MID-HUDSON LIBRARY SYSTEM

MINUTES of the BOARD OF TRUSTEES MEETING

Monday, July 11, 2022

President Swierat called the meeting to order at 1:30pm.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Jill Leinung, Alexandra Prince, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Carla Taylor, Mary Linda Todd
Trustees Excused/Absent:	Peter Carey, Mark Wilson
Directors Association Liaison:	Michele Capozzella, Director, Mahopac Library
Staff Present:	Rebekkah Smith Aldrich, Saran Camara, Farah Faizi, Laurie Shedrick
Visitor:	Victor Churchill, CPA

2. PRESIDENT'S REPORT

President's Report

- President Swierat:
  - Thanked the board members for their participation in this year's Board Self-Evaluation Process. 100% of trustees participated;
  - Provided the highlights of the mid-year report from the Board Committee Chairs (Doc. 2.A); and
  - Noted that the evaluation of the performance of the Executive Director will commence this month. To prepare for this a recorded introduction to the process will be provided to all board members.

3. APPROVAL OF MINUTES

Minutes Approved

- Janet Schnitzer moved, and Priscilla Goldfarb seconded, the approval of the May 2022 minutes (Doc. 3.A). The motion passed unanimously.

4. TREASURER'S REPORT

Financial Reports Received

- In the absence of Treasurer Wilson, Executive Director Aldrich read his prepared remarks:
  - Per the April and May 2022 financial reports in the Board packet, income and expenditures continue on pace for this year, with no major deviations.

- In the May statement, the increase under miscellaneous receipts represents the insurance payment for the front railing that was damaged by a delivery driver and the receipt of an E-Rate payment.
- The $1,000,000 90-day Certificate of Deposit is getting an interest rate of 0.07%. The CD will come due later this month.
- Fund balances are in line for this time of year. The deficit balance shown for the Undesignated Fund is the result of operational expenses and will be corrected with receipt of the State's General Aid allocation for System operating expenses, typically sent in August. There is no indication at this point of any change in the timing to receive the allocation.
- MHLS Staff are currently working on the mid-year budget adjustments and will present their report to the Finance Committee in August.
- Lynne Ridgeway moved, and Priscilla Goldfarb seconded, that the financial reports for April (Doc. 4.A) and May (Doc. 4.B) be received. The motion passed unanimously.

5. REPORT OF THE AUDIT COMMITTEE

- Chair Ramage reported on the committee's work to review the audit report and board report from Sickler Torchia Allen & Churchill (STAC) CPAs, and recommended the receipt of the reports by the full board. Victor Churchill of STAC CPAs provided a detailed review of their findings which were summarized as a "clean opinion," with no material weaknesses or significant deficiencies identified. Chair Ramage moved, and Stuart Auchincloss seconded, a motion to accept the independent accountants audit report. The motion passed unanimously. Chair Ramage moved, and Stuart Auchincloss seconded, a motion to accept the 2022 report to the board from STAC, CPAs. The motion passed unanimously. Chair Ramage thanked Saran Camara, MHLS Finance Manager & Personnel Officer, for her work to ensure the good financial standing of the organization.

2021 Audit Received

6. REPORT ON PAYMENT OF BILLS

- Alexandra Prince reported on the review of the May warrants (Doc. 6.A) and Barry Ramage reported on the review of the June warrants (Doc. 6.B) and both noted their acceptability. Priscilla Goldfarb moved, and Debra Klein seconded that the warrant reports for May and June 2022 be received. The motion passed unanimously.

Warrants Received

7. DIRECTOR'S REPORT

Executive Director's Report

- In addition to the written report (Doc. 7), Executive Director Aldrich reported that:
  - Libraries in New York State are now designated as "sensitive places" and therefore firearms may not be carried on premises;
  - The MHLS Bylaws, Policy and Procedures Committee will work on guidance for compliance with the new MHLS Trustee Continuing Education Policy based on the recent guidance for member library trustees issued by the New York State Library; and
  - Valley Courier has triggered the gas surcharge clause of the delivery contract in light of the price of gas.
- Janet Schnitzer moved, and Alexandra Prince seconded the appointment of Farah Faizi to the position of Administrative Associate (Doc. 7.A). The motion passed unanimously.
- Lynne Ridgeway moved, and Debra Klein seconded the acceptance of the resignation of Casey Conlin from the position of Library Sustainability Coordinator (Doc. 7.A). The motion passed unanimously.
- Debra Klein moved, and Priscilla Goldfarb seconded, a motion to approve the salary adjustment and promotion of Kathryn Brew to the position of ILS and Technology Operations Specialist (Doc. 7.A). The motion passed unanimously.

8. DIRECTORS ASSOCIATION LIAISON REPORT

DA Liaison Report

Mahopac Library Director Michele Capozzella reported on recent unanimous approval of the 2023 Members Assessment and the new equity, diversity and inclusion statement now included via a link in the footer of the online catalog. She complimented the MHLS Staff, noting their performance during the pandemic and their continued, valued support of member library directors.

9. PERSONNEL & PLANNING COMMITTEE

Personnel Policy Amended

- Chair Ramage moved, and Priscilla Goldfarb seconded a motion to amend the MHLS Personnel Policy to replace the word "sex" with "gender identity and expression, sexual orientation" and to add the phrase "socio-economic status" to the discrimination statement. The motion passed with 12 yes votes (Auchincloss, Goldberg, Goldfarb, Klein,

Leinung, Prince, Ramage, Ridgeway, Schnitzer, Swierat, Taylor, Todd) and 1 abstention (Hardeman).

- Executive Director Aldrich provided a 2022 Mid-Year Action Plan Report.

10. UNFINISHED BUSINESS

- Chair of the Board Development Committee, Ken Goldberg, reported on the committee's findings regarding the legality of an online Annual Membership Meeting for 2022. Chair Goldberg moved, and Janet Schnitzer seconded, that the 2022 Annual Membership Meeting be held online with the guidance from the MHLS lawyer. The motion passed unanimously.

2022 Annual Membership Meeting Venue Decision

11. NEW BUSINESS

There was no new business.

12. ORIENTATION

Executive Director Aldrich provided an overview of the State Aid for Library Construction Program and the responsibilities of the MHLS Board.

Review of the State Aid for Library Construction Program.

13. COMMUNICATIONS

- Laurie Shedrick, MHLS Assistant Director/Technology Operations Manager, reported on the outcomes of the Beyond the Library WiFi Program and noted they are conducting a search to fill the ILL/Cataloging Specialist position.
- Saran Camara, MHLS Financial Manager & Personnel Officer reported on the experience of working with the new auditor; that there are two currently open position that searches are being conducted for; that our new Financial Assistant, Lisa Masserelli, is doing well in her role; and that the State Aid charts for 2022 have been released and confirm our understanding of state aid levels for the year.

Staff Reports

14. ADJOURNMENT

At 3:20pm, Stuart Auchincloss moved, and Jill Leinung seconded, that the meeting be adjourned. The motion passed unanimously.

Respectfully submitted by: Stuart Auchincloss

Stuart Auchincloss, Secretary

Approved on September 29, 2022 by the MHLS Board of Trustees