MID-HUDSON LIBRARY SYSTEM

MINUTES of the BOARD OF TRUSTEES MEETING

Saturday, March 12, 2022

President Swierat called the meeting to order at 10:02am.

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, Mark Wilson
Trustees Excused/Absent:	Peter Carey
Directors Association Liaison:	Mary De Bellis, Director, LaGrange Library
Staff Present:	Rebekkah Smith Aldrich, Saran Camara, Kerry Chenier, Casey Conlin, Laurie Shedrick

2. PRESIDENT'S REPORT

President's Report

- President Swierat:
  - Noted that the negotiations with the CSEA bargaining unit were completed and the new three-year contract signed;
  - Congratulated trustees on their board-to-board visits with member library boards and reminded them to coordinate with other trustees of their respective counties when scheduling visits;
  - Thanked fellow board members for their participation in Library Advocacy Week activities; and
  - Noted that the 2022 Orientation for New Trustees would take place after the board meeting.

3. APPROVAL OF MINUTES

Minutes Approved

- Priscilla Goldfarb moved, and Mark Wilson seconded, the approval of the January 2022 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 the end of the 2021 fiscal year, noting that finances are in good shape due largely to less expenses and more income resulting from the delivery contract being secured at the same rate and the paycheck

protection plan bolstering the bottom line. Treasurer Wilson summarized the end of fiscal year report ended strongly because of the Finance Committee and MHLS staff, notably Saran Camara, Rebekkah Smith Aldrich and Laurie Shedrick. Mark Wilson moved, and Debra Klein seconded, that the report for December (Doc. 4.A) be received. The motion passed unanimously.

5. REPORT ON PAYMENT OF BILLS

- Member-at-Large Priscilla Goldfarb reported on the review of the January warrants (Doc. 5.A) and Rajene Hardeman reported on the review of the February warrants (Doc. 5.B) and both noted their acceptability. Janet Schnitzer moved, and Mark Wilson seconded that the warrant reports for January and February 2022 be received. The motion passed unanimously.

Warrants Received

6. DIRECTOR'S REPORT

- In addition to the written report (Doc. 6), Executive Director Aldrich reported that:
    - Advocacy Week activities went well. Early reports of the one-house budget bills are positive. We will know more after next week.
    - The petition signature reduction bill needs to be redrafted as a permanent change.
    - Joan Kay, MHLS Financial Assistant, has decided to retire after 22 years of service to MHLS.
        - President Swierat moved, Barry Ramage seconded a motion to authorize the Executive Committee to take any actions necessary to assist the director in filling this position in a timely manner. The motion passed unanimously.
    - She and Assistant Director/Technology Operations Manager, Laurie Shedrick, met with the leadership of Innovative Interfaces Inc. to discuss the evolution of the MHLS contract with them since their company has been purchased twice since our contract was signed. MHLS staff are routinely advocating so that members receive what was initially promised from this vendor.
    - A small group of library directors has been convened to research best practices related to recruitment and retention for board diversity.
- Priscilla Goldfarb moved, and Debra Klein seconded the appointment of Dave Haspel to the position of MHLS Delivery Operations and Facilities Associate (Doc. 6.A). The motion passed unanimously.

Executive Director's Report

7. DIRECTORS ASSOCIATION LIAISON REPORT

DA Liaison Report

LaGrange Library Director Mary De Bellis reported there was a successful Directors Association meeting in February where they said goodbye to AnnaLee Dragon, who left the Director position at the Kinderhook Memorial Library to become the Executive Director of the New York Library Association (NYLA). De Bellis also welcomed four new Library Directors to the Kinderhook, Pleasant Valley, Catskill and Woodstock Libraries. Several action items were unanimously approved, including the OverDrive Reciprocal Lending Agreement and changes to the Resource Sharing Standards (Doc. 7.A).

8. PERSONNEL & PLANNING COMMITTEE

- Chair of the Personnel & Planning Committee, Barry Ramage, presented the proposed amendments to the Personnel Policies. The amendments included recommendations from the Personnel & Planning Committee of the MHLS Board that were presented to the board in December and reviewed by our lawyer; the elements of the newly approved CSEA contract that intersect with the personnel policies; and language to comply with the new Workplace Monitoring and Surveillance law in NYS. Ramage moved and Priscilla Goldfarb seconded the approval of the amended Personnel Policies as presented (Doc. 8.A). The motion passed unanimously.

Personnel Policies Amended

- Ramage moved and Debra Klein seconded the approval of the proposed Health Emergency Plan Amendments (Doc. 8.B). The motion passed unanimously.

Health Emergency Plan Amended

- Ramage moved and Janet Schnitzer seconded the approval of the proposed amendments to the Cancellation of the MHLS Sponsored/Hosted Events Due to Hazardous Weather Policy (Doc. 8.C). The motion passed unanimously.

Events Cancellation Policy Amended

9. BYLAWS, POLICY AND PROCEDURES

- Chair of the Bylaws, Policy and Procedures Committee, Debra Klein, moved and Rajene Hardeman seconded the approval of a MHLS Trustee Continuing Education Policy (Doc. 9.B) which would go into effect January 1, 2023. The motion passed unanimously.

Trustee Education Policy Approved

- Klein moved and Hardeman seconded the addition of a Public Comment section to the 2022 Rules & Procedures of the MHLS Board (Doc. 9.C). The motion passed unanimously.

Public Comment Rules Established

- Klein moved and Barry Ramage seconded a directive for the MHLS Bylaws, Policy and Procedures Committee to develop a policy to clarify the process for the removal of a

trustee (Doc. 9.A). This will be worked on by the Committee in 2022. The motion passed unanimously.

Removal of a Trustee Policy to be Developed

10. INCENTIVES COMMITTEE

- Chair of the Incentives Committee, Stuart Auchincloss, introduced the recommended Board Priorities for Funding for the State Aid for Library Construction Program (Doc. 10. B.1) and noted the committee is recommending no change from the 2021 priorities. Auchincloss moved and Janet Schnitzer seconded the approval of the Priorities as presented. The motion passed unanimously.

2022 Construction Aid Priorities Established

- Auchincloss moved and Debra Klein seconded the committee's recommendation that the board approve the presented definition of an Economically Disadvantaged Community for the 2022-2023 State aid for Library Construction Program (Doc. 10.A). The motion passed unanimously.

Economically Disadvantaged Definition Confirmed

11. WORKING GROUP REPORTS

President Swierat presented the report for the Equity, Diversity, and Inclusion (EDI) Working Group, noting EDI goals for the board committees for 2022 related to the EDI Assessment completed by the board in 2021 (Doc. 11.A).

EDI Working Group Report

12. UNFINISHED BUSINESS

There was no unfinished business to address.

13. NEW BUSINESS

- President Swierat moved, and Debra Klein seconded the motion to approve the Annual Salary Schedule (Doc. 13.A). The motion passed unanimously. *Salary Schedule Approved*
- President Swierat moved, and Stuart Auchincloss seconded the authentication of the MHLS Annual Report to the State (Doc. 13.B). The motion passed unanimously. *Annual Report to the State Authenticated*
- Executive Director Aldrich presented variance requests from four member libraries, Catskill Public Library; North Chatham Public Library; Philmont Library and the Woodstock Public Library District. Rajene Hardeman moved, and Debra Klein seconded a motion to approve all four variance requests and associated compliance plans. The motion passed unanimously. *Variance Requests Approved*
- Treasurer Wilson reviewed the Reserve Fund Policies (Doc. 13.D) with the board and at the recommendation of the MHLS auditor, made two motions to move funds into reserve: *Reserve Fund Transfers Approved*
    - Wilson moved, and Priscilla Goldfarb seconded the transfer of $90,000 into the newly created Employee Benefit Accrued Liability Reserve Fund. The motion passed unanimously.
    - Wilson moved, and Stuart Auchincloss seconded the transfer of $50,000 into the MHLS Capital Reserve Fund to follow the board's reserve fund policy to fund this reserve in accordance with the board-approved Capital Fund Policy. The motion passed unanimously.
- President Swierat moved, and Janet Schnitzer seconded the designation of the Poughkeepsie Journal as the MHLS newspaper of record (Doc. 6). The motion passed unanimously. *Newspaper of Record Established*

14. BOARD ORIENTATION: MEMBER ASSESSMENT EXPLAINATION

Executive Director Aldrich provided an overview of the Members Assessment including the history, intent of the formula and the approval process. *Members Assessment Explained*

15. COMMUNICATION

- Board Members: *Board-to-Board Visit Reports*
    - Three Board to Board visit reports were submitted in advance of the meeting and are appended to these minutes (Doc. 15.A.1-3,).

- Staff:
  - Assistant Director/Technology Operations Manager Laurie Shedrick reported on the team's efforts to establish the new OverDrive Reciprocal Lending Agreement with the Upper Hudson Library System; the transition to new servers for our Sierra, Encore and Decision Center software; the Beyond the Library Wi-Fi Project implementation status; the roll out of a new learning management system for members; and that yet another member library has gone fine free, the Heermance Memorial Library in Coxsackie. *Assistant Director/Technology Operations Manager Report*
  - Library Sustainability Coordinator Casey Conlin reported on the cross-team efforts to assist member libraries file their annual reports to the state; that five member libraries are participating in the MHLS Turning Outward cohort for 2022; that the new Family Literacy cohort is very popular and now has a waiting list; and that the Digital Navigator Program is off to a strong start. *Library Sustainability Coordinator Report*
  - Finance Manager & Personnel Officer Saran Camara noted that the MHLS report with the Office of the State Comptroller has been filed by the accounting firm and that the independent review report from the CPA is in progress. *Finance Manager & Personnel Officer Report*
  - Executive Director Aldrich noted that Laurie, Casey, and Saran have been team facilitators for team-based conversations among staff on the topics of Justice, Equity, Diversity, and Inclusion this quarter and thanked them for their leadership on this topic.

16. ADJOURNMENT

At 11:47am, Debra Klein moved, and Priscilla Goldfarb seconded, that the meeting be adjourned. The motion passed unanimously. It was noted for those staying for the orientation that it will convene at 12:30pm.

Respectfully submitted by: Stuart Auchincloss

Stuart Auchincloss, Secretary

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