

**MID-HUDSON LIBRARY SYSTEM  
MINUTES  
of the  
BOARD OF TRUSTEES MEETING  
December 8, 2007**

In the absence of President Smith, Treasurer, Jim Tuttle, 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, Geralynn Demarest, Margaret Feldman, Peter Hoffmann, Jennifer Lange, Martin Miller, Michael Minor, Roland Patterson, Caroline Benton Profera; Jim Tuttle, Camilla von Bergen

Trustees Absent: Bill Conine, Patricia Miller, Janet Schnitzer, Marie Smith

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

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

Others Present: Board members elect: John Bickford, Jean Ehnebuske

**II. PRESIDENT'S REPORT**

In the absence of President Smith, Mr. Cohen distributed a written copy of her report. In the report Ms. Smith:

*President's report  
presented*

- thanked Board members who attended the Annual meeting and praised System staff for planning and executing this very successful event;
- reminded the Board to continue its outreach to trustees of member libraries and to continue board to board visits;
- encouraged continued advocacy efforts with elected officials on behalf of library funding;
- praised System staff for presenting excellent training workshops, and asked board members to try and attend and to remind other trustees about this valuable resource;
- welcomed Board members elect John Bickford and Jean Ehnebuske to the Board;
- thanked departing Board members, Margaret Feldman and Camilla von Bergen for their years of dedicated service to the Board;
- Asked the Board to contact her by email with requests to serve on specific Board committees, before the January meeting.

**III. APPROVAL OF MINUTES**

Mr. Miller moved and Ms. von Bergen seconded THAT THE MINUTES OF THE SEPTEMBER AND ANNUAL MEETINGS BE APPROVED. **The motion carried.**

*Minutes of  
September/Annual  
meetings accepted*

**IV. TREASURER'S REPORTS**

A/B/C. Mr. Tuttle reported that he reviewed the monthly financial reports for August, September and October and found them acceptable (BOT-06-12-R1/1a/b). Mr. Patterson moved and Mr. Hoffmann seconded THAT THE FINANCIAL REPORTS FOR AUGUST, SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

*Financial reports  
for Sept./Oct.  
received*

**D. FISCAL DESIGNATION FOR 2008**

Mr. Cohen reported that HSBC Bank is proposed to continue to handle the System's financial business in 2008 (BOT-07-12-R1c). Ms. von Bergen moved and Ms. Profera seconded THAT THE BOARD APPROVES THE DESIGNATION OF HSBC AS THE SYSTEM'S BANK OF BUSINESS IN 2008. **The motion carried.**

*HSBC Bank of  
Business*

**V. REPORT ON PAYMENT OF BILLS**

Ms. Demarest reported that she reviewed the warrant for September and found it acceptable (BOT-07-12-R2).

*Warrants for  
Sept./Oct. received*

Mr. Cohen reported that Ms. Miller reviewed the warrant for October and found it acceptable (BOT-07-12-R2a)

Mr. Hoffmann moved and Ms. Profera seconded THAT THE WARRANTS FOR SEPTEMBER AND OCTOBER BE RECEIVED. **The motion carried.**

**VI. DIRECTOR'S REPORT**

In addition to his written report (BOT-07-12-R3), Mr. Cohen reported that:

*Director's report  
presented*

- It is expected that the revised plan to make both bathrooms in the auditorium handicapped accessible will be completed as planned;
- System staff will continue to monitor the Teleforms phone call system closely to ensure that it is working properly;
- The "Building Your Base" grant project Coordinator, Kirstin Litwin, will prepare a report on the results of her efforts to build relationships with firefighter groups, to increase library usage by this voter base;
- A settlement has been reached in the Town Board's dispute with the Butterfield Library over 2008 funding. Although the library did not receive the voted on amount for 2007, no further legal action will be taken;
- In 2008, the System, will offer to create customized quarterly newsletters for member libraries for a fee and

*Butterfield dispute  
settled*

*New service to be  
offered*

quarterly newsletters for member libraries, for a fee, and deliver them as electronic files; The Program and Marketing Committee will meet and discuss ideas for formats.

*Liaison report presented*

**VII. OTHER REPORTS**

**A. Directors Association Liaison Reports**

In addition to his report (BOT-07-12-R4), Mr. Cosgrove, as Directors Association Liaison to the Board:

- announced that he has accepted the position as the Directors Association Liaison to the Board for 2008;
- thanked Tom Lawrence for organizing the Directors Association's recognition luncheon for System staff;
- informed the Board that he will report on the December 7, meeting in January.

**B. Final Committee Reports**

**a. Personnel and Planning Committee**

Ms. von Bergen, Chair of the Personnel and Planning Committee, reported that the committee met with System staff and the CSEA representative and worked out the terms for a new three-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, Ms. von Bergen 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.**

*Personnel & Planning Committee report*

Ms. von Bergen informed the Board that the Committee met immediately before this meeting and reviewed the proposed non-union salaries. She then moved the committee's recommendation THAT THE EXECUTIVE DIRECTOR IMPLEMENT THE GENERAL TERMS OF THE MEMORANDUM OF UNDERSTANDING FOR SALARY INCREASES FOR NON-UNION EMPLOYEES. **The motion carried.**

*Non-union salary increases approved*

**b. Finance Committee**

Mr. Tuttle, Chair of the Finance Committee, reported that the committee met on November 17, and reviewed the final draft of the 2008 budget (BOT-07-12-R5).

Following a brief explanation of the document, Mr. Hoffmann moved and Mr. Miller seconded THAT THE BOARD APPROVES THE SYSTEM'S 2008 BUDGET, AS PRESENTED. **The motion carried.**

*Finance Committee report presented*

*2008 Budget approved*

c. Bylaws Policy and Procedures Committee

In the absence of Ms. Schnitzer, Chair of the Bylaws, Policy and Procedures Committee, Ms. von Bergen reported that the committee reviewed the Board's Rules and Procedures (BOT-07-12-R6) and recommended no changes.

*Bylaws Committee  
report presented*

d. Nominating and Elections Committee

In the absence of Mr. Conine, Chair of the Nominating and Elections Committee, Mr. Minor presented the following slate of Board Officers for 2008:

*2008 Slate of  
Officers elected*

President	Marie Smith
Vice President	William Conine
Secretary	Jennifer Lange
Treasurer	Frank Tuttle

There being no nominations from the floor, Mr. Minor moved and Mr. Patterson seconded THAT THE BOARD ACCEPTS THE 2008 SLATE OF OFFICERS, AS PRESENTED. **The motion carried.**

**VIII. COMMUNICATION**

A. Board Members

Ms. von Bergen thanked the Board and System staff for the opportunity to work with them and expressed her intention to continue to work with the System and its member libraries.

*Ms. von Bergen's  
tenure ends*

Ms. Feldman informed the Board that she enjoyed her tenure as a System trustee and the experience of working closely with System Staff. In addition, she noted that she will continue her involvement with the Morton Memorial Library, in Rhinecliff.

*Ms. Feldman's  
tenure ends*

Ms. Lange informed the Board that her recent visit with the Board of the Saugerties Library was very well received. She encouraged the Board to attend library board meetings and share their experiences with the rest of the Board.

*Board to Board  
visits encouraged*

Mr. Miller announced that he is stepping down as President of the Patterson Library to devote his attention to service to the MHLS Board. He stated he is looking forward to working with the Board and System staff in 2008.

Mr. Minor emphasized the enormous impact libraries have on lives and thanked the staff for their excellent work in keeping these institutions so vital;

B. Visitors

Mr. Cosgrove noted the significant impact that trustee and patron library advocacy efforts have on legislators and encouraged attendance at Library Legislative Day March 11, in Albany. In addition, he thanked the System for the professional support he received through his participation in the Public Library

*Advocacy efforts  
needed*

Administrator's Certificate Program.

Mr. Lawrence informed the Board that the PPLD's construction contracts were finalized on October 30, and work has begun on the two easement projects. The temporary facility is open and usage is increasing.

*PPLD project  
underway*

**IX. NEW BUSINESS**

**A. Variance Request**

Mr. Cohen informed the Board that the state requires libraries to meet 11 minimum standards. Patti Haar, Director of the Patterson Library, was given special permission to be the director of the library without having completed her MLS Degree. The Patterson Library now serves more than 7,500 and must comply with standard 11 requiring the library to have a director with an MLS Degree. This board must approve submission of a Variance Request.

*Variance Request  
approved*

Following this explanation, Mr. Tuttle moved and Mr. Miller seconded THAT THE BOARD APPROVES THE SUBMISSION OF A VARIANCE REQUEST TO THE STATE LIBRARY FROM THE PATTERSON LIBRARY. **The motion carried.**

**X. UNFINISHED BUSINESS**

**A. NYSALB Trustee Institute Report**

Mr. Patterson gave highlights from his detailed report of sessions he attended at this year's NYSALB Trustee Institute. He emphasized the valuable material in the "Technology for Trustee" report for providing information on new technology and related cost data.

*NYSALB report  
presented*

Mr. Cohen thanked Mr. Patterson for his considerable efforts in preparing this information for the board.

**XI. ADJOURNMENT**

At 11:55 p.m., Mr. Patterson moved and Ms. Profera seconded that the meeting be adjourned.

*The next meeting is scheduled for Saturday, January 26, at 10:00 a.m. in the Mid-Hudson Library System Auditorium.*

Respectfully submitted by

Jennifer Lange  
Secretary

Approved            2008  
by the MHLS Board of Trustees

