Dutchess County *Home Access* database page, that consolidates all database options in one place, can be replicated for the other four counties;
- staff has begun planning the September/October Trustee Education sessions;
- he spoke to a representative of Recorded Books at the ALA Conference, and the new interface for downloadable audio books will be available soon..

VII. OTHER REPORTS

A. Liaison Report

*Liaison's report
presented*

Mr. Cosgrove, as Directors Association Liaison to the Board, presented his report (BOT-08-07-R4). He noted that the focus of the next meeting is the redesign of the Online Public Access Catalog (OPAC).

B. Finance Committee

Budgets reviewed

In the absence of Mr. Tuttle, Chair of the Finance Committee, Mr. Cohen reported that the Finance Committee met and reviewed the estimated budget projection for the remainder of 2008, the preliminary 2009 budget proposal and a 3-year expense and fund balance projection. In the event of a shortfall of funds in 2010, the committee will ask the D.A. for suggestions on how to remedy this situation. The Committee is reviewing the Plan of Service to determine areas for potential service cuts, should this measure become necessary.

The Executive Director informed the Board that all suggestions will be presented to the Directors Association for discussion and review. Libraries will be given a one-year notice before any action(s) are taken by the System to implement changes in services or fees. The Board will work closely with the Directors Association on this issue.

Personnel Committee reviews policies

C. Planning and Personnel Committee

Mr. Cohen reported that the Planning and Personnel Committee met immediately before this meeting and completed its review of the System's new *Employee Policy Handbook*. The document will be sent to the System's attorney for review, and is expected to be presented to the full board in September.

The Committee will review new Director Evaluation Forms over the Summer, and make its recommendations in September.

VIII. COMMUNICATION

A. Board Members

PPLD Book Sale success

Ms. Lange congratulated PPLD on the success of its recent Book Sale held in Hyde Park. Mr. Lawrence informed the board that the Friends Group event raised \$65,000 for the library. In addition the Board was invited to attend the Elting Memorial Library Fair on Saturday, July 12, from 9:00 a.m. to 4:00 p.m.

Patterson Library expansion project to

Mr. Miller informed the Board that the Town of Patterson Court is close to moving out of the Patterson Library, which will allow the library's expansion project to begin.

Fund increase requested in Putnam

Ms. Ehnebuske, Ms. Miller and Mr. Miller reported that they met with the Putnam County Executive's Assistant to advocate on behalf of increased funding for Putnam Libraries. .

Library seeks information

Mr. Minor informed the Board that the Town of Esopus Library is looking for information on solar electricity to

help reduce its utility costs, and on how to find reputable contractors.

Ms. Ehnebuske informed the Board that she recently attended the Reed Memorial Library's Board meeting and was afforded the opportunity to promote upcoming System educational events as well as distribute valuable handouts on the role and responsibilities of library trustees.

*Reed Board meeting
attended*

IX. NEW BUSINESS

A. Health Information Project Review

Barbara Clapp, Coordinator of the Health Information Project, presented an overview of the Project's creative, informative and user-friendly Website. The presentation showed the scope of the Project and how the materials provided with grant funds benefit the member libraries. Ms. Clapp highlighted the national and statewide acclaimed *Summer Teen Intern Program* that has been enormously successful over the past 10 years and continues to positively impact the System's young adult and teen collections. Project Resource Guides were distributed to the Board.

*Health Information
Project reviewed*

Ms. Lange thanked Ms. Clapp for her presentation and her work on the Project.

X. ADJOURNMENT

At 11:26 a.m. Mr. Minor moved and Mr. Patterson seconded that the meeting be adjourned.

The next meeting is scheduled for Wednesday, September 17, at 10:00 a.m. at the MHLS Auditorium.

Respectfully submitted by

Jennifer Lange
Secretary

Approved 2008
by the MHLS Board of Trustees

