MID-HUDSON LIBRARY SYSTEM
MINUTES of the BOARD OF TRUSTEES MEETING
Friday, September 27th, 2024

President Ramage called the meeting to order at 9:58am at the Stanford Free Library.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Peter Carey, Rajene Hardeman, Jill Leinung, Janet Schnitzer, Thomas Silvious, Barbara Swanson, Richard Swierat, Carla Taylor, Mary Linda Todd, Mark Wilson
Trustees Absent:	Kenneth Goldberg
Directors Association Liaison:	Matthew Pavlov, Director, Kinderhook Memorial Library
Staff Present:	Rebekkah Smith Aldrich, James Coyle, Laura Crisci, Laurie Sheldrick, Ashley Teal

2. PRESIDENT'S REPORT

President's Report

In his report, President Ramage encouraged all trustees to attend the upcoming Annual Membership Meeting on Friday, October 25th, 2024 and noted that negotiations with the CSEA bargaining unit are currently underway.

3. APPROVAL OF MINUTES

Minutes Approved

Peter Carey moved, and Stuart Auchincloss seconded that the minutes of the July meeting be approved. **The motion carried unanimously**.

4. TREASURER'S REPORT

Financial Report received

Treasurer Stuart Auchincloss reported on the financial status of the System. He reviewed the Treasurer's Reports for June, July, and August and found them acceptable. Richard Swierat moved, and Rajene Hardeman seconded that the financial reports for June (Doc. 4.A), July (Doc. 4.B), and August (Doc. 4.C) be accepted. **The motion carried unanimously.**

5. REPORT ON PAYMENT OF BILLS

Warrants received

Janet Schnitzer reported that she reviewed the warrants for July and found them acceptable (Doc. 5.A). Thomas Silvious reported that he reviewed the warrants for August and found them acceptable (Doc. 5.B) Peter Carey moved and Barbara Swanson seconded that the warrants for July and August be approved. **The motion carried unanimously.**

6. DIRECTOR'S REPORT

Executive Director's Report

In addition to her written report (Doc. 6) Executive Director Aldrich:

- Reported on the current cost and benefits of the proposed contract with Innovative Interfaces Inc. Richard Swierat moved, and Jill Leinung seconded to approve signing the updated ILS contract. **The motion carried unanimously**. (Doc. 6.A)
- Stuart Auchincloss moved, and Carla Taylor seconded a motion to approve the appointment of Raymond Dangerfield to the materials handler position (Doc. 6.B). **The motion carried unanimously.**
- Executive Director Aldrich reported on the current status of the Union Vale Library.

7. DIRECTOR'S ASSOCIATION LIAISON REPORT

Report from the Directors Association

Matt Pavlov, Director of the Kinderhook Memorial Library/Directors Association Liaison for this meeting expressed gratitude from the DA to Laurie Shedrick, MHLS Assistant Director / Technology Operations Manager for her active listening and quick action on items reported about the new catalog. He also noted the full menu of continuing education opportunities for staff and trustees and thanked MHLS Staff for their work to produce relevant and timely training.

8. AUDIT COMMITTEE MEETING REPORT

Audit Services Contract

Chair Richard Swierat reviewed the process used to review the submissions received through the MHLS request for proposal for audit services. There were three viable companies that responded. The Audit Committee recommended that the system engage the services of EFPR Group for a five-year contract beginning with the audit of the 2024 fiscal year. **The motion passed unanimously.**

9. FINANCE COMMITTEE REPORT

Mid-Year Budget Adjustments

Treasurer Stuart Auchincloss, Chair of the Finance Committee, reported on status of the recommended mid-year budget adjustments and the committee's recommendation that the board adopt the adjustments as presented in the board packet (Doc. 9.B). Richard Swierat moved, and Thomas Silvious seconded the approval of the Mid-Year Budget Adjustments. **The motion passed unanimously.**

10. BYLAWS, POLICIES, AND PROCEDURES REPORT

Chair Richard Swierat reported on the committee's work to draft multiple policies this year and recommended the board's approval of:

Policies Approved

A. Code of Conduct at MHLS Events (Doc. 10.B)
B. Programming Statement (Doc. 10.C)
C. Collection Development Policy (Doc. 10.D)
D. Reconsideration Form (Doc. 10.E)
E. Records Retention Policy (Doc. 10.F)
F. Subject Matter List (Doc. 10.G)
G. Social Media Policy (Doc. 10.H)

The motion to approve all policies listed passed unanimously.

11. INCENTIVES COMMITTEE REPORT

State Aid for Library Construction Award Amounts Approved

Chair Rajene Hardeman reviewed the process for creating the recommended award amounts through the State Aid for Library Construction Program and shared the committee's recommendation for the board to approve the recommended award amounts provided in the board packet (Doc. 11.B). The committee's motion to approve the recommended award amounts passed unanimously.

12. NOMINATIONS & ELECTIONS COMMITTEE REPORT

Chair Richard Swierat reported on current and planned vacancies on the MHLS Board of Trustees. The board will vote to fill these positions at the 2024 Annual Membership Meeting. The slate of officers for the MHLS Board will be voted on at the December Board Meeting. There were no nominations from the floor, therefore the slate will be presented as-in at the December meeting.

13. EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP REPORT

Chair Rajene Hardeman presented the working group's recommendation to evolve the EDI Working Group to a "Core Values Advisory Group." The committee's recommendation was approved unanimously.

Working Group member Mark Wilson presented the description of the newly named Debra Wilcox Klein Book Haven Collection (Doc. 13.A).

14. GOVERNMENT AND COMMUNITY RELATIONS WORKING GROUP REPORT

- Chair Richard Swierat reported on the progress to create an alumni group to assist with advocacy and diversifying funding streams.

- The MHLS Board has been awarded the 2024 Velma K. Moore Award. The presentation ceremony will occur at the board's December meeting.

15. UNFINISHED BUSINESS

There was no unfinished business.

16. NEW BUSINESS

There was no new business.

17. ORIENTATION

EDI Working Group members Rajene Hardeman and Mark Wilson presented on the MHLS Core Values: responsive customer service; equity, diversity, and inclusion; environmental stewardship; economic feasibility; and being future-focused.

18. PUBLIC COMMENT

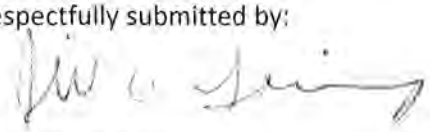
There were no public comments.

19. ADJOURNMENT

The meeting was adjourned at 11:37 AM.

The next meeting is the Annual Membership Meeting on Friday, October 25th at the FDR Presidential Library and Home.

Respectfully submitted by:



Jill Leinung, Secretary
Approved on December 10, 2024 by the MHLS Board of Trustees