

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
Saturday, March 13, 2004**

President, von Bergen, called the meeting to order at 10:00 a.m. in the Auditorium of the Mid-Hudson Library System.

OATH OF OFFICE

Ms. Winn administered the 2004 Oath of Office to trustees in attendance.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: John DeJoy, Jesse Feiler, Margaret Feldman, Peter Hoffmann, James Hoover, Sally Laurilliard, Patricia Miller, Kathleen Orth, Marie Smith, Jim Tuttle, Muriel Verdibello, Camilla von Bergen

Trustees Absent: Ronald Oppen, Christopher Post, Nancy Ursprung

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District; Daniela Pulice, Director Pleasant Valley Library

Staff Present: Josh Cohen, Tom Finnigan, Rebekkah Smith, Peggy Winn

II. PRESIDENT'S REPORT

In her report, President von Bergen:

- welcomed new Board members Kathleen Orth and Peter Hoffmann;
- encouraged the Board to continue advocacy efforts for library funding;
- announced that the no decision has been made regarding outsourcing of the System's delivery service;
- asked the Trustee Services Committee to consider an additional way to recognize former Board President, Regina Morini, at the May meeting.

*President's
report presented*

III. APPROVAL OF MINUTES

Ms. Verdibello moved and Ms. Smith seconded THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED.
The motion carried.

*Minutes of
December
accepted*

IV. TREASURER'S REPORTS

Ms. Smith found the monthly financial reports for November, December, and January acceptable (BOT-04-03-R1/1a/1b). Ms. Smith moved and Mr. Hoffmann seconded THAT THE

*Financial reports
for received*

FINANCIAL REPORTS FOR NOVEMBER, DECEMBER AND JANUARY BE RECEIVED. **The motion carried.**

V. REPORT ON PAYMENT OF BILLS

Ms. Verdibello found the warrant for November acceptable (BOT-04-03-R2). Ms. Verdibello moved and Mr. Feiler seconded THAT THE WARRANT FOR NOVEMBER BE RECEIVED. **The motion carried.**

Warrant for November received

Mr. DeJoy found the warrant for December acceptable (BOT-04-03-R2a). Mr. DeJoy moved and Mr. Hoover seconded THAT THE WARRANT FOR DECEMBER BE RECEIVED. **The motion carried.**

Warrant for December received

Mr. Feiler found the warrant for January acceptable (BOT-04-03-R2b). Mr. Feiler moved and Ms. Miller seconded THAT THE WARRANT FOR JANUARY BE RECEIVED. **The motion carried.**

Warrant for January received

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-04-03-R3),

Director's report presented

Mr. Cohen informed the Board that:

- the full Board of the Foundation for Hudson Valley Libraries will meet on March 31, to discuss the future of the organization and review its Bylaws. Since its inception, the organization's main function has been as a 501c3 entity for pass-through grants for member libraries.
- the criteria of the newly formed Public Library District Task Force is to ensure that: every library budget is voted on by the public; library trustees are elected by the public; and all unserved populations become part of chartered service areas. The issue of serving unchartered populations remains the biggest challenge for the System.
- he met with Senators Saland and Leibell to discuss restoration of full funding for libraries. And, as part of the System's advocacy efforts, over 4,000 signed letters have been sent to local legislators by System patrons.
- due to the unforeseen sale of the Casperkill County Club, the Trustee Services Committee will need to discuss a new venue and date, if necessary, for the annual meeting.

FHVL Board to meet

Pub. Library Task Force criteria

Advocacy efforts noted

Annual meeting to be discussed

VII. OTHER REPORTS

In addition to her written reports (BOT-04-02-R4/4a/4b), Ms. Pulice informed the Board that:

Liaison reports presented

- although the majority of the Directors Association voted to recommend to this Board that the System begin contract negotiations with Velocity Express, there was a strong minority dissention;

- the Directors Association would like the Garrison Library to join the Millennium automation network;

After discussion, the Board asked the Executive Director to encourage the Garrison Library to either make its present automation system 100% compatible with the System's or migrate to Millennium.

VIII. COMMUNICATIONS

Board

Ms. von Bergen informed the Board that she received a letter from a library clerk expressing a negative opinion regarding the outsourcing of the delivery service and will reply that a final decision has not been made.

*President to
reply to letter*

Ms. Smith announced that the new Beekman Library is planning it's opening in June or early July.

*Library openings
planned*

Ms. Miller informed the Board that the new Mahopac Library will officially open on March 23.

IX. UNFINISHED BUSINESS

A. Committee Assignments

President von Bergen informed the Board that Ms. Verdibello will be added to the Budget Committee roster. In addition, Mr. Hoffmann volunteered to serve on the Bylaws, Policy and Procedures Committee, and Ms. Laurilliard on the Personnel Committee.

*Committee
positions revised*

The Executive Director asked the Board to consider if the present committee structure could be streamlined by combining and/or discontinuing some of its committees.

X. NEW BUSINESS

A. Plan of Service

Mr. Cohen informed the Board that:

- results of the Plan of Service and *Allocation of Resources Exercise* have been posted on the Web.
- The *Allocation of Resources Exercise* (BOT-04-03-NB1) was sent out to provide preliminary input and criteria for planning the 2005 Budget;
- the results of the survey, completed by approximately half of the directors, indicate a desire to maintain System services at the present level by charging or increasing fees for non-core services.

*Plan of Service
surveys
discussed*

The Executive Director asked the Board to begin a discussion about the future of System funding. He presented two scenarios:

- if the Velocity contract is accepted, the System would still have an operating deficit of \$50,000. The System could continue to spend its fund balance surplus for two

*Future of System
funding
discussed*

or three years before reaching the required 57% level, or find ways, through fees or service cuts to balance the budget;

- if the Velocity contract is not accepted, the System's operating budget deficit will be over \$150,000, which would mean available operating funds through 2005, but in 2006 the fund balance surplus will be gone and we would reach the 57% fund balance limit.

After discussion, the Board asked the Chairs of the Long-Range Planning and Budget Committees to meet to develop a framework for decision-making regarding System services.

B. Velocity Express

Mr. Cohen informed the Board that the System is waiting for a new price quote from Velocity for its delivery services. He emphasized that, if the new quote does not represent a significant cost savings, outsourcing will not be considered.

Delivery Service discussed

The Board asked the Executive Director to:

- request a formal contract with safeguards against high incremental price increases and interruption in service; and,
- have a good back-up plan in place.

Contract requested

XI. ADJOURNMENT

At 11:58 a.m. Mr. Hoover moved and Ms. Smith seconded that the meeting be adjourned.

The next meeting is scheduled for Thursday, April 15, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by
Sally Laurilliard
Secretary

Approved 2004
by the MHLS Board of Trustees