# MID-HUDSON LIBRARY SYSTEM

## MINUTES of the BOARD OF TRUSTEES MEETING

## Tuesday, January 11, 2022

President Swierat called the meeting to order at 10:00am.

### 1. ROLL CALL AND APPROVAL OF AGENDA

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| Trustees Present: | Stuart Auchincloss, Peter Carey, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Jill Leinung, Alexandra Prince, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Carla Taylor, Mary Linda Todd, Mark Wilson |
| Directors Association Liaison: | Gina Loprinzo, Director, Brewster Public Library |
| Staff Present: | Rebekkah Smith Aldrich, Saran Camara, Kerry Chenier, Casey Conlin, Laurie Shedrick |

### 2. PRESIDENT'S REPORT

*President's Report*

- President Swierat welcomed new trustees Alexandra Prince and Carla Taylor; board nominee Peter Carey; and new MHLS staff person Kerry Chenier.
- Priscilla Goldfarb moved, and Debra Klein seconded, a motion to appoint Peter Carey, as recommended by the Putnam County Library Association, to fill the remainder of the term left vacant by a recent resignation which is in effect until December 31, 2023. The motion passed unanimously. Carey addressed the group noting his ten (10) years of service on the Brewster Public Library, three (3) as board president during their recent construction/renovation project and long-term appreciation of MHLS and the services provided to member libraries.
- President Swierat administered the 2022 Oath of Office to trustees starting their terms this year: Peter Carey, Alexandra Prince, and Carla Taylor. It was noted that Ken Goldberg, who was excused from today's meeting, is also starting a new term and has filed the oath separately.
- President Swierat presented the 2022 Committee Rosters, noting that newly appointed trustee Peter Carey will be assigned to the Finance and Bylaws, Policies and Procedures Committees now that he has been appointed to the board.
- President Swierat presented the 2022 Priorities and asked that committee chairs help all board members keep these priorities in mind as we convene through the year.

## 3. APPROVAL OF MINUTES

*Minutes Approved*

- Secretary Auchincloss presented the draft minutes for December 2021, noting the new practice of gender-neutral references in the minutes as recommended by the Bylaws, Policies and Procedures Committee. Auchincloss noted this is a work in progress and that the committee welcomes feedback on this new practice.
- Rajene Hardeman moved, and Priscilla Goldfarb seconded, the approval of the December 2021 minutes (Doc. 3.A). The motion passed unanimously.

## 4. TREASURER'S REPORT

*Financial Reports Received*

- Treasurer Wilson reported on of the financial position of the organization as of November 2021, noting that finances are in good order with reserve funds fully funded or on target for 2022 projections. Priscilla Goldfarb moved, and Debra Klein seconded, that the report for November (Doc. 4.A) be received. The motion passed unanimously.

## 5. REPORT ON PAYMENT OF BILLS

*Warrants Received*

- Secretary Auchincloss reported on the review of the December warrants (Doc. 5.A) and noted their acceptability. Auchincloss moved, and Jill Leinung seconded that the warrant reports for December 2021 be received. The motion passed unanimously.

## 6. DIRECTOR'S REPORT

*Executive Director's Report*

- In addition to the written report (Doc. 6), Executive Director Aldrich reported that:
  - A legislative priority for MHLS member libraries will also be a legislative priority of the New York Library Association in 2022, the extension of a bill to reduce the number of petition signatures required for municipal ballot votes (414 votes), which impacts more than thirty member libraries that rely on this mechanism to sustain their operating revenues.
  - The New York State Library has approved the Systems 2022-2026 Plan of Service, Central Library Plan of Service, and Direct Access Plan.
  - The Highland Public Library is the first MHLS member library to be certified under the Sustainable Library Certification Program.

## 7. UNFINISHED BUSINESS

There was no unfinished business to address.

## 8. NEW BUSINESS

- All trustees were reminded to file their Conflict of Interest Disclosure Statement (Doc. 8.A.2) and their Ethics Policy (Doc. 8.B) with MHLS Administrative Associate, Kerry Chenier, by January 31, 2022. A reminder will be sent by email.

*Reminder about annual forms*

- Treasurer Wilson moved, and Secretary Auchincloss seconded, the approval of the annual Fiscal Designation form (Doc. 8.C). The board discussed how this document connects with MHLS fiscal policies. This issue will be referred to the MHLS Finance Committee for further discussion. The motion passed unanimously.

*Fiscal Designation approved*

- Personnel and Planning Committee Chair Ramage introduced the draft *Suspension of Service, Emergency Closing, or Early Release Policy* approved by the committee, noting this has also been reviewed and approved by the CSEA president. Ramage moved, and Janet Schnitzer seconded, that the *Suspension of Service, Emergency Closing, or Early Release Policy* be approved as presented. The motion passed unanimously.

*Suspension of Service, Emergency Closing, or Early Release Policy approved*

- Ramage moved, and Debra Klein seconded, a motion to move into executive session for the purposes of discussing the proposed memo of agreement for the negotiations for a new contract with the CSEA bargaining unit. President Swierat clarified that Executive Director Aldrich and MHLS Finance Manager & Personnel Officer Saran Camara would be included in the executive session. The motion passed unanimously. The board entered into executive session at 10:50am. Ramage moved, and Goldfarb seconded, a motion to exit executive session. This motion passed unanimously. The board came out of executive session at 11:06am.

*Executive session to discuss CSEA Contract*

- Ramage moved, and Peter Carey seconded, a motion to approve the presented memo of agreement (MOA) with the CSEA bargaining unit to outline changes for a new three-year contract and to authorize the negotiating team to sign a contract based on the MOA. The motion passed unanimously.

*Approval of MOA with CSEA for new contract*

- Treasurer Wilson moved, and Janet Schnitzer seconded, that the salary increase and negotiated items in the memo of agreement be extended to all non-CSEA employees. Rajene Hardeman clarified that this should only be effective upon the execution of the

*Extension of contract elements to non-CSEA staff*

contract. Wilson amended his resolution to reflect this. The motion passed unanimously.

**9. BOARD ORIENTATION: Digital Equity & Inclusion**

- Executive Director Aldrich provided a presentation to define the terms "digital equity" and "digital inclusion"; introduce the new New York State Digital Equity Portal; and to discuss the initiatives MHLS staff are undertaking to help member libraries support their communities with issues related to this topic.

*Digital Equity & Inclusion Orientation*

**10. COMMUNICATION**

- Staff:
  - Assistant Director/Technology Operations Manager Laurie Shedrick reported on advancements in the development of the new online catalog and shared the status of MHLS staff technical support of more than thirty member libraries whose boards have voted to go "fine free."

    *Assistant Director/Technology Operations Manager Report*
  - Library Sustainability Coordinator Casey Conlin reported on the 2022 cohort for Turning Outward, the MHLS program to assist member libraries in collecting community input for strategic planning purposes; shared how the Digital Navigator program will serve as a new service platform for future topics, beyond digital equity and inclusion work; the second year of The Library of Local Project; contract negotiations with correctional facility libraries in the system; support of member libraries through the annual report to the state process; and plans for the 2022 continuing education offerings.

    *Library Sustainability Coordinator Report*
  - Finance Manager & Personnel Officer Saran Camara noted she has begun her second year in her position; that she is now working with the new CPA firm and that the firm will be drafting the system's report to the Office of the State Comptroller. Camara noted that Kerry Chenier will also be working with the team in the business office and noted how critical Financial Assistant Joan Kay has been to the success of the oversight of MHLS financial practices in Camara's first year.

    *Finance Manager & Personnel Officer Report*

**11. ADJOURNMENT**

At 11:47am, Secretary Auchincloss moved, and Peter Carey seconded, that the meeting be adjourned. The motion passed unanimously.

Respectfully submitted by:

Stuart Auchincloss, Secretary

Stuart Auchincloss

Approved on March 12, 2022 by the MHLS Board of Trustees