MID-HUDSON LIBRARY SYSTEM

MINUTES of the BOARD OF TRUSTEES MEETING

Thursday, September 29, 2022

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

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present:	Stuart Auchincloss, Peter Carey, Priscilla Goldfarb, Rajene Hardeman, Debra Klein, Jill Leinung, Barry Ramage, Lynne Ridgeway, Janet Schnitzer, Richard Swierat, Carla Taylor, Mary Linda Todd, Mark Wilson
Directors Association Liaison:	Thea Schoep, Director, Claverack Free Library
Staff Present:	Rebekkah Smith Aldrich, Saran Camara, Laura Crisci, Farah Faizi, Laurie Shedrick

2. PRESIDENT'S REPORT

- President Swierat thanked Thea Schoep, director of the Claverack Free Library, for hosting this meeting of the MHLS Board.

President's Report

3. APPROVAL OF MINUTES

- Peter Carey moved, and Lynne Ridgeway seconded, the approval of the July 2022 minutes (Doc. 3.A). The motion passed unanimously.

Minutes Approved

4. TREASURER'S REPORT

- Treasurer Mark Wilson reported on the financial position of the organization as of August 2022, noting that finances are much improved thanks to the receipt of 80% of state funds over the summer which enabled all reserve fund policies to be followed. Wilson also noted that $2 million has been invested in a short-term certificate of deposit (CD) now that interest rates have gone up. Wilson moved, and Priscilla Goldfarb seconded, that the reports for June (Doc. 4.A), July (Doc. 4.B), and August (Doc. 4C) be received. The motion passed unanimously.

Financial Reports Received

5. REPORT ON PAYMENT OF BILLS

- Lynne Ridgeway reported on the review of the July warrants (Doc. 5.A) and Janet Schnitzer reported on the review of the August warrants. Both noted their acceptability. Secretary Auchincloss moved, and Peter Carey seconded that the warrant reports for July and August 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: *Executive Director's Report*
  - A final presentation on the System's successful efforts to become the first public library system in New York State to be certified under the Sustainable Library Certification Program will be provided at the December board meeting.
  - That the American Library Association has issued a letter to the Director of the Federal Bureau of Investigations (FBI) regarding the recent, violent threats against library workers across the country.
  - Registration is now open for the 2022 MHLS Annual Membership Meeting and encouraged all trustees to register for both the business meeting and the keynote speaker, Michele Stricker, Deputy Director of the New Jersey State Library who will address disaster preparedness and libraries' contribution to community resilience.
- Priscilla Goldfarb moved, and Lynne Ridgeway seconded a motion to approve the personnel actions (Doc. 6.A). The motion passed unanimously. *Personnel Actions approved*

7. DIRECTORS ASSOCIATION LIAISON REPORT

- Thea Schoep, Director, Claverack Free Library reported on recent action items taken by the Directors Association related to the collection of fines at member libraries. It was noted that 66% of member libraries are now fine free with five more expected to go fine free by the end of the year.
- Vice President Ramage moved, and Debra Klein seconded, a motion to approve the 2022 Budget for Central Library Program Aid. The motion passed unanimously. *Central Library Program Aid Budget Approved*

8. NOMINATIONS & ELECTIONS COMMITTEE

- Chair Wilson presented the slate of board officers for 2023 and called for nominations from the floor for each position as well. No nominations from the floor were received. The slate, as presented in Doc. 8.A, will be voted on at the December board meeting. *Slate of 2023 Officers Set*

9. INCENTIVES COMMITTEE

- Chair Auchincloss reviewed the process to prioritize applications received through the State Aid for Library Construction program and to ensure libraries that serve economically disadvantaged communities are given special consideration.

- Debra Klein moved, and Rajene Hardeman seconded, a motion to approve the submission of an application to the State Aid for Library Construction Program by MHLS for the installation of four electric vehicle (EV) charging stations and to authorize the board president to sign the mandated assurances form required for the application. The motion passed unanimously. *MHLS Construction Application Approved*
- Rajene Hardeman moved, and Mark Wilson seconded, a motion to approve the recommended award amounts for 2022 applicants to the State Aid for Library Construction as presented (Doc. 9.D). The motion passed unanimously. *State Aid for Library Construction Award Recommendations Approved*

10. PERSONNEL & PLANNING COMMITTEE

- Mary Linda Todd moved, and Stuart Auchincloss seconded, a motion to approve the proposed amendments to the personnel policy to address discrimination, harassment and bullying prevention (Doc. 10.B.1). The motion passed unanimously. *Bullying prevention added to MHLS Personnel Policy*
- Chair Ramage moved, and Peter Carey seconded, a motion to amend the personnel policy to clarify the employment categories section (Doc. 10.B.2). The motion passed unanimously.
- Peter Carey moved, and Carla Taylor seconded, a motion to approve the addition of an email encryption section to the personnel policy (Doc. 10.C.1). The motion passed unanimously. *Email Encryption policy approved*
- Debra Klein moved, and Stuart Auchincloss seconded, a motion to approve the addition of a "Technology & Data Security" section to the personnel policy (Doc. 10.C.2). The motion passed unanimously. *Technology & Data Security policy approved*
- Chair Ramage and Executive Director Aldrich explained the process for consideration of the proposed Children's Internet Protection Act (CIPA)-Compliant Internet Access Policy (found in Doc. 10.A) which will require a public hearing portion of the December board meeting.
- Chair Ramage moved, and Stuart Auchincloss seconded, a motion to approve the 2023 Action Plan (Doc. 10.E) as presented. The motion passed unanimously. *2023 Action Plan approved*

11. BYLAWS, POLICY & PROCEDURES COMMITTEE

- Chair Klein moved, and Mark Wilson seconded a motion to approve the presented "Removals and Suspensions from the MHLS Board" policy (Doc. 11.C) with the agreed upon amendment to change the use of the word "he" to "they" throughout. The motion passed unanimously. *Removals and Suspensions Policy approved*
- Chair Klein moved, and Janet Schnitzer seconded a motion to approve the presented amendment to the MHLS Ethics Policy (Doc. 11.B) with the agreed upon adjustment to replace the word "etc." with the phrase "including but not limited to." The motion passed unanimously. *Ethics Policy amended*

- Executive Director Aldrich provided an overview of the Committee's ongoing discussion related to the new provisions of the New York State Open Meetings Law regarding remote participation in meetings due to "extraordinary circumstances." The Committee will present a policy draft related to this at the December meeting. This policy would require a public hearing in order to be passed by the board.
- Chair Klein reviewed the MHLS Trustee Continuing Education Procedures (Doc. 11.D) and Aldrich reminded the board that their Sexual Harassment Prevention Training forms are due on September 30th.

12. FINANCE COMMITTEE

- Chair Wilson moved, and Stuart Auchincloss seconded, a motion to approve the mid-year budget adjustments as presented. The motion passed unanimously.
- Wilson reviewed the draft "Role of the Treasurer" document (Doc. 12.B) to help encourage trustees to step up to serve in this role in the future.

Mid-year Budget Adjustments approved

13. WORKING GROUP REPORTS

- President Swierat reviewed the Equity, Diversity, and Inclusion Working Group activities, noting the 2-year anniversary of this group and the process for renewal of work on this topic in the future.
- President Swierat reviewed the Government & Community Relations Working Group activities and thanked MHLS Finance Manager & Personnel Officer for her work to address the standing of the Foundation for Hudson Valley Libraries with New York State.

Working Group reports provided

14. UNFINISHED BUSINESS

There was no unfinished business to address.

15. NEW BUSINESS

There was no new business to address

16. BOARD ORIENTATION: "Feeling Overwhelmed by "EDI"? You're not alone.

- MHLS Equity, Diversity, and Inclusion Working Group members Rajene Hardeman, Debra Klein, and Priscilla Goldfarb provided a presentation to help put conversations about

Equity, Diversity, and Inclusion Orientation provided

equity, diversity, and inclusion in context.

17. COMMUNICATION

Staff Reports

- Staff:
  - Assistant Director/Technology Operations Manager Laurie Shedrick reported on her work to connect more member libraries with the federal E-Rate program to make telecommunications more affordable.
  - Finance Manager & Personnel Officer Saran Camara was complimented on her work to restructure the chart of accounts to ensure data entry and financial reporting are streamlined in FY2023.
- Trustees: Priscilla Goldfarb asked the group to pause and recognize the work of the MHLS staff and thank them for their support of the board.

18. ADJOURNMENT

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

Respectfully submitted by:

Stuart Auchincloss

Stuart Auchincloss, Secretary

Approved on December 13, 2022 by the MHLS Board of Trustees