

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
Saturday, December 10, 2005**

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

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Steve Benson, Bill Conine, Margaret Feldman, Peter Hoffmann, James Hoover, Patricia Miller, Ronald Oppen, Kathleen Orth, Janet Schnitzer, Marie Smith, Jim Tuttle, Muriel Verdibello, Camilla von Bergen

Trustees Absent: Sally Laurilliard

Liaisons: Tom Lawrence, Director Poughkeepsie Public Library District; Gloria Goverman, Director East Fishkill Library

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

Other: Trustees elect Jennifer Lange, Roland Patterson

II. PRESIDENT'S REPORT

In her report, President von Bergen:

- read a thank you note to the Board from Sally Laurilliard for the parting gift she received at the Annual Meeting, and for the opportunity to work with them to serve public libraries;
- thanked departing Board member Muriel Verdibello for her service;
- welcomed incoming Board members, Jennifer Lange and Roland Patterson to the meeting.
- asked the Board to contact her, as soon as possible, with their preferences for committee service in 2006, as soon as possible.

President's report presented

III. APPROVAL OF MINUTES

Ms. Smith moved and Mr. Hoffmann seconded THAT THE MINUTES OF THE OCTOBER AND ANNUAL MEETINGS BE APPROVED. **The motion carried.**

Minutes of October/Annual accepted

IV. TREASURER'S REPORTS

Ms. Smith found the monthly financial reports for September and October acceptable (BOT-05-12-R1/1a).

Financial reports for Sept./Oct. received

Mr. Oppen moved and Mr. Tuttle seconded THAT THE FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

*HSBC designated
bank of business*

President von Bergen reported that HSBC Bank is proposed to continue to handle the System's financial business in 2006 (BOT-05-12-R1b). Mr. Tuttle moved and Ms. Smith seconded THAT THE BOARD APPROVES THE DESIGNATION OF HSBC AS THE SYSTEM'S BANK OF BUSINESS IN 2006. **The motion carried.**

V. REPORT ON PAYMENT OF BILLS

*Warrant for October
received*

Mr. Cohen reported that Ms. Laurilliard reviewed the warrant for October and found it acceptable (BOT-05-12-R2). Ms. Smith moved and Mr. Tuttle seconded THAT THE WARRANT FOR OCTOBER BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

*Director's report
presented*

In addition to his written report (BOT-05-12-R3), Mr. Cohen reported that:

- Innovative Interfaces, Inc. (III) is continuing to work to find a method for patrons to view the holds queue when using *Local Preference*;
- the planning process for the new Plan of Service is crucial and will require the joint effort of staff and directors;
- an article written by the *Health Information Project* staff was published in the December issue of *Voice of Youth Advocates (VOYA)* magazine (a copy of the article was circulated);
- the document itemizing the *Cost of System Services* is currently being reviewed by library board presidents and directors.

VII. OTHER REPORTS

*Liaison's report
presented*

A. Directors Association Liaison Report

Ms. Goverman, as Directors Association Liaison to the Board, presented her report (BOT-05-12-R4). Mr. Cohen announced that Ms. Goverman has been re-elected to serve as Board Liaison in 2006.

B. Central Reference Services Report

*CL Reference report
presented*

Mr. Lawrence reported that:

- Sue Hermans will become the Head of Reference Services in 2006; other library staff members will be visiting member libraries to help meet the increased need for reference training and services;

- a Central Library Service Survey has been sent to library directors. Upon completion, results will be compiled and brought to this Board.

C. Final Committee Reports and Recommendations

Final committee reports presented

Ms. von Bergen asked that the Planning and Personnel Committee and the Budget Committee reports be presented later in the meeting.

c. Bylaws, Policy and Procedures

Rules and Procedures reviewed

Ms. Feldman, Chair of the Bylaws, Policy and Procedures Committee, reported that the committee reviewed the Board's Rules and Procedures (BOT-05-12-R6) and recommended no changes.

d. Nominating and Elections Committee

2006 Slate of Officers elected

At this point, President von Bergen turned the meeting over to Mr. Oppen, Chair of the Nominating Committee, who presented the following slate of Board Officers for 2006:

President: Camilla von Bergen
Vice President: James Hoover
Secretary: Patricia Miller
Treasurer: Marie Smith

There being no nominations from the floor, Mr. Oppen moved and Ms. Smith seconded THAT THE BOARD ACCEPTS THE 2006 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.** Mr. Oppen returned the meeting to Ms. von Bergen.

e. Incentives Committee

Incentives Program approved

Muriel Verdibello, Chair of the Incentives Committee reported that the committee met on November 22, and:

- finalized the 2006 Incentives Program (BOT-05-12-R9);
- recommended a complete review of the Program in 2006; and,
- recommended approval of the 2006 Incentives Program, as presented.

She then moved the committee's recommendation THAT THE BOARD APPROVE THE 2006 INCENTIVES PROGRAM, AS PRESENTED. **The motion carried.**

f. Trustee Services Committee

Trustee Services committee report presented

Ms. Miller, Chair of the Trustee Services Committee, reported that in 2006 the committee discussed:

- Board to Board visits;
- the format, location and speaker for the Annual meeting;

- topics for the System's trustee newsletter, *Across the Board*;
- moving the deadline to June 1, for receipt of nominations for Trustee Success Story Awards.

a. Planning and Personnel Committee

Mr. Hoover, Chair of the Planning and Personnel Committee, reported that the committee met immediately before this meeting and:

- reviewed the agreement between the System and CSEA Local 702 for a new two-year contract. A copy of the Memorandum of Understanding was distributed to the Board, and is appended to the permanent file.

Following a brief summary, Mr. Hoover moved the committee's recommendation THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE TERMS OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE MID-HUDSON LIBRARY SYSTEM AND CSEA LOCAL 702. **The motion carried.**

- discussed the System's request to offer employees a 125 Flex Med Plan to help save tax dollars incurred by medical expenses.

Mr. Hoover asked the Board to approve the committee's recommendation THAT THE EXECUTIVE DIRECTOR ENTER INTO AGREEMENT WITH THE FIRM OF MALLEOLO TO OFFER SYSTEM STAFF A 125 FLEX MED PLAN. **The motion carried.**

- Reviewed the System's proposal to begin a retiree health benefit contribution plan.

After a brief discussion, Mr. Hoover asked the Board to approve the committee's recommendation THAT SYSTEM RETIREES BE ASKED TO PAY FOR HEALTH BENEFITS IN THE SAME AMOUNTS AS EMPLOYEES. **The motion carried.**

Following this motion, the Board asked the Executive Director to delay implementation until July 1, 2006, to provide ample notification time.

President von Bergen then asked for a motion to go into Executive Session to discuss personnel issues. At 11:16 a.m., Mr. Hoover moved and Mr. Oppen seconded THAT THE BOARD GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. **The motion carried.**

At 12:10 p.m., Mr. Hoffmann moved and Mr. Oppen seconded THAT THE BOARD LEAVE EXECUTIVE SESSION. **The motion carried.**

New Union contract authorized

Flex Med Plan approved

Retiree contribution plan to be implemented

Board goes in to Executive Session

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At 12:12 p.m. President von Bergen reconvened the regular session of the meeting.

Non-Union salaries approved

Mr. Hoover then moved the committee's recommendation THAT NON-UNION SALARIES BE INCREASED BY 3.5% IN 2006 AND 2007. The **motion carried**.

b. Budget Committee

2006 Budget approved

Mr. Cohen noted a few changes to the preliminary operating budget. The Board agreed to pass the budget, as presented, and requested that the proposed amended budget be presented in January.

Ms. Verdibello moved and Ms. Feldman seconded THAT THE BOARD APPROVES THE SYSTEM'S 2006 BUDGET, AS PRESENTED. **The motion carried**.

Ms. Verdibello leaving Board

VIII. COMMUNICATION

A. Board Members

Ms. Verdibello informed the Board that this meeting concludes a 30 year connection to the System as an employee and Board member. She commented that the present Board is in an excellent place to help oversee the System and improve library service.

IX. NEW BUSINESS

A. Announcement of Establishment of 2006 Committees

Board committees to be established

President von Bergen addressed this topic in her report.

X. ADJOURNMENT

At 12:25 p.m. Ms. Feldman moved and Mr. Hoffmann seconded that the meeting be adjourned.

The next meeting is scheduled for Saturday, January 28, at 10:00 a.m. at the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Patricia Miller
Secretary

Approved 2006
by the MHLS Board of Trustees

