

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
July 20, 2006**

Board Treasurer, Marie Smith, called the meeting to order at 10:09 a.m. in the Auditorium of the Mid-Hudson Library System.

I. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Steve Benson, Margaret Feldman, Peter Hoffmann, James Hoover, Jennifer Lange; Patricia Miller, Ronald Oppen, Kathleen Orth, Roland Patterson; Caroline Benton Pflieger; Janet Schnitzer, Marie Smith, Jim Tuttle

Trustees Absent: Camilla von Bergen, Bill Conine

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

Staff Present: Josh Cohen, Margaret Keefe, Laurie Shedrick, Linda Vittone, Peggy Winn

Others Present:

II. PRESIDENT'S REPORT

As President von Bergen was not in attendance, Board Treasurer, Marie Smith, presided over the meeting.

Treasurer conducts meeting

III. APPROVAL OF MINUTES

Mr. Patterson moved and Ms. Lange seconded THAT THE MINUTES OF THE MAY MEETING BE APPROVED, **The motion carried.**

Minutes of May accepted

IV. TREASURER'S REPORTS

Ms. Smith found the monthly financial reports for April/May acceptable (BOT-06-07-R1/1a). Ms. Smith moved and Mr. Benson seconded THAT THE FINANCIAL REPORTS FOR APRIL AND MAY BE RECEIVED. **The motion carried.**

Financial reports for April/May received

Audit Review Letter

Mr. Cohen informed the Board that, as previously agreed, the System will undergo a full audit next year, following two consecutive reviews. In addition, a new firm will be employed to conduct the following year's review. As recommended, a representative from the Budget Committee will be invited to be in attendance at the next

Audit letter reviewed

audit exit review.

V. REPORT ON PAYMENT OF BILLS

Mr. Patterson reported that he reviewed the warrant for May (BOT-06-07-R2) and found it acceptable. Following a brief explanation by Business Office Manager, Linda Vittone, of a number of expenditures (BOT-06-07-R2b), Mr. Patterson moved and Mr. Hoffmann seconded THAT THE WARRANT FOR MAY BE RECEIVED. **The motion carried.**

*Warrants for
May/June received*

Ms. Lange reported that she reviewed the warrant for June (BOT-06-07-R2a) and found it acceptable. Ms. Lange moved and Mr. Patterson seconded THAT THE WARRANT FOR JUNE BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

In addition to his written report (BOT-06-01-R3), Mr. Cohen reported that:

*Director's report
presented*

- the timely receipt of state funds will ensure a balanced budget through 2007;
- delivery service continues to run smoothly since the transition to Hudson River Transports;
- the System is looking at the new ways to increase Web interactivity discussed at this year's American Library Association Conference;
- member libraries were pleased to be the recipients of member item grants to help support their Summer Reading programs. New York State has joined a consortium organization that will design next year's program.
- Overall, the System's energy audit was favorable, however, it is hoped that a number of minor problems can be rectified using Construction Grant funds to be allotted to the System.

VII. OTHER REPORTS

A. Liaison Report

Ms. Goverman, as Directors Association Liaison to the Board, presented her reports (BOT-06-07-R4/4a). She informed the Board that technology upgrades and rising costs continue to be important topics of discussion.

*Liaison reports
presented*

B. Budget Committee Report

Ms. Smith, Chair of the Budget Committee, reported that the committee met on June 13, and reviewed the 2006 budget and the proposed 2007 budget. She then reviewed the committee's recommendations for use of the \$137,648

*Budget Committee
recommendations*

received from an increase in census funds and a one-time grant (BOT-06-07-R5).

The Executive Director informed the Board that subsequent to this meeting, the Resource Sharing Committee met, and recommended that a consultant from Innovative Interfaces, Inc. (III) demonstrate its upgrades at the Directors Association meeting on July 7. As a result, the Directors Association will decide which product(s) they wish to purchase, at the September meeting.

D.A. to decide on upgrades

VIII. COMMUNICATION

A. Board Members

Ms. Feldman expressed her appreciation for the informative and well-presented *Getting to Yes* workshops conducted by Kirsten Litwin.

Workshops praised

B. Staff Members

Mr. Cohen informed the Board that registration is underway for the New York Library Association's (NYLA) Conference. As this year's event is being held in Saratoga, New York, he encouraged the Board to review the program and consider attending.

NYLA registration underway

IX. NEW BUSINESS

A. NYSALB Report

Mr. Patterson informed the Board that he sent a letter to Norm Jacknis, Board President of the New York State Association of Library Board's (NYSALB), with suggestions regarding relevant Institute topics and how to evaluate sessions. It will be taken into consideration when planning future Trustee Institutes (BOT-07-06-NB1).

NYSALB materials reviewed

Mr. Patterson asked the Board to review the documentation on **Basic Training for Trustees** and share this information with their own library boards. In addition he reviewed the Queens Library's **RFID self check** technology and discussed how implementation of this technology in libraries could revolutionize future services. In addition, he noted that new technology will inevitably lead to a change in how libraries plan new construction projects.

Training/Technology highlighted

B. Automation Presentation

Mr. Cohen presented a PowerPoint Overview of how the System's Millennium automation software operates and explained the key usage terms connected with the system (BOT-06-07-NB2). The Board received copies of Bibliographic/Patron/Item Records as examples of what information is displayed on each record.

Millennium demonstration

XI. ADJOURNMENT

At 11:25 a.m. Ms. Benton Pfleger moved and Ms. Orth seconded that the meeting be adjourned.

The next meeting is scheduled for Thursday, September 21, 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