MID-HUDSON LIBRARY SYSTEM

MINUTES of the BOARD OF TRUSTEES MEETING

Thursday, May 12, 2022

President Swierat called the meeting to order at 10:01am.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Peter Carey, Kenneth Goldberg, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Jill Leinung, Alexandra Prince, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Mary Linda Todd, Mark Wilson
Trustees Excused/Absent:	Carla Taylor
Directors Association Liaison:	Catherine Benson, Director, Heermance Memorial Library (Coxsackie)
Staff Present:	Rebekkah Smith Aldrich, Saran Camara, Casey Conlin, Joan Kay, Laurie Shedrick

2. PRESIDENT'S REPORT

President's Report

- President Swierat:
  - Congratulated all involved with the Woodstock Public Library District building referendum in light of the passage of this measure at the polls on May 10th.
  - Noted that a list of holidays and cultural/religions days of importance have been shared by the MHLS Staff with the leadership of the MHLS Directors Association.
  - Thanked the committee members of the board for their good work to advance the board's sustainability goals in the areas of economic feasibility, environmental stewardship and equity/diversity/inclusion.
  - President Swierat moved, and Priscilla Goldfarb seconded a resolution to recognize Joan Kay, MHLS Financial Assistant on the eve of her retirement:

    WHEREAS, Joan Kay, MHLS Financial Assistant, has announced her retirement from the Mid-Hudson Library System after 22 years; and

    WHEREAS, Ms. Kay has provided excellent leadership to ensure the financial transparency and integrity of our organization during her tenure; and

    WHEREAS, Ms. Kay has played a critical role in securing multiple State Aid for Library Construction Program grants to improve the facilities of the Mid-Hudson Library

System; and

WHEREAS, Ms. Kay has distinguished herself as an excellent problem solver and a supportive, incredibly gracious colleague; and

WHEREAS, Ms. Kay has been invaluable to creating an organizational culture that respects environmental sustainability through her dedicated service on the Mid-Hudson Library System's Sustainability Initiative Team; and

NOW THEREFORE, BE IT RESOLVED, that the Board of the Mid-Hudson Library System hereby expresses its profound gratitude to Ms. Kay for her service to the organization, for her sound advice and positive attitude, all of which has enhanced our workplace and ensured our organization is fiscally sound.

The motion passed unanimously.

3. APPROVAL OF MINUTES

- Peter Carey moved, and Debra Klein seconded, the approval of the March 2022 minutes (Doc. 3.A). The motion passed unanimously. *Minutes Approved*

4. TREASURER'S REPORT

- Treasurer Wilson reported on of the financial position of the organization, noting that cash flow projections are as expected given the state aid will not arrive until later this year, as per usual. Also, in April, a short-term (90-day) CD was opened with $1 million. Mark Wilson moved, and Priscilla Goldfarb seconded, that the reports for January (Doc. 4.A), February (Doc. 4.B), and March (Doc. 4.C) be received. The motion passed unanimously. *Financial Reports Received*

5. REPORT ON PAYMENT OF BILLS

- Debra Klein reported on the review of the March warrants (Doc. 5.A) and Jill Leinung reported on the review of the April warrants (Doc. 5.B) and both noted their acceptability. Janet Schnitzer moved, and Peter Carey seconded that the warrant reports for March and April 2022 be received. The motion passed unanimously. *Warrants Received*

6. DIRECTOR'S REPORT

Executive Director's Report

- In addition to the written report (Doc. 6), Executive Director Aldrich reported that:
  - Changes to the New York State Open Meetings Law were included in the budget bill and explained their impact on the MHLS Board. It was recommended that the MHLS Bylaws, Policy and Procedures Committee develop a policy to respond to this new law.
  - The record setting price of gasoline is impacting staff who travel to member libraries as a part of their job responsibilities.
  - The impact of a recent cybersecurity breech in the Westchester Library System is unlikely in the Mid-Hudson Library System given the decentralized computer network in our system. Aldrich reviewed MHLS staff's efforts to bolster cybersecurity awareness with member libraries and MHLS staff.
  - MHLS will partner with other library systems across the state to develop a toolkit and webinar for member libraries to address challenges to items in a library's collection.
- Peter Carey moved, and Jill Leinung seconded the acceptance of Kerry Chenier's resignation from the position of Administrative Associate (Doc. 6.A). The motion passed unanimously.
- Janet Schnitzer moved, and Vice President Barry Ramage seconded, a motion to appoint Lisa Masserelli to the part-time position of Financial Assistant (Doc. 6.A). The motion passed unanimously.
- Kenneth Goldberg moved, and Peter Carey seconded, a motion to approve the proposed mileage reimbursement adjustment for 2022 (Doc. 6.B). The motion passed unanimously.

7. DIRECTORS ASSOCIATION LIAISON REPORT

DA Liaison Report

Heermance Memorial Library (Coxsackie) Director Catherine Benson reported on recent discussions at the Directors Association (DA) and DA advisory committee meetings including the recent debate as to how to catalog paperback books; the creation of an ad hoc committee to address collection development and investment levels by member libraries in the OverDrive collection; the development of an equity, diversity, and inclusion statement for the DA; and current research on new e-resources.

8. NOMINATIONS & ELECTIONS COMMITTEE

- Chair of the Nominations & Elections Committee, Mark Wilson explained the upcoming timeline for nominating officers for the board.

Officer Election Process Reviewed

9. FACILITIES COMMITTEE

- Chair of the Facilities Committee, Lynne Ridgeway introduced the Electric Vehicle (EV) Make-Ready Program and its potential to assist with the board's 2022 priority to install EV charging stations at 103 Market Street (Doc. 9.A). Janet Schnitzer moved, and Peter Carey seconded a resolution to authorize MHLS Staff to move forward with participation in the EV Make-Ready Program. The motion passed unanimously.

EV Make-Ready Program Approval

- Chair Ridgeway moved, and Debra Klein seconded, a motion to amend the MHLS Capital Plan to prioritize the purchase of ENERGY STAR rated equipment whenever possible. The motion passed unanimously.

Capital Plan Amended

- Chair Ridgeway moved, and Peter Carey seconded, a motion to amend the MHLS Capital Plan to prioritize the use of locally available, renewable, or reclaimed resources, when financially feasible. This motion passed unanimously.

10. BOARD DEVELOPMENT COMMITTEE

- Chair of the Board Development Committee, Kenneth Goldberg, moved, and Janet Schnitzer seconded, an amendment to the committee's charge to clarify that committee membership will preferably include at least one representative from each county (Doc. 10.A). The motion passed unanimously.

Board Development Committee Charge Amended

- Chair Goldberg noted the committee's recommendation to the EDI Working Group that a top-level statement regarding the focus on equity, diversity, and inclusion of all committees be created, rather than weaving EDI into each committee charge.

2022 Annual Membership Meeting Planning

- Chair Goldberg discussed the impact of the recent amendments to the New York State Open Meetings Law on the MHLS Annual Membership Meeting. The committee will come back to the board with a recommendation for the format of this meeting in July. Michele Stricker, Deputy State Librarian of the New Jersey State Library, the project leader for the Librarian's Disaster Planning and Community Resilience Guidebook and Workbook has been confirmed as our 2022 Annual Meeting Speaker.

EDI Working Group Report

11. WORKING GROUP REPORTS

President Swierat presented the report for the Equity, Diversity, and Inclusion (EDI) Working Group, noting the progress on the EDI goals for the staff and board committees; the planned Justice at Work program for member libraries; and the upcoming in-person retreat for the working group (Doc. 11.A).

COVID-19 Response & Recovery Working Group Renamed

President Swierat presented the report of the COVID-19 Response & Recovery Working Group (Doc. 11.B) and:

a. Introduced a motion, seconded by Vice President Barry Ramage, to update the name of the working group to the Government & Community Relations Working Group. The motion passed unanimously.

Foundation for Hudson Valley Libraries Research Presented

b. Presented the working group's research related to the Foundation for Hudson Valley Libraries (Doc. 11.B). The findings indicated that while well-intentioned efforts have been made over the past twenty years, that this organization has failed to thrive and is not well positioned to be successful in the future. President Swierat moved, and Working Group Member Priscilla Goldfarb seconded, the committee recommendation to approach the last known board members of the Foundation to suggest that the entity be dissolved. Kenneth Goldberg inquired about available funds in the Foundation's account to cover any costs associated with dissolution efforts and it was confirmed that there are funds available for this purpose. The motion passed unanimously.

First steps to create a fund with the Community Foundations of the Hudson Valley authorized

c. Presented the working group's research related to starting a fund with the Community Foundations of the Hudson Valley (CFHV) (Doc. 11.B). President Swierat moved, and Debra Klein seconded, a motion to begin discussions with CFHV to pursue this. The motion passed unanimously. The Working Group will provide a report at a future board meeting.

d. President Swierat presented the draft "Messaging Matrix" (Doc. 11.B) produced through the Working Group and noted the beginning stages of message development work for segmented audiences relevant to the financial health of the organization.

12. UNFINISHED BUSINESS

There was no unfinished business to address.

13. NEW BUSINESS

There was no new business.

Orientation on Gender Pronouns

14. BOARD ORIENTATION: GENDER PRONOUNS

Priscilla Goldfarb, Rajene Hardeman, and Debra Klein, members of the MHLS Equity, Diversity, and Inclusion Working Group, provided an introduction to the use of gender pronouns and why this is an important EDI topic.

15. COMMUNICATIONS

Board-to-Board Visit Reports

- Priscilla Goldfarb and Peter Carey reported on their recent visit with the Patterson Library Board (Doc. 15.A.1) noting the library's strong advocacy work.

Assistant Director/Technology Operations Manager Report

- Laurie Shedrick, MHLS Assistant Director/Technology Operations Manager, reported on Phase II of the Vega Discover Pilot and noted the leadership of Kathryn Brew, MHLS Technology Operations Support Specialist to manage communication and documentation of the pilot; and reported on the work of MHLS IT Operations Supervisor Gerry Formby and Tech Support Specialist Isaac Barbee to install WiFi routers at 43 member libraries over the next two months as part of the American Rescue Plan Act program. Also noted was the focus of the MHLS Cataloging Team on equity, diversity, and inclusion in their work; the continued leadership of Nina Acosta, MHLS Data Operations Supervisor to assist member libraries with OverDrive collection development; and the need to focus more attention to help member libraries increase broadband speeds and tap into funds through the federal E-rate program.

Library Sustainability Coordinator Report

- Casey Conlin, MHLS Library Sustainability Coordinator updated the board on several projects including the 2022 Turing Outward cohort; efforts of the MHLS Outreach & Equity, Diversity, and Inclusion (EDI) Specialist Kerstin Cruger to design new continuing education opportunities for member libraries including the upcoming program on diversity audits of collections.

Finance Manager & Personnel Officer Report

- Saran Camara, MHLS Financial Manager & Personnel Officer reported on the recent recruitment efforts for the Financial Assistant and Administrative Assistant positions.

16. ADJOURNMENT

At 12:07pm, Peter Carey moved, and Priscilla Goldfarb seconded, that the meeting be adjourned. The motion passed unanimously.

Respectfully submitted by: Stuart Auchincloss

Stuart Auchincloss, Secretary

Approved on July 11, 2022 by the MHLS Board of Trustees