

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
September 17, 2008**

Marie Smith, Board President, 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: John Bickford, Jean Ehnebuske, Martin Miller, Patricia Miller, Michael Minor, Roland Patterson; Caroline Profera; Janet Schnitzer, Marie Smith, Jim Tuttle

Trustees Absent: Steve Benson, Lisa Baker Brill, Bill Conine, Peter Hoffmann

Liaisons: James Cosgrove, Director Marlboro Free Library

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

II. PRESIDENT'S REPORT

President's report presented

In addition to her written report, President Smith:

- thanked Jean Ehnebuske for accepting the appointment as Chair of the Trustee Services Committee, replacing Jennifer Lange;
- urged continued advocacy for library funding with local legislators in this election year;
- congratulated the System for winning the *Joseph L. Shubert Library Excellence Award* for 2008 for the Health Information Project, coordinated by Bobbi Clapp;
- reminded the Board to register for the Annual Meeting on October 3.

III. APPROVAL OF MINUTES

Minutes of July accepted

Mr. Patterson moved and Mr. Bickford seconded THAT THE MINUTES OF THE JULY MEETING BE APPROVED. **The motion carried.**

IV. TREASURER'S REPORTS

Financial reports received

Mr. Tuttle reported that he reviewed the monthly financial reports for June and July and found them acceptable (BOT-08-0 -R1/1a). Following a brief review of the July report, Mr. Patterson moved and Mr. Bickford seconded THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE RECEIVED. **The motion carried.**

V. REPORT ON PAYMENT OF BILLS

Warrants received

Mr. Miller reported that he reviewed the warrant for June and found it acceptable (BOT-08-09-R2). Ms. Profera moved and Mr. Bickford seconded THAT THE WARRANT FOR JUNE BE RECEIVED. **The motion carried.**

Mr. Cohen reported that Mr. Conine reviewed the warrant for July and found it acceptable (BOT-08-09-R2a). Ms. Profera moved and Mr. Bickford seconded THAT THE WARRANT FOR JULY BE RECEIVED. **The motion carried.**

VI. DIRECTOR'S REPORT

Director's report presented

In addition to his written report (BOT-08-09-R3), Mr. Cohen reported that:

- The future of library funding is unclear however, System operation is expected to be solvent through 2009;
- System staff is still working on the redesign of the Online Public Access Catalog (OPAC) with the intent to create a more effective marketing tool;
- Attendance at 2008 continuing education *Trustee Essentials* sessions has already surpassed last year's total;
- It is expected that the System will upgrade to *Millennium 2007* following attendance at the Innovative Interfaces (III) *Consortium Conference* and dialoguing with other users of the product;
- As a result of a recent power outage and disruption in telephone service, the System is considering upgrading its present telephone system. The cost of the upgrade is \$9,000. *The Board suggested that any upgrade have the capacity for future migration to IP Voiceover, if necessary.* Following discussion, Mr. Bickford moved and Ms. Schnitzer seconded THAT THE BOARD APPROVES THE EXPENDITURE OF \$9,000 OUT OF CAPITAL FUNDS TO UPGRADE THE SYSTEM'S TELEPHONE SERVICE. **The motion carried.** Mr. Minor abstained.

VII. OTHER REPORTS

A. Directors Association Liaison Report

Liaison's report presented

Mr. Cosgrove, as Directors Association Liaison to the Board, presented his report (BOT-08-09-R4). He highlighted the director's discussions on the feasibility of hiring a System-wide collection agency and the vote not to immediately replace the *Rosetta Stone* language program.

B. Nominating Committee Report

2009 Slate of officers presented

In the absence of Mr. Conine, Chair of the Nominating Committee, Mr. Minor reported that the committee has received full candidate approval to propose the following slate of officers

for 2009:

- President Marie Smith
- Vice President William Conine
- Secretary Patricia Miller
- Treasurer Frank Tuttle

There being no additional nominations from the floor, the Board will vote to accept the slate in December.

C. Personnel Committee Report

In the absence of Mr. Benson, Chair of the Personnel Committee, Mr. Bickford reported that the committee met immediately before this meeting and reviewed the changes incorporated by the System's attorneys to the Personnel Policies Handbook (BOT-08-09-R6a). He informed the board that the policies will apply to both Union and non-Union employees and, in the case of any dispute, state and federal rules will apply. All employees and new hires will receive a copy of the handbook.

The Board suggested periodic review of the document and that the System consider making it available for libraries to use as a model. In addition, Business Manager, Linda Vittone was thanked for her work in creating the manual.

Following discussion, Mr. Bickford moved and Mr. Miller seconded THAT THE BOARD APPROVES THE NEW PERSONNEL POLICIES HANDBOOK, AS PRESENTED. **The motion carried.**

Mr. Benson informed the Board that the committee reviewed and revised the *MEMBER LIBRARY ASSESSMENT FORM* (BOT-09-08-R6) and recommended distribution to library directors and Board Presidents. After discussion, Mr. Bickford moved and Mr. Patterson seconded THAT THE BOARD APPROVES THE NEW MEMBER LIBRARY ASSESSMENT FORM, AS AMENDED. **The motion carried.**

The committee also recommended approval of the *Annual Board Evaluation of the Executive Director* form, with no significant changes. Following a brief review of the document, Mr. Minor moved and Mr. Patterson seconded THAT THE BOARD APPROVES THE NEW ANNUAL BOARD EVALUATION OF THE EXECUTIVE DIRECTOR FORM, AS AMENDED. **The motion carried.** Mr. Cohen noted that both forms are subject to revision, as necessary.

D. Trustee Services Committee

Ms. Ehnebuske, Chair of the Trustee Services Committee Reported that the committee reviewed the candidate materials for *County Trustee Recognition Awards* and chose the following trustees: Dorothy Balko, Kinderhook Memorial Library; Marcia Frahman, Howland Public Library; Dot True, Cairo Public

*Personnel Handbook/
Evaluation Forms reviewed*

Trustee Awards winners announced

Library; Judy B. Meyer, Julia L. Butterfield Memorial Library; and, Earl Johnson, Town of Esopus Library. The awards will be announced at the Annual Meeting in October.

VIII. COMMUNICATION

A. Board Members

Mr. Patterson distributed a handout outlining the two sessions he attended at the NYSALB Institute in Albany, New York in May (appended to file). He briefly reviewed the highlights of both sessions and the significance to the System. *The Board thanked him for creating and providing this valuable reference material.*

NYSALB Institute discussed

Ms. Schnitzer informed the Board that Columbia County libraries have recently received some favorable press coverage. The articles have resulted in increased community involvement with local libraries.

Press Coverage improving

Mr. Minor emphasized the importance of building relationships with the press and thanked Mr. Cosgrove for working with Ulster County directors to increase newspaper coverage for libraries.

Mr. Miller suggested that the System consider giving awards to local newspapers for library publicity at the Annual Meeting.

Ms. Ehnebuske informed the Board that Putnam County trustees and directors met with local legislators ask for increased library funding. She noted, that although preliminary comments are encouraging, continued efforts are needed.

B. Staff

Ms. Smith Aldrich announced that the next System Tour is October 15, and invited the Board to attend.

System Tour in October

IX. NEW BUSINESS

A. Construction Grant Recommendations

Ms. Profera, Chair of the Incentives Committee, reported that the committee met on August 22, and reviewed and ranked the 2008 Construction Grant applications. The committee used the criteria established in 2006, and approved at the March meeting, to divide the total of \$550,219 among 12 member libraries (BOT-08-09-NB1).

Grant Awards approved

Following a brief review of the process, criteria and recommended award amounts, Ms. Schnitzer moved and Mr. Bickford seconded THAT THE BOARD APPROVES THE INCENTIVE COMMITTEE'S RECOMMENDATIONS FOR CONSTRUCTION GRANT AWARDS TO THE MEMBER LIBRARIES, AS PRESENTED. **The motion carried.**
Mr. Minor suggested review of the award criteria before the next round of grants are awarded.

B. Proposed Meeting Dates for 2009

*2009 meeting
dates approved*

The Board reviewed the proposed meeting dates for 2009 (BOT-08-09-NB2):

Saturday, January 24 (snow date: Tuesday, January 27); Saturday, March 14 (snow date: Tuesday, March 17);

Wednesday, May 20 (location t/b/a);

Wednesday, July 8;

Wednesday, September 16;

Saturday, December 5.

The tentative date for the 50th Annual Meeting is Friday, October 2.

Following review, Mr. Bickford moved and Ms. Miller seconded THAT THE BOARD APPROVES THE 2009 SCHEDULE OF MEETING DATES AND THE TENTATIVE DATE OF THE ANNUAL MEETING, AS PRESENTED. **The motion carried.**

C. Summer Reading Program Review

Margaret Keefe, Coordinator of Youth Services, gave a PowerPoint presentation of the highlights of the 2008 *Summer Reading Program* the *Traveling Pants Project*, the *Battle of the Books Program*, and the *Fall into Books Children's and Teen Literature Conference* (BOT-08-09-NB3).

*Youth Services
report*

The presentation summarized the themes of the programs and the System's role in facilitating them. In addition, Ms. Keefe explained how the programs were funded, organized and developed and the results of each. Statistics prove that participation continues to grow for these enjoyable education programs.

The Board thanked Margaret for her considerable efforts in facilitating these programs and making them so successful.

XI. ADJOURNMENT

At 12:10 p.m. Mr. Bickford moved and Mr. Patterson seconded that the meeting be adjourned.

The Annual Meeting is scheduled for Friday, October 3, at 9:30 a.m. at the Culinary Institute of America, Hyde Park, New York.

The next regular meeting is scheduled for Saturday, December 6 at 10:00 a.m., in the Mid-Hudson Library System Auditorium.

Respectfully submitted by

Patricia Miller
Secretary

Approved 2008
by the MHLS Board of Trustees

